

**CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
July 11, 2016 @ 7:00 P.M.**

Approved

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened at the Castle Rock Town Hall on Monday, July 11, 2016 at 7:00 p.m. Present were Sandy Weber, Chair; Jon Juenke, Vice-Chair, Jeff Partington, Kelly Elvestad, and Dave Nicolai, Supervisors; Rhonda Rademacher, Treasurer, and Barbara Lang, Clerk. Also in attendance were Rebecca Lien, Tara Lien, Shannon Nielsen, Mark Henry, and late arrival Ken Betzold.

Sandy Weber called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

APPROVE AGENDA

Sandy Weber requested to add discussion of Denmark Ave road turnback to Road Report.

Dave Nicolai made a motion and Jon Juenke seconded to accept the amended agenda. 5 ayes. Motion carried.

CONSENT AGENDA

1. June 13, 2016 Board of Supervisors Special Meeting Minutes
2. June 13, 2016 Board of Supervisors Regular Meeting Minutes
3. Temporary On-Sale Liquor License from Dakota City Heritage Village for Dakota County Fair, August 8-10, 2016
4. Temporary On-Sale Liquor License from Dakota County Ag Society for Dakota County Fair, August 11-14, 2016
5. Large Assembly Application from Rotary Club of Farmington for music festival fundraiser at the Dakota County Fairgrounds, September 16-17, 2016
6. Temporary On-Sale Liquor License from Rotary Club of Farmington for music festival fundraiser at the Dakota County Fairgrounds, September 16-17, 2016

Jon Juenke made a motion and Kelly Elvestad seconded to approve the consent agenda. 5 ayes. Motion carried.

DAKOTA COUNTY SHERIFF UPDATE – None

PUBLIC COMMENT - None

PLANNING COMMISSION UPDATE

Jeff Partington, Planning Commission Chairman, gave the following summary:

At the June 27, 2016 Planning Commission Meeting, the following items were reviewed:

- Application for Building Permit – Becky Lien, 4075 275th St W (former Bremer parcel). Request to construct new residence. Permit was reviewed and recommended to forward to the Board of Supervisors for approval.
- Inquiry by Larry Bell, Realtor, about zoning/building rights, etc. for PID # 07-0100-25-010 along 230th St. Mr. Bell also brought potential buyers for this property before they decide if they would proceed with purchasing. Barbara Lang presented information regarding buildable lots and restrictions for this parcel because it is a floodplain parcel with shoreland area, based on the criteria required by Dakota County and the township Zoning Ordinances. An aerial view of the parcel was reviewed, and they were satisfied with the information presented.

REVIEW / APPROVE

- Application for Building Permit – Becky Lien, 4075 275th St W (former Bremer parcel). Request to construct new residence.

Dave Nicolai made a motion and Kelly Elvestad seconded to authorize the building permit. 5 ayes. Motion carried.

COMMITTEE REPORTS

Park Committee – Kelly Elvestad reported that she has not gotten quotes for removing the dead tree at Countryside Park yet, but plans to have that information for the next meeting. She will call Farmers Mill this week to get the park sprayed. She also reported that she had checked on the park at Rocky Hills and noticed that there is a lot of clover and inquired if that park should also be sprayed. There was discussion that there are bee hives in the area and the clover is OK to leave alone.

UNFINISHED BUSINESS

- Orderly Annexation Agreement Update

Sandy Weber indicated that she and Russ Zellmer will be meeting with the City of Farmington on July 19. They will be reviewing what is hopefully the final version of the Agreement.

NEW BUSINESS

- Discuss Town Hall roof conditions

Sandy Weber indicated that she had reports that there were shingles missing from the Town Hall roof. Clerk Barbara Lang reported that there has been one small portion of a shingle that blew off the roof a couple months ago, but the areas that were repaired a couple years ago still look fine. There was discussion that it is probably time to include adding the cost to re-roof the building to next year's budget. Dave Nicolai will get bids for this and was requested to look into the cost for using shingles or possibly going with metal for the new roof so we will have the information to include when the budget is prepared for 2017.

- Annual Affordable Housing Report

Barbara Lang reported that the township had received the annual request for updates that are provided to the Met Council, and this year's request acknowledged that Castle Rock Township has no property in the affordable housing programs, so we do not need to supply an update unless there is a change. All Supervisors were asked to be mindful of this if they hear of any property owners who offer property under any of that type of program.

ROAD REPORT

- Update on letter sent to Craig & Theodora Braun

Mark Henry reported that he has inspected the area and everything has been cleaned up so no further action is required.

- Review draft letter to Eureka Township regarding Denmark Ave

Draft letter was reviewed requesting that the portion of Denmark Avenue that Eureka Township maintains needs some repairs and maintenance, as residents of both townships use this road. No edits were made to the draft, so Board Chair Sandy Weber will sign and the Clerk will mail it this week.

- Report on storm of July 5, 2016

Mark Henry inspected the township roads after the storm and reported that there were a few trees and branches that were down, but most of the damages were on private property and didn't affect the roads. He did not find any wash areas, and will be doing normal maintenance grading as needed.

- Review cracksealing/top coating proposal

As recommended during this year's road inspection, Mark Henry got a proposal from Gopher State Sealcoat for the cost of cracksealing on the residential roads consisting of Albatross Circle, Beaumont Ave, Beaumont Way and Berring Ave. Proposed cost is \$6,075.00, which is a little more than the amount included in the 2016 budget for this work. Mr. Henry also had them include a quote for the cost of applying a traprock sealcoat on Albatross Circle. Mr. Henry stated that this road has not had a sealcoat applied since 1996, but he feels that the road committee needs to do a little more research about the traprock sealcoat process, which can be scheduled for a future year depending on what is budgeted.

Jon Juenke made a motion and Dave Nicolai seconded to authorize proceeding with the cracksealing in the amount of \$6,075.00. 5 ayes. Motion carried.

- Dustproofing update

Mr. Henry indicated the only road left to have dustproofing applied is 250th Street, but he intends to apply some new gravel on that road before the dustproofing will be done.

- Gravel update

Mr. Henry has been monitoring the quality of the gravel being used this year and has worked in conjunction with Dakota County to have samples tested. Dakota County uses material from the same pit that the township uses, so he worked with the County to get copies of the sample reports to make sure the gravel is up to the specifications the township requires. Copies of these reports are on file at the Town Hall. Mark went on to explain that he also monitors the application rate when dustproofing is done so that the appropriate mix is used depending on residual chemicals from previous years, which helps prevent the roads becoming slimy when there is rain. This seems to work well, and he has had no complaints this summer. He has surveyed the township roads this past week to check on what else needs additional gravel this year. He estimates he will be using approximately 50 more loads, which will still be within this year's budget. Additional gravel will be placed on 230th St, Biscayne Ave, 250th St, Denmark Ave, 275th St, and 270th St east of Biscayne.

- Street placard sign update

A list of the street placard signs that still need to be upgraded to meet the State requirement has been developed. There are eight sets that will be replaced this summer to complete this project.

Jon Juenke inquired if the demolition of the old farmhouse on the Harstad property on 225th has been scheduled. Clerk Barbara Lang confirmed that there is a letter of credit as security that this is to be done once the new house was moved in and occupied. Clerk will contact the owners for an update on the status of this project, and this will be included on next month's agenda.

- Discussion of Denmark Ave road turnback

Clerk Barbara Lang stated that an e-mail was sent to Todd Howard at Dakota County Department of Transportation after the public information open house was held back in April regarding the County Road 78 project. She also stated that she had mentioned looking into preparing a Joint Powers Agreement for the turnback area when Mr. Slavik, County Commissioner, attended last month's Board of Supervisors meeting and he promised to look into it. Mark Henry will also speak to Mr. Slavik to make sure this is being followed up. The work isn't scheduled to be done until 2017, so there is plenty of time to get this taken care of.

- Ditches

Mr. Henry talked about that he is staying on top of areas in the township ditches that have some brush problems from time to time. Most of those areas were cleaned up last summer, so they are hopeful that by mowing it will prohibit some of the brush from getting more established again. He also addressed the issue of wild parsnip. Castle Rock Township is in much better shape than a lot of other areas, and the program he has been using for the past three seasons seems to be having some limited success. Since it is so prevalent, there are no good solutions or expectations that it can be completely eradicated.

TREASURER'S REPORT

Receipts \$ 65,828.27

Current Investments \$ 739,090.91

Jon Juenke made a motion and Jeff Partington seconded to approve the Treasurer's Report. 5 ayes. Motion carried.

REVIEW PAYROLL AND CLAIMS

Payroll: \$ 3,641.65 Claim # 8690 – 8699

Claims: \$ 85,159.11 Claim # 8700 - 8714

Total: \$ 88,800.76

Kelly Elvestad made a motion and Jon Juenke seconded to approve the Payroll and Claims. 5 ayes. Motion carried.

CLERKS REPORT

- Reminder that Clerk's hours can vary from week to week. They are updated weekly on voice mail, the township website, and the sign on the bulletin board at the front door.

- Final paperwork for the FEMA claim from the storm in 2012 was never completed. Clerk has worked with FEMA rep to get the required documents submitted to close out the claim.
- Included in Informational Correspondence were copies of two applications for wetland delineation for projects along County Road 86 and County Road 78. The complete reports for each application are on file in the office – each is over 50 pages. If anyone has questions or comments, they should contact Brian Watson at the SWCD.
- Also included in Informational Correspondence is a copy of a letter from Dakota County Association of Townships regarding the Comprehensive Plan Collaboration. Clerk responded to their request on July 6 verifying that Castle Rock Township is participating in the Collaboration.
- Dakota County Elections office is in the process of preparing an Election Emergency Plan as required by the new State legislation enacted this year. Clerk has information on file.
- VRWJPB adopted the 2016-2015 Vermillion River Watershed Management Plan on June 23, 2016. The complete updated report is available on their website (link is on the township website). This information has been forwarded to Dean Johnson, Town Planner, as it will be referenced in the Comp Plan update.
- Please let Clerk know if you have any updates for the website.

Kelly Elvestad made a motion and Jon Juenke seconded to adjourn. 5 ayes. Motion carried.

Meeting adjourned at 7:52 p.m.

Respectfully submitted,
Barbara Lang, Clerk

Attest: Sandy Weber, Chair of Board of Supervisors