

Credit River Township Meeting Minutes October 4, 2010

Call to Order:

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

Members Present:

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

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Holly Batton, Township Engineer Shane Nelson, Township Attorney Bob Ruppe

1. Approve or Amend Agenda

Chairman Schommer asked if any Board member would like to add anything to the Agenda. Supervisor Aspengren asked that Territory mowing be added under Old Business. Chairman Schommer stated that Stonebridge escrow waivers will be added under Treasurer's Report. Clerk Haugh asked that Liquor License applications be added under New Business. Chairman Schommer asked if any Board member had any objection to the 3 added Agenda items. There were none.

2. Consent Agenda

- 1) Approve Minutes from September 7, 2010
- 2) Approve August 2010 Treasurer Report

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. Clerk Haugh explained that the September 7, 2010 meeting notes is still a Draft document and asked for Board approval to remove this item from the Consent Agenda and add it to the November 3, 2010 Consent Agenda.

Supervisor Kraft made a motion to approve the August 2010 Treasurer's Report on the Consent Agenda. Supervisor Aspengren offered a second, motion passed 5 – 0

3. Resident Open Forum

Eric Grott, 21960 Carrbridge Court, requested that the Stonebridge developer pay an outstanding engineering invoice for \$563.50 with the developer Letter of Credit (LOC) funds or developer escrow funds for completed berm retention work that was removed during construction. The Board agreed this would not be paid out of the developer LOC funds. The Board agreed that this payment should come out of the NPDES escrow for that property.

4. Old Business

- 1) 2011 Budget review

Vice Chairman Lawrence explained that there are some budget line items that were discussed at the March workshop that still require Board discussion and decision.

1. Town Hall phone lines: Supervisor Aspengren made a motion to go from 3 phone lines to 2 lines by eliminating the engineer phone line and use the 952.440.5617 number for the Treasurer, Engineer and

fax line and the number 952.440.5515 will remain the Clerk's number. Supervisor Nilsen offered a second, motion passed 5 – 0

2. Board member life insurance: Supervisor Kraft made a motion to eliminate the life insurance policies for Board members effective April 1, 2011. Vice Chairman Lawrence offered a second, motion passed 4-1, Supervisor Nilsen was a nay.

3. Township Newsletter: A discussion took place regarding the frequency of mailing newsletters to residents. Vice Chairman Lawrence proposed budgeting \$2,000 for 2011 newsletter communication. Supervisor Nilsen made a motion to accept Vice Chairman Lawrence's recommendation to budget \$2,000 for 2011 newsletter communication. Supervisor Kraft offered a second, motion passed 4 -1. Supervisor Aspengren was a nay.

4. Compensation: Clerk Haugh explained that the Clerk's meeting attendance compensation was not determined when the Clerk's salary was set in September. Supervisor Nilsen made a motion to include meeting attendance in the clerk's salary. Vice Chairman Lawrence offered a second, motion passed 5 – 0

A discussion took place regarding tracking administrative hours for charge back/pass through purposes. Supervisor Kraft made a motion that the Clerk and Treasurer track charge back/pass through developer charges at \$24 per hour where appropriate. Supervisor Nilsen offered a second. Supervisor Nilsen withdrew his second. Motion denied. Supervisor Nilsen asked the Clerk and Treasurer to put a list of pass through items together for Board review and then the Board will create a formal written policy.

A representative from the Scott County Sheriff's Department provided an overview of the September incident report.

2) Town Hall snowplowing

The Board reviewed the 2 quotes received for the Town Hall snowplowing 2 year contract. Supervisor Nilsen made a motion to accept the quote from DB Services for Town Hall snowplowing for the 2010/2011 and 2011/2012 snowplow seasons. Supervisor Kraft offered a second, motion passed 5 – 0

3) Prior Lake fire contract update

Vice Chairman Lawrence provided an update to the Board regarding the recent meeting he and Supervisor Nilsen had with Prior Lake Mayor Mike Myser and City Manager Frank Boyles and the expectation is that the Board will have a new amended contract before 2011. Vice Chairman Lawrence will continue to follow up with Frank Boyles and report back to the Board.

4) Territory Mowing

A discussion took place regarding a 3rd mound mowing and spraying for weeds. Supervisor Aspengren said he obtained an estimate for mowing from MN sod that he felt was a little high and he has asked Rob Waccholz to get an estimate from NTI. Supervisor Kraft explained that it should be sprayed for weeds and further explained that there is approximately \$3,000 left in the budget for weed mowing. Vice Chairman Lawrence made a motion to approve spraying for weeds not to exceed the remaining budgeted amount of \$3,000. Chairman Schommer offered a second, motion passed 4 -1. Supervisor Aspengren was a nay.

5. Attorney's Report

No report.

6. Engineer's Report

1) JPA feasibility study update

Engineer Shane Nelson reported that he will contact City of Savage Engineer John Powell to begin discussions.

7. Road Report

1) Repair updates

Supervisor Kraft provided an update on road repair projects.

Engineer Nelson explained that the Board has been emailed the 2011-2015 Road Maintenance Capital Improvement Plan and asked for Board approval to post this plan on the Township website. Supervisor Kraft recommended that we indicate on the document that the plan is subject to change. Engineer Nelson will draft a disclaimer to include in the plan document and submit it to Vice Chairman Lawrence and Township attorney Ruppe for review. The Board agreed that Vice Chairman Lawrence can review the disclaimer and post the plan document on the website.

2) Gravel road grading schedule

A discussion took place regarding the current gravel road grading schedule. Supervisor Kraft reported that, currently, the South half of the township is graded every two weeks and the North half of the township is graded every week. He also contacted surrounding townships to compare frequency of grading amongst townships. The Board agreed the Township will continue with the current Johnson Trucking gravel road grading schedule.

3) Gravel road graveling 2011

A discussion took place regarding the frequency of graveling roads. Supervisor Kraft will research this further with Doug Johnson with Johnson Trucking.

Vice Chairman Lawrence requested an update on the road borings for the Hills of Credit River Public Hearing on September 19th. Engineer Nelson reported that we just received the road boring report and he will be reviewing it and preparing information for Board review prior the public hearing on the 19th.

Supervisor Kraft offered to further review and explain the financial reports for this project. He asked that residents contact him with any questions.

8. Treasurer's Report

1) Transfer Funds

Treasurer Batton requested Board approval to transfer \$120,000 from savings to checking. Supervisor Kraft made a motion to transfer \$120,000 from the savings to checking account. Chairman Schommer offered a second. Motion passed 5 – 0

2) September 2010 Developer's Escrow Report

Treasurer Batton provided an overview of the report. The Board directed Clerk Haugh to contact Mark Jensen regarding the balance of the Elmwood Avenue Road Vacation escrow.

3) Certify unpaid CSTS charges

Treasurer Batton explained the penalty process and indicated that she has prepared 3 resolutions for Board approval and signature. Supervisor Kraft made a motion to adopt resolution 2010-10 to certify unpaid CSTS charges in Monterey Heights/South Passage, Chairman Schommer offered a second, motion passed 5 – 0. Supervisor Kraft made a motion to adopt resolution 2010-11 to certify unpaid CSTS charges in Territory, Supervisor Nilsen offered a second, motion passed 5 – 0. Supervisor Nilsen made a motion to adopt resolution 2010-12 to certify unpaid CSTS charges Stonebridge, Supervisor Kraft offered a second, motion passed 5 – 0

4) Developer escrow administration fee

A discussion took place regarding administrative costs associated with developer escrow accounts. Treasurer Batton requested Board approval to change the minimum pass through charges from a ¼ hour at \$6 to a ½ hour at \$12. Supervisor Kraft made a motion to increase the developer escrow minimum

administrative fee from \$6 for a ¼ hour to \$12 for a ½ hour. Supervisor Aspengren offered a second. A roll call vote was called. Motion failed 3 – 2. Chairman Schommer, Vice Chairman Lawrence and Supervisor Nilsen were nays

5) Stonebridge CSTS warranty work invoice LOC payment

Treasurer Batton provided an overview and asked for Board approval to charge the EcoCheck CSTS warranty work August invoice of \$6,917.30 and the September invoice of \$2,052.23 to the Stonebridge developer Letter of Credit (LOC). Chairman Schommer confirmed Board approval.

6) Territory CSTS VIII Repair LOC payment

A discussion took place regarding some outstanding EcoCheck repair charges. Vice Chairman Lawrence made a motion to pay the EcoCheck invoice of \$438.65 for the pig launcher to repair CSTS VIII out of the developer Letter of Credit (LOC), Chairman Schommer offered a second, motion passed 5 – 0. Vice Chairman Lawrence made a motion to amend his motion to include payment of Engineer Nelson's charges for work on this project out of the developer Letter of Credit (LOC). Chairman Schommer offered a second, motion passed 5 – 0

7) Stonebridge escrow waivers

A discussion took place regarding the Stonebridge Geckler property escrow waivers. Treasurer Batton asked for clarification on signature requirements. Township Attorney Ruppe clarified that only the property owner's signatures are required.

9. Clerk's Report

1) Clerk's schedule

Clerk Haugh asked for Board approval to eliminate Town Hall hours on Thursdays evenings and to have Town Halls hours on Tuesdays mornings and by appointment the rest of the week. Chairman Schommer made a motion to eliminate Thursday evenings from the Clerk's Town Hall hours. Vice Chairman Lawrence offered a second, motion passed 5 – 0 Vice Chairman Lawrence will update the website with this change.

10. New Business

1) Review Fixed Asset Policy

Supervisor Aspengren requested Board approval to reduce the SSD capital expenditure from \$1000 to \$700 to cover the CSTS pumps and blowers. Chairman Schommer made a motion to reduce the SSD capital expenditure from \$1000 to \$700. Supervisor Aspengren offered a second, motion passed 5 – 0

2) Revise Ordinance to allow EcoCheck to test tanks

Supervisor Aspengren explained that EcoCheck has received permission from the MPCA to do the tank inspections. A discussion took place regarding how the expenditures will be split up and the language of the Ordinance. Supervisor Aspengren will work with Township staff regarding the Ordinance details and will report back to the Board.

Supervisor Kraft made a motion to allow an expenditure of \$2,500 for drafting an Ordinance to allow EcoCheck to test CSTS tanks. Vice Chairman Lawrence offered a second, motion passed 5 – 0

3) Discuss Oak Grove pond

Supervisor Kraft explained that he received a call from a resident concerning water flooding over the catch basins on Oak Grove Avenue. Chairman Schommer, Supervisor Kraft and Engineer Nelson inspected the area and determined the pond elevations at 19555 Oak Grove Avenue and in the drainage and utility easement are too high and causing flooding.

A discussion took place regarding the ongoing resident concerns with water issues in this area. Engineer Nelson provided an overview of the history of these ponds and explained the elevation requirements. Engineer Nelson will draft a letter for Chairman signature and the Board directed the Clerk to mail this

certified letter to the property owner requesting their pond be drained 1 ½ feet to the required elevations by October 20, 2010 or the township will take further action. Supervisor Kraft, Chairman Schommer and Engineer Nelson will monitor this for compliance and report back to the Board.

Supervisor Nilsen made a motion to accept the proposal from Bohnsack and Hennen for 30 sheets of plywood and proposal items 2 and 3 if the property owner does not complete the work to the satisfaction of the Township. Supervisor Kraft offered a second, motion passed 5 – 0. Chairman Schommer made a motion to approve item 1 of the proposal, if necessary, after the pond is drained. Supervisor Aspengren offered a second, motion passed 5 – 0

4) Emerald Ash Bore update

Supervisor Aspengren provided an update on the Emerald Ash Bore research being completed by SCALE.

5) Discuss deck permit fees

A discussion took place regarding deck permit administrative fees and Treasurer Batton explained that our cost to process deck permits exceeds the \$25 administration fee that is currently collected. The Board determined that all permit fees should be reviewed at the same time and the Clerk and Treasurer will coordinate this discussion for a future meeting.

6) Liquor license applications

A discussion took place regarding the recently received annual liquor license renewal applications from the Legends Golf Club and Heritage Links Golf Club and the process involved. The Board determined the approval process should be further researched and applications should be approved by Resolution.

8. Review and Pay Bills

Check #	To	Amt	Comments
Paid Chk# 005799	A MAAS CONSTRUCTION	900.00	7691 Prairie GP Access Ref
Paid Chk# 005800	AL ASPENGREN	930.82	Sept Svc Payroll
Paid Chk# 005801	BRENT LAWRENCE	780.36	Sept Svc Payroll
Paid Chk# 005802	BRUCE NILSEN	771.12	Sept Svc Payroll
Paid Chk# 005803	CATHY HAUGH	1,843.70	Sept Svc Payroll
Paid Chk# 005804	GECKLER & ASSOCIATES	0.00	VOID
Paid Chk# 005805	HOLLY BATTON	2,266.17	Sept Svc Payroll
Paid Chk# 005806	JONATHAN OR KRISTIN SCHMIDT	900.00	19220 Foxfield Access Refund
Paid Chk# 005807	LENNAR CORPORATION	1,800.00	Two Access Escrow Ref
Paid Chk# 005808	LEROY SCHOMMER	907.33	Sept Svc Payroll
Paid Chk# 005809	ROBERT/GAIL WESOLOWSKI	900.00	21917 Carrbridge Ct Access Ref
Paid Chk# 005810	STEVEN/SANDRA HIBBARD	900.00	21832 Dundee Dr Access Refund
Paid Chk# 005811	TOM KRAFT	751.42	Sept Svc Payroll
Paid Chk# 005812	A MAAS CONSTRUCTION	1,714.00	NPDES Ref 7691 PGP
Paid Chk# 005813	ADVANTAGE SIGNS AND GRAPHICS	916.13	Sign Graphics
Paid Chk# 005814	AL ASPENGREN	79.00	Expense Reimbursement
Paid Chk# 005815	ART JOHNSON TRUCKING INC	3,597.75	September Road Mtc
Paid Chk# 005816	BRENT LAWRENCE	14.00	Sept 2010 Exp Reimbursement
Paid Chk# 005817	BRUCE NILSEN	47.00	Expense Reimbursement

Paid Chk#			
005818	CATHY HAUGH	28.10	Elmwood Rd Recording Fee
Paid Chk#			
005819	CENTERPOINT ENERGY	12.83	Acct # 5179787-6
Paid Chk#			
005820	CONSTRUCTION SERVICES INC	1,000.00	Sign Installation
Paid Chk#			
005821	DENNIS KAROW	1,145.43	Lawn Maintenance
Paid Chk#			
005822	ECOCHECK	21,722.88	August CSTS O&M
Paid Chk#			
005823	ERIC/LORI GROTT	900.00	Access Refund
Paid Chk#			
005824	GE CAPITAL	149.64	Billing ID 90133958320
Paid Chk#			
005825	HAKANSON ANDERSON ASSOC INC	10,481.21	August 2010 Engineering
Paid Chk#			
005826	HOLLY BATTON	385.20	Expense Reimbursement
Paid Chk#			
005827	INTEGRA TELECOM	469.38	Phone Service
Paid Chk#			
005828	JOSEPH/SARA ZIMMERMANN	900.00	Access Escrow Refund
Paid Chk#			
005829	KENNEDY & GRAVEN, CHARTERED	891.25	Integra Franchise Legal
Paid Chk#			
005830	KRAEMER MINING& MATERIALS INC	344.96	Purchase Rock
Paid Chk#			
005831	LYLE/JANE FAHNING	805.00	NPDES Escrow Refund for pool
Paid Chk#			
005832	MARK DREXLER	1,678.00	NPDES Refund
Paid Chk#			
005833	MIKES SEPTIC	235.00	Pump Town Hall
Paid Chk#			
005834	MINNESOTA REVENUE MW5	171.61	State Withholding Tax
Paid Chk#			
005835	MVEC	604.61	Electricity
Paid Chk#			
005836	PEARSON BROS INC	74,920.46	Seal Coat Roads
Paid Chk#			
005837	PERFORMANCE POOL AND SPA	792.00	NPDES Escrow Ref 21995 Corral
Paid Chk#			
005838	PRIVATE UNDERGROUND	201.50	September Utility Locates
Paid Chk#	RESOURCE STRATEGIES		
005839	CORPORATIO	1,607.00	Governance/JPA Project
Paid Chk#			
005840	ROBERT/GAIL WESOLOWSKI	1,582.00	NPDES Escrow Refund
Paid Chk#			
005841	ROVE PEST CONTROL	80.16	Quarterly Bug Treatment
Paid Chk#			
005842	SCOTT COUNTY TREASURER	322.00	Recording Fees for Elmwood Ave
Paid Chk#			
005843	SCOTT SOIL & WATER CONSV DIST	1,966.00	August NPDES Inspections
Paid Chk#			
005844	STEVEN/SANDRA HIBBARD	1,631.00	NPDES Escrow Refund
Paid Chk#			
005845	TOM KRAFT	43.00	Exp Reimbursement
Paid Chk#			
005846	XCEL ENERGY	12.31	Electricity
Paid Chk#			
005847	YOUNGFIELD HOMES INC	900.00	Access Refund for 7836 Painted
Paid Chk#			
005848	ECOCHECK	14,776.48	Sept CSTS O&M
Paid Chk#			
005849	MAT INSURANCE & BOND TRUST	927.00	Workers Comp Insurance
Paid Chk#			
005850	MINNESOTA DEPT OF HEALTH	150.00	MHSP Monitoring Well Permit Fee
No Check	PERA	483.06	Sept Svc PERA
No Check	EFTPS	1,579.60	Sept Svc 941 Taxes

Total 163,917.47

9. Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn the meeting. Chairman Schommer offered a second. Motion passed 5 – 0. The meeting was adjourned at 10:03 pm.

Submitted By: (s/) Cathy Haugh
Township Clerk
Credit River Township

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