



# Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024 [castlerocktownship.com](http://castlerocktownship.com)

## BOARD OF SUPERVISOR MEETING Minutes

December 09, 2025 @ 7:00pm

### CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regular monthly meeting of the Board of Supervisors of Castle Rock Township was convened on December 9, 2025. Present were Jerry Larson (Chair), Norbert Kuhn (Vice-Chair), BJ Elvestad, Pete Schaffer, Jordan Harper, Jaylene Winkles (Treasurer) and Nicole Loeffler (Clerk). There were 30 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. Pete Schaffer seconded. Motion carried. (5-0)

### DAKOTA COUNTY SHERIFF UPDATE (if present)

### CONSENT AGENDA REVIEW/APPROVE

1. April 8 2025 BOS meeting minutes-with one correction
2. April 8 2025 Board of Supervisor Meeting Minutes – **Pete Schaffer made a motion to approve the April 8, 2025 Board of Supervisor Meeting Minutes. Jerry Larson seconded. Motion carried. (4-0) Jordan did not vote**

### REVIEW/APPROVE

- Castle Gardens IUP  
BJ made a motion to approve both of Gardens of Castle Rock proposed projects. Norb 2<sup>nd</sup> the motion.  
Motion passes 5-0
- Reorganizing meeting-April 8, 2025  
Pete made motion to approve meeting. Jordan 2<sup>nd</sup> the motion. Motion passes 4-0 (Jordan is missing from the vote)

### PUBLIC COMMENT (Move to after presentation??)

- Norb was wondering what homes will benefit from the solar power. Presenter advises 20000 local homes will benefit from this project
- Jerry is wondering if landscaping will block all panels or just sporadic screening. Presenter advised that most of the screening will only be provided for homes not for the entirety of the solar park
- BJ wants to know if we can start planting the trees for screening now as they take time to grow. Presenters advised they could do a staggered approach to the planting but that is not how they normally do things
- David Mumm wants to know if the previous company's specs (Solar Stone) were still valid. Presenter advises that the specs remain the same.
- Brian ? is wondering if the electricity produced will stay local. Presenter advises that the energy created will stay local while excess output will be sold per industry standard
- Heather Mavenkamp wants to know if screening will actually happen. Presenter advised that screening is mandated by the permit with the state of MN.
- BJ addressed the topic of conflict of interest that some feel with his involvement with Board of Supervisors and the solar project. BJ advises he has no financial gain personally and will make decisions based on what is best for the citizens of Castle Rock Township
- Sue feels there is a conflict of interest with BJ being on the board and that the previous election was not fair. She would like to request a motion to put the setbacks at 500ft

- Citizen asks why the board would move the setbacks up.
- Citizen asks if there will be any compensation for landowners whose property will be affected by the solar project as land value will go down for the surrounding properties
- Jeanie Foster feels BJ's involvement is a conflict of interest
- Kelly Elvestad opposes the solar project but assures the citizens that he has zero financial gain from this project
- Drea Doffing would like it known that she and Jim Heiman requested a special meeting and feels the Board of Supervisors has not accommodated that request. Also advises that the Planning commission wants setbacks at 500 feet when the board voted on 300ft. She feels unheard. She would also like to move forward with the ordinance book

## **PRESENTATIONS**

- Solar Farm Project

## **ROAD REPORT**

- Plowing policy  
Road services charge by the mile not the hour
- Moving snow into the right of way  
Jerry made a motion to put on website to stop putting snow into the right of way and to mail letters to residents who do so. Jordan 2<sup>nd</sup> the motion. Motion passes 5-0
- Residents following plow trucks

## **UNFINISHED BUSINESS**

- Planning Commission Concerns with Board- Drea Doffing PC  
Drea has concerns about the Board of Supervisors and their handling of the ordinance book, among other things. It has been pointed out to Drea that she has accused a member of the board of speaking poorly of women and wondering why they are allowed on boards. It has been brought up that Drea called the sheriffs department on a BoS member on 12/3/25 after he was asked to leave the townhall on 12/2/25.
- Planning Commission Concerns with Ordinance Manual- Drea Doffing, PC  
BJ made a motion to expel Drea Doffing from the planning committee. Jerry 2<sup>nd</sup> the motion. BJ, Jerry, Jordan: AYE.  
NORB, PETE: NO Motion passes 3-2  
Jordan makes a motion to post the new Planning Commission position in the website. BJ 2<sup>nd</sup> the motion. Motion passes 5-0  
A special meeting will be called December 16<sup>th</sup> and December 23<sup>rd</sup> for 3 hours to meet with the planner
- Dakota County – Elections  
We will keep elections as is
- Cemetery plots future phasing  
Jerry makes a motion for Norb to come in and make sure all documents, and information is correct for this project.  
Jordan 2<sup>nd</sup> the motion. Motion passes 5-0
- Fee schedule ordinance –mailbox damage  
Norb makes motion to pass fee schedule ordinances. BJ 2<sup>nd</sup> the motion. Motion passes 5-0
- Credit Card  
BJ makes a motion to work on getting a credit card for Castle Rock Township. Pete 2<sup>nd</sup> the motion. Motion passes 5-0

## **NEW BUSINESS**

- Conflict of interest  
This topic was discussed earlier in the meeting
- Open Meeting Law  
Struck from the agenda
- New winter hours for board meetings  
Meetings would now start at 6pm January-April. BJ made the motion BJ 2<sup>nd</sup> the motion. Motion passes 5-0

- Parking Lot/park & Ride-Kenny Zak  
BJ makes a motion to allow the Snow-Tigers to use the townhall parking lot with the exception of meeting nights and for up to 4 vehicles. Jordan 2<sup>nd</sup> the motion. Motion passes 5-0
- Grant Funding CDBG (Community Development Block Grant)  
BJ will fill out paperwork for this grant
- Liquor license for Castle Rock Bar and grill  
Pete made a motion to approve the liquor license. Norb 2<sup>nd</sup> the motion. Motion passes 5-0
- Approve training expenses December and January  
BJ made a motion to pay for the training for Nicole and Jaylene. Pete 2<sup>nd</sup> the motion. Motion passes 5-0
- Trash removal town hall  
Jerry will continue to take the trash
- Purchase of shredder for town hall  
Jerry made a Motion to approve up to \$250 on shredder for the office. Jordan 2<sup>n</sup> the motion. Motion passes 5-0
- Covid Relief Money  
All covid funds have been spent as required
- Payroll and how clerk/treasurer will be paid  
Jerry made a motion to have Jaylene reach out to Steve regarding payroll. Jordan 2<sup>n</sup> the motion. Motion passes 5-0  
Jerry made a motion to pay staff on the 1<sup>st</sup> and 15<sup>th</sup> of the month. BJ 2<sup>nd</sup> the motion. Motion passes 5-0
- Purchasing office supplies by clerk/treasurer?  
BJ made a motion to authorize up to \$1000/month for office supplies without board approval. Jordan 2<sup>nd</sup> the motion. Motion passes 5-0
- Office access (Sheriff access to building)  
BJ made Motion to allow the chair of both boards as well as the office staff to have a key to the building. Pete 2<sup>nd</sup> the motion. Motion passes 5-0
- Clerk/treasurer as new cleaning staff  
Jerry made a motion to use the office staff as the cleaners for the town hall rather than hiring out. Jordan 2<sup>nd</sup> the motion. Motion passes 5-0  
Jordan made a motion to terminate Sue effective immediately. Jerry 2<sup>nd</sup> the motion. Motion passes 5-0
- Concerns about spending vs budget  
Norb made a motion to investigate how much has been spent on the lawsuit. Pete 2<sup>nd</sup>. Motion passes 5-0
- Add to policy manual – only issues voted on are approved
- Security Cameras  
Jerry made a motion for Pete to get quotes on security cameras. Jordan 2<sup>n</sup> the motion. Motion passes 5-0

#### **FYI/REMINDERS**

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#### **COMMITTEE REPORTS**

- Website hosting  
Jerry made a motion for Jordan to research our online/web presence for the Jan meeting and to review Sams contract. BJ 2<sup>nd</sup> the motion. Motion passes 5-0
- Passwords  
Jerry made a motion for Jordan to look into a password management system. Pete 2<sup>nd</sup> the motion. Motion passes 5-0
- Admin for Microsoft services
- Fire protection update

#### **TREASURERS**

- JDO Contract to be signed  
Motion to stay with GDO made by Jordan. Jerry 2<sup>nd</sup> the motion. Motion passes 5-0

- GDO Law November statement

**REPORT**

- Receipts \$8525.63
- Current Investments \$966527.86

**REVIEW PAYROLL AND CLAIMS**

- Payroll: \$4268.39 Check # 11596-11615
- Claims: \$5497.45 Check #
- Total: \$9765.84

Pete makes a motion to approve payroll and claims. Jordan 2nds the motion. Motion passes 5-0  
Pete makes a motion to approve current receipts and investments. Norb 2nds the motion. Motion passes 5-0  
Jordan made a motion to authorize treasurer to transfer up to \$20000 from the lowest yielding CD into checking when necessary to pay bills. BJ 2<sup>nd</sup> the motion. Motion passes 4-0 BJ did not vote

**CLERKS REPORT**

**ADJOURN CORRESPONDENCE**

Jordan made a motion to adjourn the meeting at 11:00. BJ seconded. Motion carried.

Date Signed

11/14/26

Respectfully Submitted,

N Loeffler

Nicole Loeffler, Clerk

Attest:

Jerry Larson

Jerry Larson, Township Chair