

Credit River Township Meeting Minutes May 4, 2009

Call to Order

Chairman Leroy Schommer called the meeting to order at 6:00 pm.

Members Present:

Chairman Leroy Schommer, Vice Chairman Bruce Nilsen, Supervisor Brent Lawrence, Supervisor Tom Kraft, Supervisor Al Aspengren

Others Present:

Township Clerk Jerry Maas, Township Treasurer Holly Batton, Township Engineer Shane Nelson, Township Attorney Bob Ruppe

Old Business

1) Finalize Open House Plans (6:00:30 pm)

Supervisor Lawrence noted that the mailing has been sent out and the news release has been published in its entirety. He also reminded the Board that we would be meeting at 12:30 tomorrow with Ehlers to finalize plans and review the presentation. It is estimated that we will have 300-500 residents attending the meeting.

2) Update on Fire Contract Discussions (6:03:15 pm)

Supervisor Lawrence noted that he met with staff from the City of Prior Lake. At that time he informed them that we would agree to a 5 year contract, however, we would like to see scheduled meetings each year to review status and insure open communication. Prior Lake staff felt that putting this in the contract would not be necessary, however we indicated we would like to see it formalized.

Supervisor Lawrence felt that some other methods of calculating the annual contract amount beyond tax capacity might be in order and that Prior Lake staff agreed to look at household counts as a means to arrive at this figure, perhaps on a phased basis.

There was a discussion that a possibility exists that the contribution from the Sioux Community might be phased out.

Supervisor Nilsen asked if a system exists for billing for emergency services performed on County Roads? Supervisor Lawrence noted that he was not aware of such a procedure, however he would ask the next time he meets on this subject.

Supervisor Lawrence also reported that Prior Lake still plans to hire a full-time fire chief by July 1st.

3) Status of JPA with City of Savage (6:09:30 pm)

Supervisor Lawrence reported that the Joint Powers Agreement with the City of Savage was approved by the Scott County Board on April 14th.

4) Contract – Meeting Minutes (6:11:00 pm)

Supervisor Kraft stated that he was asked by the Board at the last meeting to get some information regarding the possibility of contracting with a professional transcriber to both take the meeting minutes and transcribe them. He noted that he had sent emails out to the Board asking if there were any questions that needed to be forwarded to Tracy but did not see anything back from anyone.

He noted that the professional transcriber would propose to take notes by hand during the meeting, type them following the meeting and provide them for the Board's review within two days. For this service she would charge \$25 per hour. He feels there would be a cost savings from the amount of time it takes Clerk Maas to transcribe the minutes and the Board would have them faster. He suggested that we do this on a trial basis.

Supervisor Kraft felt that there has been bias shown in the recording of the minutes in the past and feels this might provide a solution.

Supervisor Aspengren asked Clerk Maas if this responsibility is in fact a prescribed duty of the Clerk?

Clerk Maas indicated that it was his understanding that this is required by statute.

Attorney Ruppe expressed the opinion that this was the statutory obligation of the Clerk to take the minutes of the meetings

Treasurer Batton asked if this meant it would be required to actually take the minutes or is the requirement to simply keep the records.

Supervisor Lawrence asked what the goal was in contracting this responsibility.

Supervisor Kraft noted that there would be a cost savings and the bias issue would go away.

As to the question of bias, Attorney Ruppe noted that while the Clerk actually records and prepares the meeting minutes, the Board has the capability to correct any bias issues at the time the minutes are presented for approval, so nothing would go into the record that hasn't been approved by the Board.

Treasurer Batton also noted that it is possible that by excluding items from the minutes, bias can be shown, noting that on the few occasions where she has been called upon to take the minutes, she has found it difficult to not be biased in that things she might consider unimportant, might be very important to the Board.

Supervisor Aspengren asks for an explanation of where the cost savings would be realized?

Supervisor Kraft indicated that Clerk Maas has indicated that it takes about 6 hours to transcribe a 4-hour meeting, where the professional would not charge for the transcription, only the time spent at the meeting taking notes.

Attorney Ruppe noted after reading the statute, that this is the legal requirement for the Clerk to take the minutes.

Supervisor Lawrence suggested we ask Clerk Maas.

Clerk Maas expressed the thought that it would dramatically alter the finished product, stating that in his opinion it would be impossible for a 3rd party to come to the meeting and completely get the sense of the proceedings in order to accurately reflect the content of the discussion. He indicated that he felt strongly that this was his responsibility. He acknowledged that he was not a professional typist and perhaps is not the fastest at preparing the minutes.

He noted that the possibility exists that he misinterprets the intent of some of the statements made by individuals during them meeting, but that is why he sends out draft copies and asks for any corrections which he faithfully changes as requested.

Supervisor Nilsen asked if it would be possible to get them out faster than the 6 days we currently do because he has difficulty in remembering some of the details discussed?

Clerk Maas noted that he could simply provide a record of the votes taken on issues and that this would mean less work and consequently faster turnaround, however he also pointed out that there are many residents who don't get a chance to attend the meetings, and therefore wish a thorough record. He also noted that following a meeting, there are many duties that a Clerk must attend to, such as reviewing claims, mailing out checks, following up on Board actions taken at the meeting, etc.

He notes that he currently tries to get them completed in draft form by Sunday noon in advance of the requirement to get the next agenda prepared by Tuesday noon.

Supervisor Aspengren indicated that he sees no need to change the way in which we are now handling the recording of the minutes.

Resident Cathy Haugh asked how we would be able to find out how much we might save if we don't try this idea?

Supervisor Kraft reemphasized his request that we try it for a couple of meetings and see what happens.

Treasurer Batton also commented that she feels we ought to try this.

Resident Cathy Haugh called attention to the fact that she understands the statute states that the responsibility is to "record the minutes", not necessarily take minutes, transcribe minutes, etc., it simply says to "record" and that is the keyword.

Chairman Schommer noted that since he has served on the Board, the minutes have shown continued improvement in the amount of detail provided and felt this to be an advantage.

The conclusion of the discussion was not to change our current method of recording the minutes.

5) Policy on Documents Kept at Town Hall (6:38:45 pm)

Supervisor Kraft presented a copy of a proposed policy that requires all documents be kept at the Town Hall with the exception of active files that should be returned within one business day.

Engineer Nelson felt that the engineering files would be able to be removed while they are working on them.

Supervisor Aspengren asked that we look into a system to facilitate signing out files.

Supervisor Nilsen made motion to adopt Policy 2009-01 relating to Document Control adding the change regarding the requirement to sign out documents that are in process. Chairman Schommer offered a second, motion passed 5 – 0.

6) NPDES Escrows – meeting with SCWD (6:43:20 pm)

Supervisor Aspengren reported that he had not yet had the opportunity to meet with Scott Soil and Water Conservation District look into this matter. Therefore the Board tabled further discussion until the next meeting. Specifically to see if the completing the final grade can be required in the final inspection so the Township doesn't refund the NPDES escrow prematurely.

7) Email Policy (6:43:50 pm)

Attorney Ruppe mentioned that he had reviewed it and felt that it met the Board's desired goal of setting policy on electronic mail.

Supervisor Lawrence asked about the when the part relating to the requirement to “forward emails” would apply?

Supervisor Nilsen stated that it was his intent that if a request came from a resident regarding specific topic, that it would be forwarded to the appropriate supervisor.

Attorney Ruppe noted that there is potential for violation of open meeting law and typically he would caution against emailing between supervisors. He suggested that anything relating to policy be sent through the Clerk.

Supervisor Nilsen noted that he changed the reference in paragraph 4 from “Township email” address to “Township assigned” email address.

Attorney Ruppe noted that in the event of a lawsuit, we would want to be able to show that all emails relating to township matters are sent through the Township assigned email address. He also cautioned against using the “Reply All” feature to insure against violating open meeting law requirements.

Resident Greg Brown called attention to the fact that situations may arise where the entire Town Board is sent an email using the “Blind Copy” feature of some email programs and by “replying to all”, a violation of the open meeting law could occur.

Supervisor Kraft suggested that paragraph 7 be deleted.

Chairman Schommer made motion to adopt Policy 2009-02 relating to Emails contingent on deleting paragraph 7 from the proposed policy. Supervisor Kraft offered a second, all in favor, motion carried 5 – 0.

Sheriff’s Report (6:59:10 pm)

Chairman Schommer interrupted the meeting in order to recognize our Deputy to present the Sheriff’s report.

It was reported that there were 91 calls for the month of April in the Township. Once again, a high percentage related to false alarms. There were 6 thefts and 6 vandalism incidents.

It was noted that the historical data for the last 10 years that we have been asking for would be forthcoming soon. Supervisor Lawrence asked if this might be provided in an electronic format.

Chairman Schommer called for a return to the regular meeting agenda.

8) Building Inspections / Permits (7:02:45 pm)

Supervisor Lawrence reported on a meeting at Scott County with Community Development Director, Michael Sobota and Environmental Manager Al Frechette with regard to providing better Customer Service on building permits.

It was suggested at that meeting that the County would be willing to provide a computer and a staff person who would be able to do basic building permit review here at the Town Hall, eliminating the need for residents to go on to the County for further administrative processing. It would be necessary to provide this person with a key to the Town Hall and access to the security system.

There would be an added advantage of providing the County Staff person with office space to be more effective in her assignment as well as providing the Township with access to the County’s GIS system.

Supervisor Nilsen asked how far the County staff person could go in terms of completing the application. It was pointed out that this person could do most of the

simple permitting and also take any of the applications to the County, thus saving the resident the drive.

Supervisor Kraft recalled that it was proposed at an earlier meeting that we could potentially realize a cost savings of perhaps \$50,000 that the County is now making on permits that the township could now keep and wondered if there was a potential of realizing some cost savings under this program.

Chairman Schommer noted that we haven't progressed that far in the plan to discuss this as yet.

Supervisor Nilsen wanted to make a point that he is of the opinion that things have slowed down at the County, they might be possibly interested in getting their employees out of the office and into the field.

Chairman Schommer indicated that he would like to proceed with this plan. Supervisor Aspengren agreed and in fact the Board as a whole decided to move forward with implementing this plan.

9) Amendment to Fee Ordinance – Data Practice Requests (7:13:45 pm)

Chairman Schommer noted that we've had some requests for copies under the Data Practices Act recently and is of opinion that we ought to consider charging fees for copies.

Supervisor Aspengren agrees.

Attorney Ruppe stated that the Data Practices Act is quite restrictive in terms of what fees can be properly charged. We do have the right to recover some of our administrative costs. He noted that we would have to set up a fee schedule.

The Board asked Attorney Ruppe to recommend these fees and be prepared to discuss this and possibly be prepared to amend the Fee Ordinance at the next meeting.

Treasurer Batton asked about fees for Deck permits. Clerk Maas stated that it was his recollection that we decided not to charge a fee for deck permits.

Treasurer Batton also pointed out that she hoped to include overdue fees and other CSTS charges in the Fee Structure.

Engineer's Report

1) Status of Huntington Way, Whitewood Ave., Birch Road (7:22:00 pm)

a) Huntington Way

Engineer Shane Nelson reported that at the last meeting Attorney Ruppe was asked to compose a letter to the contractor. Attorney Ruppe reviewed this proposed letter with the Board in which he is suggesting that because the contractor did not comply with the terms of the contract, that the liquidated damages would continue to accrue and if the work is not completed within two weeks of the date of this letter, the Board can choose to terminate the contract and exercise on the bond.

Supervisor Nilsen asked about the contractor's responses to our previous offers.

Engineer Nelson stated that the contractor was OK with the 15 days of liquidated damages as long as he got paid immediately.

Supervisor Aspengren asked about agreement to do the drains at no charge.

Chairman Schommer indicated that it was his understanding that he would do this at no charge as a part of the negotiations regarding the number of days for liquidated damages.

The Board asked Attorney Ruppe to send the letter noting that liquidated damages are still accruing and that if the work is not completed by May 31st, Attorney Ruppe will recommend terminating the contract. Chairman Schommer was given the authority to approve the final version of this letter.

b) Whitewood Ave. / Birch Road

Engineer Nelson apologized to the residents for the contractor coming to work without notice to the Township. The instructions are to contact either Engineer Nelson or Chairman Schommer before working on the project which the contractor failed to do.

Engineer Nelson reported that he is trying to meet with the contractor to establish a schedule for completion of the work. He is of the opinion that they just are not making satisfactory progress, some of it is weather related.

Resident Beverly Parrish noted the numerous rocks in the ditch. She felt this would not sustain grass. Engineer Nelson stated that the topsoil that was there was salvaged and re-placed. Also, the contractor is required to loosen the soil at least 3 inches down.

Chairman Schommer asked if topsoil is planned.

Engineer Nelson stated that the bid did not call for black dirt.

Resident Ben Parrish noted that the black dirt that was on the property has been taken off site. Chairman Schommer agreed that the contractor hauled material off-site. Engineer Nelson noted that the road is much thicker now and consequently there was excess dirt that had to be disposed off.

Chairman Schommer instructed Engineer Nelson to bring in black dirt where needed.

Resident Beverly Parrish noted that her culvert is not properly centered on her driveway and feels this will cause future washouts and furthermore the grass is dead where the construction trailer was parked.

Engineer Nelson emphasized that the contractor will not be paid until turf is established.

Supervisor Aspengren asked if we are wasting time to seed rocks and clay?

Engineer Nelson indicated that in his opinion the soils currently there would support vegetation. He noted that we could hire a consultant to test the soil conditions if the Board would like.

Engineer Nelson next discussed the need to extend a culvert on Whitewood near Birch road. We now have two bids to do this work, one from Quiring Excavating for \$3524.08 and another from DB Services for \$1995.00.

Supervisor Kraft made a motion to accept the proposal from DB Services for \$1995 to install the necessary culvert extension.

Supervisor Nilsen asked about how the Township would be repaid since this is an add-on to the total project costs?

Chairman Schommer noted that this was included in the contingency estimates for the entire job and therefore in the assessment costs.

Supervisor Nilsen offered a second to the previous motion, motion passed 5 – 0.

Engineer Nelson noted that as far as seeding goes, the contractor is proposing to hydro mulch as opposed to the previously planned straw mulch. The contractor feels that this will lead to a better finished product.

This is a cleaner approach and easier to install, but is not always successful. Engineer Nelson stated that straw mulch tends to hold the moisture better, but is a little messier.

Supervisor Aspengren noted that we are working in difficult soil conditions and is not comfortable that Hydro Mulching will work.

Engineer Nelson also noted that Hydro Mulching would also cost an additional \$1750.

Supervisor Nilsen made a motion to authorize Change Order # 1 calling for Hydro Mulching. Chairman Schommer offered a second, all in favor, motion passed 3 – 2 (Aspengren, Kraft opposed)

Treasurer Batton mentioned that Dale Swanson asked when the fiber mat will be removed from his yard and when his driveway will be fixed and wished a phone call from the Township. Chairman Schommer asked Engineer Nelson to call Mr. Swanson.

2) Development Status (8:10:00 pm)

Territory

Engineer Nelson noted that they had a pre-construction meeting last Thursday. The SA Group has executed the agreement and they are looking for the Township to sign off of this as soon as possible.

Rob Wachholz, representing the SA Group, mentioned that a schedule is being prepared to correct the weeping mound. He has received bid proposals and expects the design to be completed by mid June and in to the Township for review and approval and then to the MPCA.

Chairman Schommer emphasized the need to get the weeping mound completed promptly.

Supervisor Kraft also noted that the residents have indicated an interest in performing some of the work themselves. Mr. Wachholz explained that some of the residents have been helping with general clean up of the site. They are looking at ways for the residents to help and save the project money.

Supervisor Aspengren asked about potential liability if the residents performed any of the work? Mr. Wachholz indicated that they are trying to keep them working on Homeowners Association tasks as opposed to the planned Township work.

Supervisor Nilsen asked about some signage issues, notably a stop sign and some missing bus stop signs. Mr. Wachholz indicated that he thought the stop sign was on the punch list, but the SA Group has no plans to install bus stop signs.

Mr. Wachholz noted that since the precon meeting, a few minor items have come up that need correction. They expected this and plan to take care of them as they are identified. They will account for these separately and hopefully they will be covered by the funds available.

Scottview acres

Engineer Nelson mentioned that he has contacted the bank that now owns this property and asked that the project be completed.

Thoroughbred Acres

Engineer Nelson has also contacted the bank and asked that they complete the project. There are few issues that remain along with the requirement to complete the wear course of the road.

Supervisor Nilsen noted that the road needs some attention in a couple of spots.

Chairman Schommer asked Engineer Nelson would send the bank a letter asking that they address the catch basin problem immediately and also repair the road breakup problems.

Stoneridge

There remain some minor items even though the warranty period has expired. Engineer Nelson believes that for the most part, the project is done, but the Board has not officially accepted this project.

Chairman Schommer asked if the Developer's Engineer has asked for the project to be accepted. Engineer Nelson indicated they had not.

The Board asked Engineer Nelson to send the Developer a letter asking that the posts in the ditches be removed and to request formal acceptance of the project.

Stonebridge

Attorney Ruppe noted that he had received a call from Marty Schmitz at Scott County on the water system inquiring as to the availability of funds to pay for monitoring costs? He informed Mr. Schmitz that if the requirement was included in the approved plans and specs for the project, we could properly take money from the Letter of Credit that we have in our possession.

Mr. Schmitz will look into this to see what was originally specified.

Engineer Nelson explained that he thinks this issue arose last fall when the Township became aware that the developer had failed to obtain an appropriations permit for the water system. The monitoring well was required at that time as a condition for obtaining this permit. The Township paid the permit fee because the developer had not and as a result, the Township's name could now be on the permit.

Attorney Ruppe cautioned that we should not be on the permit and suggested that we take steps to have our name removed from this permit.

Engineer Nelson also mentioned that Klingberg Excavating has submitted an invoice for work authorized at the last meeting and now completed.

Chairman Schommer noted that there were additional charges incurred because of some differences in the size of the pipes that were not according to the as built plans.

Supervisor Nilsen made a motion to approve the additional charges from Klingberg Excavating in the amount of \$446 and to pay the bill in its entirety. Supervisor Lawrence offered a second, all in favor, motion passed 5 – 0.

3) Approval to Update Road Inventory (8:36:30 pm)

Engineer Nelson noted that this winter we had some discussions regarding the general road conditions and what plans we might have for this year's construction

He noted that at that time we discussed the state of the Road Inventory and he wanted to continue that discussion at this time.

Supervisor Kraft asked about costs of this project?

Engineer Nelson was unsure what the scope of the Board's wishes were at this time. We could go through the entire inventory and update the whole list or perhaps only do a limited update. He estimates that an entire review would be about \$5000. Updating the Capital Improvement Plan would be more.

Clerk Jerry Maas noted that one of the main responsibilities of the Town Board is to insure that the roads are maintained in proper condition. We invested quite a bit of time and money into first developing this inventory a number of years ago and that it has been a very useful document. He recommended that we make every effort to keep it current. He suggested that in the future we make every effort to update this as work is performed. He also suggested that as the supervisors drive the town roads, reviewing the road conditions, that the results of these inspections be included in the inventory as they are accumulated.

Supervisor Aspengren asked about plans for construction projects for this summer.

Chairman Schommer stated that it was his view that none be undertaken. He feels that it is too late to consider anything for this construction season.

Supervisor Kraft indicated that he and Supervisor Nilsen had been inspecting the roads recently and noting some work that needs to be done. They did not see a requirement for anything major at this time.

Supervisor Nilsen suggested that an annual review ought to be conducted. He further suggests that he and Supervisor Kraft work with Engineer Nelson in preparing a proposal for the Inventory for this year

Engineer Nelson further noted that we have received the accepted bids from County for the joint Seal Coating project this summer and he noted that they are bidding a higher "Fog Sealing" price for Credit River as opposed to the other Townships. This is because the roads on the "fog-seal" list that were "seal-coated" last year were not "fog-sealed".

Supervisor Aspengren pointed out that because certain roads were not "Fog Sealed" last year, we encountered quite a problem with the rock not adhering to the road surfaces and ending up in the yards. He suggests that we consider other vendors.

Supervisor Nilsen noted that this process causes a lot of problems with tar on resident automobiles.

The Board concluded that in view of the cost differential, we would not do any "Fog-Sealing" this year with the County on the roads missed last year. Engineer Nelson was instructed to separately receive quotes for fog-sealing the roads that were seal-coated last year and report back to the Board.

4) Engineering Manual Update (8:56:15 pm)

Engineer Nelson noted that there have been some changes to the Township Engineering Manual that resulted from the work brought to our attention by the recent project in Stonebridge. He's asking for formal approval at this time to make these a permanent part of the Engineering Manual.

Supervisor Nilsen asked about collecting the extra \$446 from Halling Engineering because it was an error in the construction and the as-builts supplied.

Engineer Nelson noted that because of the small amount, it might be too costly to pursue.

Supervisor Kraft made a motion to approve these additions to the Engineering Manual. Supervisor Nilsen offered a second, all in favor, motion passed 5 – 0.

Minutes of Previous Meeting – April 6, 2009 (9:00:35 pm)

Chairman Schommer called on Clerk Maas to summarize the minutes of the April 6, 2009 meeting.

Supervisor Nilsen asked why we hadn't approved these at the last meeting.

Clerk Maas indicated that he hadn't received corrections to the minutes in time to get them into the minutes for the last meeting and suggested at that time that we table this until this meeting.

It was also noted that Resident Jay Saterbak had objected to the interpretation placed on his comments at this meeting and was going to send changes that would accurately portray his thoughts. To date we have not received these changes and Clerk Maas suggests that we simply delete these comments in that Mr. Saterbak offered this as an option if his thoughts could not be accurately recorded. Clerk Maas also noted that he felt Mr. Saterbak had clarified his comments at the April 20th meeting and that the Board thoroughly understood his position.

Supervisor Lawrence noted that he felt the record would not be correct if we failed to acknowledge that Mr. Saterbak had offered some thoughts on the matters being discussed and that perhaps some notation ought to be made in the record that Mr. Saterbak did offer some comments.

Clerk Maas pointed out that earlier in this meeting it was suggested that perhaps the minutes as they have been presented are too all inclusive and perhaps need not include every comment offered, so viewed in these terms, not recording them would not be such a great concern and most importantly, as was stated earlier, Mr. Saterbak did have the opportunity to present his thoughts to the Board regarding the Pearson Gravel issue as well as the Social Host Ordinance at the April 20th meeting.

Supervisor Aspengren suggested that we simply acknowledge the fact that Mr. Saterbak spoke, but not specifically record his comments.

Supervisor Kraft moved that we accept the April 6th minutes with the changes suggested by Supervisor Aspengren with regard to Mr. Saterbak's comments. Supervisor Lawrence offered a second, all in favor, motion passed 5 – 0.

Supervisor Nilsen noted that it was his impression that Mr. Saterbak was supposed to send his changes to Clerk Maas and Mr. Saterbak had hoped that this might be a matter of record. The Board suggested that this be noted in the April 20th minutes.

Supervisor Lawrence also suggested that we note in the minutes for this evening that as of this date we have not received Mr. Saterbak's comments relative to the April 6th meeting and in the interests of finalizing this we need to approve these this evening 9:09:

Minutes of Previous Meeting – April 20, 2009 (9:09:40 pm)

Chairman Schommer called on Clerk Maas to summarize the minutes of the April 20, 2009 meeting.

Clerk Jerry Maas noted that he had received some changes for the April 20th meeting late this afternoon from Engineer Nelson and would like to see these recorded. He suggests that we approve this contingent on Supervisors reviewing Engineer Nelson's changes that Clerk Maas will send out via email. .

Supervisor Lawrence made a motion to approve the minutes from April 20th contingent on supervisor review of Engineer Nelson's changes. Supervisor Aspengren offered a second, all in favor, motion passed 5 – 0.

Resident Open Forum (9:10:55 pm)

Josh Heimkes, 8920 Canter Lane stated that he just moved into the Township about a week ago and wished to discuss a couple of issues

1) The purchase of his property included an assessment search related to delinquent septic system charges that turned out to be inaccurate. He indicated that he now has an obligation in the amount of \$78.80 that he is asking that this be waived because of the errors.

Treasurer Batton stated that the real estate agent had contacted her in mid-March for the amount that would be owed on April 24, 2009, the proposed closing date. In the meantime, outstanding fees were certified to the property taxes. Notification to the owner of record at the County was given as per the Town Attorney's recommendation and statute. Because of the volume of calls from real estate agents and title search companies, it would not be feasible to attempt to notify all of them of pending certifications.

There was no contact by Century Title until after the closing when they called the town hall to verify which address to send what check to. Treasurer Batton stated that it was her opinion the new owner shouldn't have to pay the difference but she does not have the authority to waive any charge. This would have to be determined by the Town Board. At this time, the remaining \$78.80 is still recorded as an outstanding assessment.

Supervisor Lawrence suggested that he contact the title company and ask if they have "gap coverage" that should apply in circumstances such as these.

2) Mr. Heimkes is also concerned about the Fire Contract we have in the Township and noted that his insurance cost is quite high due to the distance from the nearest Fire Station. He is not only concerned about the cost, but the potential for loss of his home caused by slow response of the fire department.

Clerk's Report

1) Building Permit Report (9:40:58 pm)

Clerk Jerry Maas presented the first Building permit report and it met the Boards needs.

2) Resident Complaint Report (9:41:43 pm)

Clerk Jerry Maas also presented the "Resident Issue" notebook and suggested that we begin using it to keep track of all resident complaints. He suggested that the Board arrive at a procedure as to how these can be tracked.

Clerk Maas cautioned the Board that many times information contained in these reports are of a private nature and those who have filed complaints are not interested in having that fact disseminated to the public. Consequently, this notebook ought to be kept in a closed file cabinet.

3) Engineers Bill (9:44:30 pm)

Supervisor Kraft asked Engineer Nelson about the \$1300 charge to prepare mowing contracts.

Engineer Nelson noted that the project was quite complex and that it involved re-writing the RFP, preparing a number of exhibits, and a significant number of phone calls from the bidders.

Treasurer's Report

1) Treasurer Report (9:49:25 pm)

Treasurer Batton read the financial report for April.

Treasurer Batton asked about the need to keep Highway 75 expenses separate from the rest of the Road and Bridge expenditures. It was decided to keep it separate for the foreseeable future.

Supervisor Nilsen made a motion to accept the Treasurers Report as read.
Supervisor Kraft offered a second, motion passed 5 - 0

2) Transfer Funds (9:55:00 pm)

Treasurer Batton requested Board Approval to transfer \$65000 from the savings account to the checking account.

Supervisor Kraft made a motion to approve this request. Supervisor Nilsen offered a second, all in favor, motion passed 5 – 0.

3) PERA (9:55:25 pm)

Treasurer Batton indicated that she would like to sign up for the PERA benefit and in that doing this would constitute a pay increase to her of 5% because of the need for the Township to match her contributions, she suggested cutting her hourly pay by a corresponding amount.

Supervisor Aspengren disagrees with the need to do this stating that this is a benefit available by statute.

Supervisor Lawrence agrees with Supervisor Aspengren, however as long as Treasurer Batton is volunteering to accept the reduction he would go along with it

Supervisor Nilsen agrees with Treasurer Battons suggestion to reduce her hourly pay.

Supervisor Nilsen made a motion to adjust pay Treasurer Battons hourly pay rate to \$22.85 to reflect a like contribution to PERA. Meeting pay will remain the same.
Supervisor Lawrence offered a second, motion passed 4 – 1 (Aspengren opposed)

4) Assessment Rate Change (10:02:00 pm)

Treasurer Batton expressed a concern that there needs to be a time line established to effect this change and she was looking for Board approval to send Attorney Ruppe an email regarding this.

The Board consented.

New Business

1) Review Contractor Service Contracts (10:02:30 pm)

Clerk Jerry Maas presented copies of the proposed service contracts prepared by Attorney Ruppe for mowing parks and CSTS mounds to the Board for approval prior to having them executed by the appropriate supervisors.

We will also need to prepare a Ditch Mowing contract.

2) Inventory for CSTS (10:06:50 pm)

Supervisor Aspengren made a motion to transfer \$3730 inventory from the Monterey Heights/South Passage Fund to the General Fund. Supervisor Nilsen offered a second, all in favor, motion passed 5 - 0

3) Hampshire Ave. Property Dispute (10:08:50 pm)

Supervisor Lawrence noted that we previously asked both parties to return in June 2009 and he will contact both parties to notify them about the meeting.

4) Second Meeting in May (10:10:20 pm)

The Board decided to discuss this at the continuation of the Board of Equalization continuance scheduled for May 12th at 4:00 pm.

5) Use of Parks (10:12:00 pm)

Chairman Schommer stated that he had received a letter from Randy Geisler, City of Prior Lake Recreation Department, regarding use of our Town parks up to four nights per week for Lacrosse and Soccer and he asked for the Board's thoughts.

Supervisor Lawrence summarized the Board's discussion by noting that there is limited parking in all parks, and trash and noise would be a problem.

Review and Pay Bills (10:16:50 pm)

5/4/2009	5001	Al Aspengren	Expense Reimbursement	\$	6.60
5/4/2009	5002	Art Johnson Trucking	April Road Maintenance	\$	16,449.39
5/4/2009	5003	Brent Lawrence	Expense Reimbursement	\$	91.30
5/4/2009	5004	Bruce Nilsen	Expense Reimbursement	\$	69.30
5/4/2009	5005	Collins Tree	Tree Trimming-Natchez / Hobby Hills	\$	532.50
5/4/2009	5006	ECM Publishing	Legal Advertising-Lakeville	\$	483.00
5/4/2009	5007	Hakanson Anderson Associates	March Engineering	\$	4,196.21
5/4/2009	5008	Holly Batton	Expense Reimbursement	\$	286.77
5/4/2009	5009	Kraemer Mining	Gravel for Roads	\$	28,532.91
5/4/2009	5010	Lennar Corporation	Access Refund	\$	900.00
5/4/2009	5011	Leroy Schommer	Expense Reimbursement	\$	71.50
5/4/2009	5012	Metro Sales	Open House Mailing	\$	733.34
5/4/2009	5013	Mike's Septic Service	Septic Pumping	\$	312.50
5/4/2009	5014	MVEC	Electricity	\$	522.03
5/4/2009	5015	Private Underground	Utility Updates	\$	71.00
5/4/2009	5016	Quality Sweeping Services	Road Sweeping	\$	382.50
5/4/2009	5017	Ron / Eliz Hunt	NPDES Refund	\$	1,630.00
5/4/2009	5018	Scott County Treasurer	CSTS Operating License	\$	2,530.00
5/4/2009	5019	Scott Soil & Water Cons District	March Soil Inspections	\$	1,244.00
5/4/2009	5020	Tom Kraft	Expense Reimbursement	\$	45.63
5/4/2009	5021	Al Aspengren	Services as Supervisor	\$	1,017.35
5/4/2009	5022	Brent Lawrence	Services as Supervisor	\$	1,131.29
5/4/2009	5023	Bruce Nilsen	Services as Supervisor	\$	1,122.05
5/4/2009	5024	Holly Batton	Services as Treasurer	\$	2,341.62
5/4/2009	5025	Jerry Maas	Services as Clerk	\$	2,606.56
5/4/2009	5026	Leroy Schommer	Services as Supervisor	\$	1,380.63
5/4/2009	5027	Tom Kraft	Services As Supervisor	\$	1,065.23
5/4/2009	EFTPS	Anchor Bank	941 Taxes	\$	2,306.72
5/4/2009	PERA	April Payment		\$	108.76

Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn, Supervisor Lawrence offered a second, all in favor, motion carried 5 - 0. The meeting adjourned at 10:39 pm.

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

Approved By: (s/) Leroy Schommer
Chairman Board of Supervisors
Credit River Township