



Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024

castlerocktownship.com

BOARD OF SUPERVISORS MEETING MINUTES

May 13, 2025

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened on May 13, 2025. Present were: Jerry Larson (Chair), Heather Mavencamp, (Vice-Chair), Pete Schaffer, Norbert Kuhn, Jordan Harper, Rhonda Rademacher (Treasurer) and Molly Weber (Clerk). There were 29 other people present.

Chair, Jerry Larson called the meeting to order at 7:00pm and the Pledge of Allegiance was recited.

APPROVE AGENDA

Heather Mavencamp made a motion to approve the agenda with additions. Pete Schaffer seconded. Motion carried. (5-0)

DAKOTA COUNTY SHERIFF UPDATE

Deputy Warren – there are crop burning – be cautious of farming equipment – be safe – watch for motorcycles – and “if you see something say something.”

CONSENT AGENDA

1. April 8, 2025 Board of Supervisor Meeting Minutes - Norbert Kuhn made a motion to approve numbers 1-6 as stated above. Jerry Larson seconded. Motion carried. (5-0)
2. Planning Commission Meeting – Norbert Kuhn stated the meeting was invalid. Jerry Larson talked to MAT attorney who advised to open meeting with 3 members on Monday and then **continue** the meeting and state where and when it will be. We do have a resolution that any board member can sit in as a Planning Commission member if needed. Norbert Kuhn made a motion to check on this with the Township Attorney with a limit of 2 hours. Pete Schaffer seconded. Motion failed. (2-3)
Pete Schaffer made a motion that in the future the Planning Commission Chair and Planning Commission Leason make these decisions. Heather Mavencamp seconded. Motion passed. (5-0)

REVIEW/APPROVE

- David Marsh for Clifford & Tamara Salmon

- Permit for new detached garage @ 22125 Albatross Circle

Norbert Kuhn made a motion to approve the detached garage @ 22125 Albatross Circle for Clifford & Tamara Salmon. Jordan Harper seconded. Motion passed. (5-0)

- Michael Franke

- Permit for new shed @ 22980 Denmark Avenue

Pete Schaffer made a motion to approve the permit for a new shed at 22980 Denmark Avenue contingent on Inspectron approval for Michael Franke. Norbert Kuhn seconded. Motion passed. (5-0)

- Jamie Johnson (AG-2025-0003)

- Permit for AG shed next to Sunset Sanctuary which is located at 22421 Blaine Ave S
- (pending new PID#07-00200-03-025)

Heather Mavencamp made a motion to approve the AG permit (AG-2025-0003) for Jamie Johnson @ PID#07-00200-03-025. Jordan Harper seconded. Motion passed. (5-0)

- Douglas Pariseau (PS-2025-001)

- Parcel split of 2.5 acres from PID#07-01200-50-010 from Douglas to Steven Pariseau

Norbert Kuhn made a motion to approve the parcel split of 2.5 acres from PID#07-01200-50-010 from Douglas to Steven Pariseau. Pete Schaffer seconded. Motion passed. (5-0)

- David Harris (PS-2025-002)

- Parcel split of 10.03 acres from PID#07-03100-53-020 Dave and Joanne Harris to Dave and Joanne Harris

Austen Adam was representing the Harris's. Heather Mavencamp made a motion to approve the parcel split for Dave and Joanne Harris. Pete Schaffer seconded. Motion carried. (5-0)

- **Bob Hart**
 - Questions on building rights in regards to PID#07-03100-76-019
 - **Dave Nicolai**
 - **BRT-2025-001** - Building rights transfer from PID#07-00900-29-010 to PID#07-00900-26-011
- Jordan Harper made a motion to approve the Building Right Transfer from PID#07-00900-29-010 to PID#07-00900-26-011. Heather Mavencamp seconded. Motion carried. (5-0)**

PUBLIC COMMENT/WEBSITE CONTACT FORMS RECEIVED

- Questions on Annual Meeting from Cathy Johnson
 1. Election – Rhonda Rademacher was advised by the County that people have to vote per seat. Cathy was advised to contact the Secretary of State.
 2. Dumpster – Planning Commission is working on Right of Way ordinance.

PRESENTATIONS

- Presentation from Todd Howard – Todd stated the current schedule is to open County 86 in August. The County is looking into pavement under the bridge on 275th in which the drainage piece would fall onto the Township.
- Presentation from Bryce Otte – Bryce is looking to Dakota County for their feedback on how to handle the drainage on 275th. Bryce will get numbers to the Township. **Heather Mavencamp made a motion for Todd Howard and Bryce Otte to get a quote for pavement. Jordan Harper seconded. Motion carried. (5-0)**

ROAD REPORT

- Crack Seal proposal (Gopher State & Allied) – table until June
- Sealcoating Email – Not doing this.
- Gravel Quote – Solberg does not do trucking and gets his gravel from Anderson Rock. Otte's like to rock in June. Pete Schaffer presented invitation to quote gravel document for the 1st time and stated we used it for the last 20 years. We have 7 miles of rock. Invitation to quote gravel will be sent to Solberg, Milestone Materials and Anderson Rock.
- Review Dust Proofing Quote – Bryce Otte stated the chloride quote looked good and that someone should go with the person applying the chloride since we don't want to chloride roads that are getting a lift. **Norbert Kuhn made a motion to accept the dust control quote. Jordan Harper seconded. Motion carried. (5-0)**
- Selection of New Road Committee Members – **Pete Schaffer made a motion to appoint the 5 Road Committee members: Todd Sjostrand, Brian Haskin, Jordan Harper, Jerry Larson and Earl Henry. Heather Mavencamp seconded. Motion carried.**
- Set Date of Road Tour Inspection – Road Committee will take care of this.
- Road Projects for 2025 – Road Committee will review project list that Bryce Otte provided.
- Request for Ditch Mowing on 232nd Street – this is on the list based on the road budget.

UNFINISHED BUSINESS

- Inspectron Contract - expires 05.14.25 – **Heather Mavencamp made a motion to approve the Inspectron Contract. Jordan Harper seconded. Motion carried. (5-0)**
- Cannabis ~ **Resolution 2025-06** – table until June
- Chris Berglund – Xcel Energy CapX 2nd Circuit Large Utility Permit Application (**permit# ROW-LGU-2025-0001**) – Approve Agreement – per Township Lawyer because work is not in the right of way we cannot assess any fees or bond and he advised accepting the \$6,000. Escrow for damages. Permit 2009-2 Utility Ordinance on p. 14 of Large Utility Ordinance states they pay lawyer and planner fees. Planner stated township can only ask for security on the stated haul route. **Pete Schaffer made a motion to rescind the motion of the April 8, 2025 minutes: Pete Schaffer made a motion to have Xcel pay \$250. per pole and a \$250,000. bond otherwise a straight \$500,000. Bond with no permit fees. Norbert Kuhn made a motion to approve the rescind. Pete Schaffer seconded. Motion carried. (5-0) Norbert Kuhn made a motion to charge Xcel \$250/pole and \$250,000. bond based on poles in the right of way per Ordinance 2009-2. Jordan Harper seconded. Motion carried. (4-1). Jerry Larson opposed.**
- Rocky Hills – Planning Commission was split on selling the property. Heather Mavencamp will look into whether the covenant is still in effect.
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UNFINISHED BUSINESS continued

- Ordinance Manual – set due date – Pete Schaffer made a motion that the Planning Commission have the Ordinance Manual to the Board for their September 9, 2025 meeting. Jerry Larson seconded. Motion carried. (5-0)
- Weed Inspector – table until later

NEW BUSINESS

- Voting Equipment Cost Share Agreement (CSA-2025-001) – Pete Schaffer made a motion to approve agreement CSA-2025-001. Jordan Harper seconded. Motion carried (5-0). Dakota County Voting Equipment Update – cost share @ 30% is \$5,168. If paid over 3 years \$1,034.
- Al Maghfirah – SWPPP Inspection email from Lani – representatives from Al Maghfirah and their engineers gave a presentation of there future plan at the site. They are in the design phase and wanted to share what they are thinking. Next steps will be: requested a demo permit through Inspectron, Permit application for new building to come before the Planning Commission and Town Board and work with Inspectron to bring existing building up to code.
- MAT Insurance – Pete Schaffer made a motion to approve the numbers submitted. Norbert Kuhn seconded. Motion carried. (5-0)
- Policy Manual Creation – review prior to 05.13.25 meeting – table until June
- Amendment to file retention policy for board meeting video recordings – MAT suggested Township can livestream and not record or they could make a statement at each meeting it is being recorded for minute taking only.
- Board members to attend Special Meetings – Jerry Larson made a motion that Jerry Larson will contact MAT attorney to get clarification on Special Meeting process. Jordan Harper seconded. Motion carried. (5-0)
- Packet – print or email – Jordan Harper made a motion to have printed packets and the Board pick them up themselves. Heather Mavencamp seconded. Motion carried. (3-2)
- Hire Office Assistant – Heather Mavencamp will write up office assistant description and figure out where to post it and have it for the next meeting.
- Appoint Jordan Harper to Website Committee – Heather Mavencamp made a motion to appoint Jordan Harper to the Technology Committee. Jerry Larson seconded. Motion carried. (4-1) Jordan Harper abstained.

COMMITTEE REPORTS

- N/A

TREASURER'S REPORT

- Receipts \$10,990.87
- Current Investments \$1,072,672.76

Heather Mavencamp made a motion to approve receipts at \$10,990.87 & current investments at \$1,072,672.76. Jordan Harper seconded. Motion carried. (5-0)

REVIEW PAYROLL AND CLAIMS

- Payroll: \$4,384.33 Check #11422-11424
- Claims: \$17,943.58 Check #11425-11439
- Total: \$22,327.91

Heather Mavencamp made a motion to approve payroll at \$4,384.33 and claims at \$17,943.58. Jerry Larson seconded. Motion carried. (5-0)

CLERKS REPORT

- N/A

OTHER BUSINESS

- N/A

ADJOURN

Norbert Kuhn made a motion to adjourn the meeting at 11:40pm. Heather Mavencamp seconded. Motion carried.

Date Signed

6/16/25

Respectfully Submitted,


Molly Weber, Clerk

Attest:



Jerry Larson, Township Chair