

CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
September 12, 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, September 12, 2016 at 7:00 p.m. Present were Sandy Weber, Chair; Jon Juenke, Vice-Chair, Jeff Partington, and Kelly Elvestad, Supervisors; Barbara Lang, Clerk; and Rhonda Rademacher, Treasurer. Supervisor Dave Nicolai was absent. Also in attendance were Russ Zellmer, Mark Henry, Representative Pat Garofalo, and Julie Garofalo.

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

APPROVE AGENDA

Jon Juenke made a motion and Kelly Elvestad seconded to accept the agenda. 4 ayes. Motion carried.

CONSENT AGENDA

1. August 8, 2016 Board of Supervisors Regular Meeting Minutes
2. JPA for Construction and Maintenance of Denmark Ave between Dakota County, Eureka Township, and Castle Rock Township
3. Dept. of Labor and Industry Municipal Delegation Agreement certifying Scott Qualle for Building Code Administration on Public Buildings & State Licensed Facilities

Kelly Elvestad made a motion and Jeff Partington seconded to approve the consent agenda. 4 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 August 22, 2016 meeting, the following action item was reviewed:

- Review Building Permit Application for new 42' x 60' pole garage/shop from Francis and Debra Haan, 24335 Chippendale Ave

Setbacks were reviewed. This parcel had been reviewed earlier this summer when Mr. Haan built another shed, and no issues were found. The Planning Commission recommends that the Board of Supervisors approve this Building Permit Application.

REVIEW / APPROVE

- Review Building Permit Application for new 42' x 60' pole garage/shop from Francis and Debra Haan, 24335 Chippendale Ave

Jon Juenke made a motion and Kelly Elvestad seconded to approve this application to be forwarded to the Building Inspector for the permit. 4 ayes. Motion carried.

- Review Joint Resolution Establishing an Orderly Annexation Agreement between the City of Farmington and Castle Rock Township

Russ Zellmer reported on the meetings that he and Chair Sandy Weber attended with the City of Farmington. The new agreement will be effective until 2030. No boundary changes in the new agreement, the only updates were some updated verbage recommended by our township attorney and agreed to by the City of Farmington.

Jeff Partington made a motion and Jon Juenke seconded to adopt the Joint Resolution Establishing an Orderly Annexation Agreement between the City of Farmington and Castle Rock Township. 4 ayes. Motion carried.

LEGISLATIVE UPDATES – REP. PAT GAROFALO

Minnesota Representative Pat Garofalo was in attendance to provide legislative updates. Rep. Garofalo provided an informational handout summarizing some of this information and went on to explain some highlights in further detail. He then fielded questions from those in attendance.

COMMITTEE REPORTS

- Park Committee – Kelly Elvestad reported that the dead tree has been removed and cleaned up. She also commented that she had noticed a car or two parked in the parking lot at the park for a day or two with “For Sale” signs on them. She inquired of the other Supervisors if the township has any policy on this. It was recommended that Kelly should call the phone number listed on any signs on cars in the future and ask them not to leave their cars in the public park.

UNFINISHED BUSINESS

- Re-roof estimates for town hall

Dave Nicolai obtained two estimates for possibly re-roofing the town hall next year. As Mr. Nicolai was not in attendance, there will be further discussion about this next month. Clerk Lang reported that she has contacted the township’s insurance carrier, as directed by the Board of Supervisors, to inquire if there could be a possibility of a damage claim to the shingles. MATIT, our insurance carrier, indicated that without a specific date of damage, there are no grounds to file a damage claim. Wear over the span of time since the building was built does not qualify for a claim.

- Family Health Care Dwellings

Clerk created a draft application form and reminded the Supervisors that the Fee Schedule will need to be updated if this goes forward. A draft Ordinance Amendment and accompanying Resolution for Publication of Summary Language of Ordinance Amendment was also provided to the Supervisors for further consideration. Chair Sandy Weber read some additional information provided by the League of Minnesota Cities about this legislation. She also noted that several local townships and cities have chosen to opt-out. It was decided that there will be further discussion at the October meeting when all Supervisors will be present.

NEW BUSINESS

- Request for bicycle rack at Town Hall

Clerk Barbara Lang indicated that a resident who had come to vote at the Primary Election in August had requested that the township purchase and install a bicycle rack to be placed at the town hall. After discussion, the Supervisors agreed that there is not a need for a rack at this time.

- Request for plaque to be presented to Castle Rock Bank for 100th Anniversary

Chair Sandy Weber noted that it would be a nice gesture for the township to purchase a plaque to be presented to the Bank. Clerk Barbara Lang noted that there is nothing in the township budget for awards of this type, and that she had been asked to check with MAT about proceeding with this. Their recommendation is that in future budgets the township could add a small fund for awards or recognitions, but the Supervisors cannot spend public funds for a gift like this if it was not approved by the residents in the current budget. There was discussion that the Clerk will create a nice Certificate acknowledging this milestone, which can be presented instead of spending money on creating a plaque.

- Discussion of Home Occupation business at 24775 Chippendale Ave

A complaint had been received by one of the Supervisors that the above address appears to be violating several provisions in Section 7.02 of the Zoning Ordinance for Home Occupation Business. Clerk was instructed to send a letter to the property owner, which will be reviewed by Chair Sandy Weber before it is mailed out.

ROAD REPORT

- Response to letter sent to Eureka Township regarding Denmark Ave not expected until October meeting
- Mark Henry indicated that 250th Street has been graveled and dustproofed. 225th Street has been touched up and is in good shape.
- Mr. Henry indicated that the culvert was replaced on Biscayne last week. Some additional gravel will need to be added as the work area settles.
- There was discussion that there is a little additional money left in the budget for gravel, and Mr. Henry inquired if some gravel should be spread in the parking area at Countryside Park. After discussion, it was decided that we should wait until next year and possibly add that expense to the Park budget.

- Street placard sign update – Mr. Henry has received the signs that were ordered and he is in the process of getting them installed. It requires some additional labor on his part to make adjustments to the hardware to make them fit.
- Residential area overlays – Mr. Henry inquired if the Road Committee should proceed with the process of adding these areas to the County bids. Russ Zellmer commented that it will be an expensive project, but is something that needs to be taken care of. Funds in the bank don't accrue a lot of interest anymore, and it might be better to consider getting this project done sooner than later, as the costs are only going to increase as time goes on, and the township is in good financial shape at this time. Mr. Henry explained that the timing would most likely be that the work would be done in 2018, but in the meantime the Roads Committee can start the process of working with Dakota County and the project can be discussed and hopefully approved at the 2017 Annual Town Meeting.

TREASURER'S REPORT

Receipts \$ 6,189.59
 Current Investments \$806,266.94

Kelly Elvestad made a motion and Jon Juenke seconded to approve the Treasurer's Report. 4 ayes. Motion carried.

REVIEW PAYROLL AND CLAIMS

Payroll: \$ 2,039.81 Claim # 8741 – 8743 (check 8741 is re-issue of previous P/R check that was lost)
 Claims: \$ 16,812.96 Claim # 8744 - 8766
Total: \$ 18,852.77

Jeff Partington made a motion and Jon Juenke seconded to approve the Payroll and Claims. 4 ayes. Motion carried.

CLERKS REPORT

- MNSPECT has been in the process of becoming certified for Municipal Delegation, as well as an updated ISO rating. These are hard-earned distinctions, and they should be commended for their continuing commitment to quality work for our township.
- MNSPECT has hired a new Relationship Manager, Kandis Hanson (see September MNSPECT Minute). She will be attending a future BOS meeting to introduce herself.
- Reminder that the Fall Meeting of the Dakota County Township Officers Association will be held at the Dakota County Extension Office on Thursday, September 29 at 7 pm. See information listed in correspondence.
- Clerk will be out of town from September 20-24. E-mail and voice mail will be checked periodically during that time.
- Due to the Federal Holiday on October 10, reminder that the BOS meeting will be held on **TUESDAY, OCTOBER 11**. Judy Solinger will be attending to take the meeting minutes, as Clerk has a conflict.
- Please let Clerk know if you have any updates for the website.

Jeff Partington made a motion and Jon Juenke seconded to adjourn. 4 ayes. Motion carried.

Meeting adjourned at 8:27 p.m.

Respectfully submitted,
 Barbara Lang, Clerk

Attest: Sandy Weber, Chair of Board of Supervisors