

Credit River Township

Meeting Minutes

March 5, 2007

Board of Review

Chairman Dan Casey called the meeting to order at 6:15 pm.

Treasurer Holly Batton presented 2006 financial reports for the General Fund, the Road and Bridge Fund, the Community Septic Systems and the Park Fund.

The separate records kept by Clerk Jerry Maas and Treasurer Batton balanced for the year.

Supervisor Bruce Nilsen made a motion to adjourn the Board of Audit. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

The meeting adjourned at 7:05 pm

Call to Order

Chairman Dan Casey called the general meeting to order at 7:07 pm.

Members Present:

Chairman Dan Casey, Supervisor Leroy Schommer, Supervisor Bruce Nilsen

Others Present:

Township Clerk Jerry Maas, Township Treasurer Holly Batton, Township Engineer Jeff Elliott, Township Attorney Bob Ruppe

Minutes of the previous meeting:

Chairman Dan Casey called for Clerk Jerry Maas to review the draft minutes of the February 21, 2007 meeting.

Supervisor Bruce Nilsen made a motion to accept the minutes as read. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 - 0.

Treasurers Report

Treasurer Holly Batton presented the treasurer's report for January 2007. There were some issues raised at the last meeting. Treasurer Batton explained these discrepancies to the Board's satisfaction.

Supervisor Leroy Schommer made a motion to accept the treasurer's report as read. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

1) Township Purchasing / Investment Policy

Treasurer Holly Batton reported she is working on making a determination as to what needs to be done to comply with this requirement. She will continue to work on this and report in future meetings.

Attorney Ruppe noted that some townships implement "not to exceed" limits on spending for miscellaneous expenditures.

Clerk Jerry Maas suggested that we develop a written policy to submit next month.

2) Update on Future CSTS Billings / Escrow Accounts

Treasurer Batton noted that when the CSTS systems were in the design stages, costs were incurred that were intended to be allocated against “future CSTS” systems as they came forward.

Since there have not been any current projects being proposed, our auditor suggested that we recover these costs by allocating these charges to the current active projects in proportion to the number of lots. He board agreed and directed treasurer Batton to proceed with this distribution.

There were 3 negative escrow accounts that Treasurer Batton has written letters to requesting payments. She will report progress at the next meeting.

Sheriff's Report

Deputy Michael Turek dropped off the report.

Resident's Group Report

Jerry Maas reported that the CAG is working on a “History of the Township” for our incorporation plan.

Open Forum

Resident Al Aspengren noted that Towering Oaks Trail has not been completely plowed.

Resident Carolyn Schulte asked about the accident at 68 and 27 this morning. Clerk Jerry Maas reported that he talked to the Sheriff's office today and found that there were no fatalities. It talking to the Sheriff's department, it was their opinion that a 4-way stop sign might have prevented this accident.

The Board felt that a letter ought to be sent to the County Highway Department asking for a 4-way stop.

Agenda Items

1. David Boecker – Request to sub-divide parcel on Judicial Road and re-plat to Boecker Acres

Engineer Jeff Elliott presented this proposal to the board. He explained that David Boecker is asking to sub-divide his property located at 19386 Judicial Road to allow him to sell a portion to the adjacent neighbor, Janet Ajax.

Chairman Casey noted that we will have to review lot fees and turn lane contribution amounts. In addition, the Township will require an escrow to cover costs associated to review this project.

Supervisor Schommer noted that Planner Kirmis commented on the Lakeville Trail Plan to the East. Engineer Elliott noted that the Township currently lacks a trail plan in order to ask for an easement at this time

Supervisor Bruce Nilsen made a motion to approve this request contingent on determining the lot fee and turn lane amounts in addition to establishing an escrow account. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0.

2. Al Aspengren – Discuss Plans for NPDES Compliance for 2007

Al Aspengren has completed a map for the culvert and ponding system in Credit River.

He is now presenting a proposal to continue with the next step of this process that includes making arrangement for cleaning these culverts and conducting resident education programs about the NPDES Clean Water Program.

This will also include completing the NPDES annual report for 2006.

Mr. Aspengren noted that he needs to complete a couple more of the newer developments.

The understanding is that Mr. Aspengren work closely with the staff on this project in terms of communication and hiring any sub-contractor work that needs to be done in terms of cleaning the culverts.

Attorney Bob Ruppe noted that we could charge for cleanout and also he will investigate a standard storm water fee.

Supervisor Leroy Schommer made a motion to approve the proposal as outlined in sections 1 – 4a. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 - 0.

3. Continue Discussion on the Prior Lake False Alarm Ordinance

At the last meeting the Board tabled action on this topic pending additional information on the procedure for enforcement.

Clerk Jerry Maas met with Prior Lake officials and reported that most of the false alarms in Prior Lake are related to the burglar alarms in the business areas. He noted that one important aspect of this is to insure that residents know that they must keep their detectors free of dust.

The Prior Lake Fire Department will notify us in the event someone does experience 3 valid false alarms and we will have to take responsibility to bill and collect

Supervisor Leroy Schommer made a motion to adopt the False Alarm Ordinance # Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

4. Continue Discussion on Road Right of Way / Encroachment License

Attorney Ruppe noted that we already have a road right of way ordinance. However, there are liability issues that are being raised in cases where there are obstacles that aren't being removed. The Encroachment License is a vehicle to pass thru the liability to the property owner.

Supervisor Bruce Nilsen made a motion to adopt the licensing procedure. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0. The Board further approved a sample Encroachment Agreement, but emphasized that each situation would be handled on a case by case basis

5. Engineers Report

a) On Site Marketing – Request acceptance of a portion of Meadowview Blvd and Cress View Drive

Ted Kowalski, developer presented a request to have these roads accepted in order to get the warranty period started.

After some discussion, Supervisor Leroy Schommer made a motion to accept these roads effective March 5, 2007 contingent on the developer removing some trees in the right of way by June 1, 2007. and that the roads be inspected at the end of the warranty in the fall of 2008. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 2 – 0. (Casey Abstaining)

The Township will accept responsibility to now plow these roads that have been accepted. The developer will continue to plow the roads that are not accepted.

b) Letter of Credit Reduction Requests

1) Territory 1st and 2nd additions.

Engineer Elliott presented information to the Board relative to the amount of work that has been completed on these projects. He is recommending that the LOC for Territory 1st Addition be reduced to \$ 95,000.00.

Supervisor Bruce Nilsen made a motion to reduce the LOC for Territory 1st Addition to \$ 95,000.00. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 – 0

Engineer Elliott is recommending that the LOC for Territory 2nd Addition be reduced to \$ 81,715.00.

Supervisor Bruce Nilsen made a motion to reduce the LOC for territory 2nd Addition to \$81,715.00. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 - 0

c) Update LOC Status

Engineer Elliott presented an updated analysis of the LOC status for current active projects. He noted that some prior approvals have not been acted upon by the developers.

d) Spec for Park / Mound Mowing Bids

Engineer Elliott presented the Board with a proposed Bid Spec for summer mowing of township parks as well as the mound systems in the CSTS developments as required by the MPCA permit.

Supervisor Bruce Nilsen made a motion to approve the bid request with noted changes. Supervisor Leroy Schommer offered a second, all in favor, motion carried 3 - 0.

e) Update Engineering Manual

Engineer Elliott noted that there is a need to identify that period of the year when the township is able to properly inspect new roads prior to formally accepting these roads. He presented a proposed update to the Township Engineering Manual specifying when these inspections can take place and consequently when roads can be accepted.

Attorney Ruppe noted that he will also include this requirement as a part of future developer's agreements

The board had some changes that they suggested be made for the next meeting.

f) Proposal on Water Resources

Engineer Elliott presented a proposal to prepare a Surface Water Management Plan as a part of the submission for the Incorporation Plan.

Supervisor Leroy Schommer made a motion to accept this proposal. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

6. Other Business

a) Excess Maintenance Costs – County Road 75

Engineer Jeff Elliott noted that we have a request from the Scott County Highway department for an itemization of costs incurred in maintaining County Highway 75 under terms of our contract.

Attorney Bob Ruppe submitted a letter that he is proposing to send to the Highway Department in response. The board authorized attorney Ruppe to send this letter

b) Discuss Brush Cutting / Ditch Mowing Requirements

Clerk Jerry Maas noted that we received a quote from Dale Kuchinka for performing these services during the upcoming season. He is asking if the board wishes to go out for quotes on this task also.

The board requested Clerk Maas and Engineer Elliott to request a quote from FVM in Albert Lea. Chairman Casey will be the contact.

c) Trans Alarm

Treasurer Holly Batton presented a proposal from Trans Alarm for installing a security system at the Town Hall.

Supervisor Leroy Schommer made a motion to accept this proposal as presented. Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 – 0.

Review and Pay Bills

The Town Board approved the following claims for payment:

3/5/2007	3645	Northwest Associated Consultants	February Planning & Zoning	\$	6,662.84
3/5/2007	3646	Void		\$	-
3/5/2007	3647	ECM Publishers	Legal Advertising-Lakeville	\$	99.75
3/5/2007	3648	Private underground	Locate Services	\$	64.50
3/5/2007	3649	Dennis Karow	Town Hall Snowplowing	\$	380.00
3/5/2007	3650	Bryan Rock Products	Screen Clean Rock Chips	\$	430.55
3/5/2007	3651	Art Johnson Trucking	February Winter Road Maint	\$	6,682.35
3/5/2007	3652	Jerry Maas	February Expense Reimbursement	\$	254.37
3/5/2007	3653	Holly Batton	February Expense Reimbursement	\$	1,451.78
3/5/2007	3654	Hakanson Anderson Assoc.	January Engineering	\$	10,670.80
3/5/2007	3655	Matt Briley	Host Annual Meeting at Legends	\$	50.00
3/5/2007	3656	Eide Bailly	2006 Audit Progress Payment # 2	\$	11,000.00
3/5/2007	3657	CenterPoint Energy	Town Hall Gas	\$	200.58
3/5/2007	3658	Xcel Energy	St Francis Street Light	\$	12.49
3/5/2007	3659	Mike's Septic	Thaw Town Hall Septic	\$	250.00
3/5/2007	3660	St Croix Recreation Co	Park Equipment-Country Court Park	\$	7,636.05
3/5/2007	3661	The Legends	Rent for Annual Meeting	\$	53.75
3/5/2007	3662	MVEC	Town Hall Electricity	\$	129.47
3/5/2007	3663	MVEC	South Passage Lift Station	\$	47.09
3/5/2007	3664	MVEC	Mont Heights Lift Station	\$	47.09
3/5/2007	3665	AI Aspengren	Mail Box Replacement	\$	50.00
3/5/2007	3666	Donna Blackwell	Mail Box Replacement	\$	50.00
3/5/2007	3667	Leroy Schommer	February Expense Reimbursement	\$	82.98

3/5/2007	3668	Bruce Nilsen	February Expense Reimbursement	\$	99.47
3/5/2007	3669	Dan Casey	February Expense Reimbursement	\$	90.74
3/5/2007	3670	Holly Batton	Services as Treasurer	\$	1,819.75
3/5/2007	3671	Dan Casey	Services as Supervisor	\$	674.15
3/5/2007	3672	Jerald Maas	Services as Clerk	\$	2,955.20
3/5/2007	3673	Bruce Nilsen	Services as Supervisor	\$	729.56
3/5/2007	3674	Leroy Schommer	Services as Supervisor	\$	674.15
3/5/2007	3675	Nicole & Andrew Weesner	NPDES Refund	\$	445.00

Adjourn

There being no further business before the Town Board, Supervisor Leroy Schommer made a motion to adjourn, Supervisor Bruce Nilsen offered a second, all in favor, motion carried 3 - 0. The meeting adjourned at 10:20 pm

Submitted By: (s/) Jerald R. Maas
Township Clerk
Credit River Township

Approved By : (s/) Dan Casey
Chairman Board of Supervisors
Credit River Township