



Castle Rock Township

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Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024

castlerocktownship.com

BOARD OF SUPERVISORS MEETING MINUTES

October 14, 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 10 other people present.

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

APPROVE AGENDA

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

DAKOTA COUNTY SHERIFF UPDATE

Deputy was present and stated juvenile curfew is in effect and that there are stop arm violations with school buses happening again.

CONSENT AGENDA

1. August 12, 2025 Board of Supervisor Meeting Minutes – table until November. Jerry Larson awaiting response from MAT Attorney.
2. September 9, 2025 Board of Supervisor Meeting Minutes – BJ Elvestad made a motion to approve the September 9, 2025 Board of Supervisor Meeting Minutes. Jerry Larson seconded. (Motion carried 4-1) Norbert Kuhn – Nay.

REVIEW/APPROVE

- Dayanand & Amanda Reddy
 - 56'x40' post frame accessory building
 - PID#07-01800-53-014 – 24970 Denmark Avenue

BJ Elvestad made a motion to approve the accessory building at 24970 Denmark Avenue for Reddy subject to of engineered plans and setback of 20' from the existing drain field and approval from Inspectron. Jordan Harper seconded. Motion carried. (5-0)

- Eric Nielsen for Josh Johnson
 - Permit application for new construction home @ 22334 Alverno Avenue
 - PID#07-64400-01-050

They were advised they need to be 110' from the center of the road. They plan to do a base for a future shed.

Jordan Harper made a motion to approve the new construction home @ 22334 Alverno Avenue with a culvert under the driveway and the \$5,000. Escrow. Norbert Kuhn seconded. Motion carried. (5-0)

- David Fischer
 - Permit application for AG shed
 - PID#07-02300-50-020

Norbert Kuhn made a motion to approve the AG shed, permit number AG-2025-0006 @ PID#07-02300-50-020 for David Fischer. BJ Elvestad seconded. Motion carried. (5-0)

PUBLIC COMMENT

- Sandy Weber presented something about fraudulent activity. Jordan Harper made a motion to add this to the website. Norbert Kuhn seconded. Motion carried. Sandy Weber will send a link.
- Last meeting the clerk was discussed and some opinions were that this should not have happened in an open meeting.
- Residents stated concerns about what the problem is that the clerk and treasurer are leaving.

PRESENTATIONS

- Mark Lustari – Inspectron – Table until November.

ROAD REPORT

- 275th Street Update – County will do 80 feet of asphalt. We will need to pay for some drainage work more than likely. County engineers and Otte's are working together on this. Railroad would like to do work on the tressel on 275th and would like to close the road for safer working conditions. They want to know what they can do for us. Road closure requires a permit and \$250.00 fee. Norbert Kuhn made a recommendation that we find out what Bryce Otte bill will be and have the Railroad pay half of it.
- Grading Update – All the roads have been graded.
- Crack Sealing – Completed - FYI
- Xcel Project – Completed - FYI
- **Resolution 2025-13 Support of Dakota County Application for Highway 47 Project – Jordan Harper made a motion to approve Resolution 2025-13 Support of Dakota County Application for Highway 47 Project. Norbert Kuhn seconded. Motion carried. (5-0)** Resolution was emailed to the County 10.21.25.
- Mileage Certification – **BJ Elvestad made a motion to approve mileage at 38.27 miles. Norbert Kuhn seconded. Motion carried. (5-0)** Signed copy was emailed to the County 10.21.25
- ROW on 230th – Jerry Larson will let Otte's know to get the brush removed on both sides of 230th. It will be about \$4,000.00

UNFINISHED BUSINESS

- Policy Manual – **Jordan Harper made a motion to adopt the Policy Manual. Jerry Larson seconded. Motion carried. (5-0)**
- Ordinance Manual – **Norbert Kuhn made a motion to have working stand alone public meetings as recommended by the Planner. BJ Elvestad seconded. Motion carried. (5-0)**
- Pete Schaffer - Tree Removal – Cambodia – **Norbert Kuhn made a motion for Jerry Larson to contact Dan Nicolai to see if he is will to pay for ½ of the tree removal. Pete Schaffer seconded. Motion carried. (5-0)** We will need written communication from Dan. **Norbert Kuhn made a motion to have Otte's remove the tree on Cambodia upon written approval from the owner. Jordan Harper seconded. Motion carried. (5-0)**
- Edited Permit Guideline Document – all is good
- Deck Permit Motion – **BJ Elvestad made a motion that decks no longer need prior approval by the Planning Commission or by the full Township Board. Applicants must apply for building permit for deck through Inspectron Inc. They must comply with all township setbacks and follow the Minnesota Building Code as directed by Inspectron Inc. Norbert Kuhn seconded. Motion carried. (5-0)**
- Solar – they will attend the November Board meeting. Jerry Larson will add the October 22 Public Hearing meeting information to the website.
- Al Maghfirah Cemetery Escrow – Clerk to request letter of land being disturbed.
- Becoming a City – Board needs to decided how to proceed. Need to add this to 2026 Chronicle.

NEW BUSINESS

- Act on Resignation Letters – **Jordan Harper made a motion to accept the clerk and treasurer resignation unless they rescind their resignation by November 10, 2025. BJ Elvestad seconded. Motion carried. (5-0)** Supervisors and residents expressed concerns about losing the clerk and treasurer as they work well together and they are a big loss for the township.
- November Board Meeting – Monday November 10, 2025 at 7pm due to Veteran's Day Holiday – **BJ Elvestad made a motion to change the November meeting to Monday November 10, 2025 due to the Veteran's Day Holiday. Norbert Kuhn seconded. Motion carried. (5-0)**
- Quote for Snow Plowing @ Town Hall – **BJ Elvestad made a motion to approve the snow plowing contract with Ottomatic. Norbert Kuhn seconded. Motion carried. (5-0)** Emma Otto stated they will remove tree(s) behind town hall once it freezes.
- Brush Trimming on 232nd Street – **Pete Schaffer made a motion to have Otte Excavating do Marge Ford's driveway up to \$300.00. Norbert Kuhn seconded. Motion carried. (5-0)**

- Contingency Plan for shutting down Town Hall – Board does not want to shut down the Town Hall.
- Hiring Plan for Clerk and Treasurer – Ideas for hiring plan were discussed. **BJ Elvestad made a motion to have Jordan Harper advertise jobs on LinkedIn spending up to \$500.00. Norbert Kuhn seconded. Motion carried. (5-0)**
- Signature Cards for Check Signing – Add all 5 Board members to signature cards.
- ADA - PA System for Meeting – Resident expressed concerns about not being able to hear. We do have a microphone system that works. Mike Slavik will let us know if the County ever has anything available.
- Fee Schedule – **Norbert Kuhn made a motion to schedule a Public Hearing for the Fee Schedule for Monday November 11, 2025 @ 6:45pm. BJ Elvestad seconded. Motion carried. (5-0)**
- Jordan Harper – Anti Virus for Computers – **Jordan Harper made a motion to recommend switching anti virus to Sentinel One. BJ Elvestad seconded. Motion carried. (5-0)**
- Petition for Annexation – Adelman Farm – sent to BOS 10.12.25 – Clerk to forward this to the Township Attorney as an FYI.
- Cannabis – Eureka – Table to November meeting.
- Elections – Mail-In Voting – This would save the township money. Board would like Michelle Blue from Dakota County Elections to attend the November Board meeting for more information.
- Polling Place Access Grant – **Jordan Harper made a motion to apply for the Polling Place Access Grant. BJ Elvestad seconded. Motion carried. (5-0)**
- Building Rights Transfers onto Master Map Book – BJ Elvestad with help with this.

FYI/REMINDERS

- MET Council 2025 System Statements – sent to BOS 09.30.25 - FYI
- WCA Notice of Application – Castle Rock Solar – sent to BOS 09.15.25 - FYI
- Castle Rock 4th Quarter Update – sent to BOS 10.06.25 - FYI
- Dakota County Opioid Settlement Meeting – sent to BOS 10.06.25 - FYI
- Dakota County CIP Release 2026-2030 – sent to BOS 10.12.25 - FYI
- Clean Water Partner Meeting – sent to BOS 10.13.25 - FYI

COMMITTEE REPORTS

- Website Report – Status – Nothing new.
- Jordan Harper – Farmington Fire Contract – Ask Farmington for details of the million dollars. Jordan Harper will request a call report from the City of Farmington Fire. Could have a private fire company. **Jordan Harper made a motion to send current fire contracts to Rural Fire next week. Jerry Larson seconded. Motion carried. (5-0)**

TREASURER'S REPORT

- Receipts **\$1,422.00**
- Current Investments **\$1,042,550.42**
- City of Farmington Fire – motion to release City of Farmington Fire check for 1st quarter once funds are received back from Summit.

Jordan Harper made a motion to approve receipts at \$1,422.00 & current investments at \$1,042,550.42. Jerry Larson seconded. Motion carried. (4-0)

REVIEW PAYROLL AND CLAIMS

- Payroll: \$6,510.12 Check #11536-11546
- Claims: \$80,885.34 Check #11547-11567
- **Total: \$87,395.46**

Pete Schaffer made a motion to approve payroll at \$6,510.12 and claims at \$80,885.34 Jordan Harper seconded. Motion carried. (4-0)

BJ Elvestad made a motion to send the check to City of Farmington Fire. Jordan Harper seconded. Motion carried. (4-0)

- GDO Law Bill
- Otte Bill
- Pete Schaffer – GDO Law Bill

CLERKS REPORT

- N/A

OTHER BUSINESS

- N/A

ADJOURN

Pete Schaffer made a motion to adjourn the meeting at 10:38. BJ Elvestad seconded. Motion carried.

Date Signed

11/10/25

Respectfully Submitted,

Molly Weber

Molly Weber, Clerk

Attest:

Jerry Larson

Jerry Larson, Township Chair