



Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024

castlerocktownship.com

BOARD OF SUPERVISORS MEETING MINUTES

September 9, 2025

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened on September 9, 2025. Present were: Jerry Larson (Chair), Norbert Kuhn (Vice-Chair), BJ Elvestad, Pete Schaffer, Jordan Harper, Rhonda Rademacher (Treasurer) and Molly Weber (Clerk). There were 7 other people present.

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

APPROVE AGENDA

BJ Elvestad made a motion to approve the agenda with additions. Jordan Harper seconded. Motion carried. (5-0)

DAKOTA COUNTY SHERIFF UPDATE

Deputy was present and stated they are almost fully staffed. Fraud reports are happening. An unmarked squad is available if we have suspicious activity we are concerned about. There are issues with street racers going north and south on Blaine Avenue.

CONSENT AGENDA

1. August 12, 2025 Board of Supervisor Meeting Minutes

BJ Elvestad made a motion to table the August 12, 2025 meeting minutes until October. Jordan Harper seconded. Pete Schaffer requested to get MAT attorney email to describe if open meeting law was violated.

2. Resolution 2025-12 Resolution Certifying the Levy Approved by the Town Electors to the County Auditor

BJ Elvestad made a motion to approve Resolution 2025-12, Resolution Certifying the Levy Approved by the Town Electors to the County Auditor. Norbert Kuhn seconded. Motion carried. (5-0)

REVIEW/APPROVE

- Richard Nielsen
 - Parcel split of 15.59 acres
 - PID#07-01700-29-011

Norbert Kuhn made a motion to approve the parcel split for Richard and Jane Nielsen of 15.59 acres from PID#07-01700-29-011.

BJ Elvestad seconded. Motion carried. (5-0)

- Dan Sowieja
 - Permit application for steel storage shed @ 22090 Berring Avenue
 - PID#07-18300-03-210

Dan is 20' from the drain field and 10' from a structure. BJ Elvestad made a motion to approve the shed permit for Dan Sowieja at 22090 Berring Avenue. Jordan Harper seconded. Motion carried. (5-0)

PUBLIC COMMENT

- N/A

PRESENTATIONS

- N/A

ROAD REPORT

- CapX Project – end of the week matting should be picked up. Bryce Otte will assess 230th & Annette Avenue and see what needs to be fixed by Xcel and a proposal will be sent to Chris at Xcel.
- Biscayne/Xcel – 7 poles on Biscayne will be replaced. A number of others are marginal that will be assessed annually.
- Otte Contract – Board decided to leave the Otte contract as it is.

UNFINISHED BUSINESS

- Policy Manual – Jerry will make the updates. Table until October for a motion.
- Ordinance Manual – BJ Elvestad will work on assignments for each of the coming meetings of what the Board should review for each meeting. **BJ Elvestad made a motion that the Board discuss Sections 1-5 of the Ordinance manual at the October Board meeting. Pete Schaffer seconded. Motion carried. (5-0)**
- Office Assistant/Clerk Responsibilities – Pete Schaffer wants to set requirements. How many hours and 8:30-12:30pm should be fully staffed. Others don't think it is broken so why fix it. A standard is needed for clerk and treasurer. Next annual review is in December. **BJ Elvestad made a motion to track time and the next annual review will be in December. Pete Schaffer seconded. Motion carried. (5-0)**
- Update on lawsuit – there is a hearing on November 14 @ 2:30pm

NEW BUSINESS

- Vermillion River Watershed Management Draft Plan – they are required to send these. If township wants to comment they can.
- WCA Notice of Application – Braun Wetland Bank – David Holmen said he has to send these to us by law. He also stated if there was something controversial he would come to a meeting. BJ Elvestad will send an email to get further clarification on this. **BJ Elvestad made a motion to comment we have concerns about wetland boundary adjustments without a representative present to explain the purpose of the application. Pete Schaffer seconded. Motion carried. (4-0)**
- Deck Permit Discussion – BJ Elvestad made a motion deck permits be over the counter permits having Inspectron verify all the zoning standards. Jordan Harper seconded. Motion carried. (4-0)
- Copy of Otte March Proposal for ROW Clearing of 230th Street – Jerry Larson will discuss this with Bryce Otte and get clarification.
- Tree – Table until October – Pete Schaffer will get a price from Justin.
- Randolph-Hampton Fire Contract – BJ Elvestad made a motion to approve the Randolph Hampton Fire contract for 3 years as proposed. Jordan Harper seconded. Motion carried. (4-0)

FYI/REMINDERS

- Dakota County Township Officer Association Fall Meeting – Wednesday September 17, 2025 at 7pm – Dakota County Extension Office-4100 220th Street West, Farmington, MN 55024

COMMITTEE REPORTS

- Website Report – Status – Jordan Harper asked Pete Schaffer to have Sam(website guy) to call Jordan.

TREASURER'S REPORT

- Receipts \$5,846.74
- Current Investments \$1,044,727.68

Pete Schaffer made a motion to approve receipts at \$5,846.74 & current investments at \$1,044,727.68. BJ Elvestad seconded. Motion carried. (4-0)

REVIEW PAYROLL AND CLAIMS

- Payroll: \$3,933.58 Check #11519-11520
- Claims: \$8,671.66 Check #11521-11535
- Total: \$12,605.24

BJ Elvestad made a motion to approve payroll at \$3,933.58.00 and claims at \$8,671.66 Pete Schaffer seconded. Motion carried. (4-0)

- GDO Law Bill
- Otte Bill
- Financial

CLERKS REPORT

- N/A

OTHER BUSINESS

- N/A

ADJOURN

Jordan Harper made a motion to adjourn the meeting at 9:30. Pete Schaffer seconded. Motion carried.

Date Signed

10/14/25

Respectfully Submitted,

Molly H. Weber

Molly Weber, Clerk

Attest:

Jerry Larson

Jerry Larson, Township Chair