

Credit River Township Meeting Minutes November 3, 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

1 Approve or Amend Agenda

Chairman Schommer asked if any Board member would like to add anything to the Agenda. Clerk Haugh asked to provide an Election update and to briefly discuss email and mail distribution under the Clerk's Report and Supervisor Kraft added Oak Grove pond update under Road Report. Clerk Haugh asked about the MPCA deadline of November 22, 2010 for the wastewater treatment facility operational award for 2010. Supervisor Aspengren stated that Ryan Brandt takes care of this. Chairman Schommer asked if any Board member had any objection to the added Agenda items. There were none.

2 Consent Agenda

- 1) Approve Minutes from September 7, 2010
- 2) Approve Minutes from October 4, 2010
- 3) Approve September 2010 Treasurer Report
- 4) Approve October 2010 Developer's Escrow Report
- 5) Approve year to date Building Permit Report

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. Supervisor Aspengren requested that "and other issues" be added to item #6 under New Business in the September 7, 2010 meeting minutes.

Supervisor Nilsen made a motion to approve items 2-5 on the Consent Agenda. Supervisor Kraft offered a second, motion passed 5 - 0

Supervisor Kraft made a motion to approve the meeting minutes from September 7, 2010 with the addition of "and other issues" added to New Business item #6. Vice Chairman Lawrence offered a second, motion passed 5 - 0

3 Resident Open Forum

Treasurer Batton explained that she received a call from a resident on Edgewood Lane with concern about the speed of traffic on that road. Supervisor Kraft asked that a discussion regarding signage take place at the next board meeting.

4 Old Business

- 1) Update on CSTS Ordinance for tank testing

Supervisor Aspengren requested that the Board review the Draft Ordinance received this afternoon and distributed at this meeting by Engineer Nelson for discussion at the November board meeting.

5 Road Report

- 1) Hills of Credit River road project

A discussion took place and Supervisor Kraft and Vice Chairman Lawrence provided an overview of the reports received. A resident workshop was scheduled for November 15th at 7pm. Supervisor Kraft will work with Engineer Nelson to prepare for the workshop and Chairman Schommer will contact Attorney Ruppe regarding any questions about this workshop.

- 2) Repair updates

Supervisor Kraft provided an update of the current repair projects.

- 3) Oak Grove Pond Update

Supervisor Kraft provided an update and explained that a letter, outlining the requirements and a work completion deadline date of October 20th, had been prepared by Engineer Nelson and sent by regular U.S. postal mail and certified mail to Timothy Krieger. Supervisor Kraft further reported the required work has not been completed and he will work with Chairman Schommer and contractor Bohnsack and Hennen to pursue completion of the work.

6 Treasurer's Report

- 1) Transfer funds

Supervisor Kraft made a motion to transfer \$67,000 from savings to checking. Supervisor Aspengren offered a second, motion passed 5 – 0

- 2) Approve the Letter of Engagement with Abdo, Eick & Meyers for the 2010 Audit

Supervisor Nilsen made a motion to approve the Letter of Engagement with Abdo, Eick & Meyers for the 2010 Audit. Supervisor Aspengren offered a second, motion passed 5 – 0

- 3) Approve 2011 Expenditure and Revenue Budget for the General Fund, R&B Fund and Bond Fund

Chairman Schommer made a motion to approve the revenue and expenditure budgets for the General fund, Road and Bridge fund, and the Bond fund for 2011. Supervisor Aspengren offered a second, motion passed 5 – 0

Supervisor Kraft made a motion to commit \$15,000 in the Road and Bridge fund to accumulate resources for the purchase of road signs. Supervisor Aspengren offered a second, motion passed 5 – 0

Supervisor Kraft made a motion to establish fund 401 to set up a capital project for road construction, with the annual transfer in excess of 50% unassigned Road and Bridge fund balance. Chairman Schommer offered a second, motion passed 5 – 0

- 4) Budget review process

Treasurer Batton asked if the Board would like to establish a more specific report review schedule. The Board determined this can be further discussed at the December 6th meeting.

7 Clerk's Report

- 1) Election Update

Clerk Haugh provided an overview of the township November 2, 2010 election results.

2) Developer's Agreements review update

Clerk Haugh explained that she has begun to review the existing developer's agreements and will continue to work with Engineer Nelson to put procedures in place for monitoring future agreements.

3) Meeting notes process update

Clerk Haugh explained to she is continuing to explore meeting note taking options and, beginning with this meeting, will provide the Board with a list of the action items and motions at the end of the meeting. She further stated that Treasurer Batton will take over the responsibility of retrieving and distributing the postal mail from the mailbox or mail carrier now that she has had the opportunity to become familiar with the township mail cycle.

8 New Business

1) Scott County Subdivision Ordinance – length of permanent cul-de-sacs

Vice Chairman Lawrence explained that this was an Agenda item at the recent Township Planning Area meeting on October 20th and a discussion took place regarding the county's request for input. Vice Chairman Lawrence will communicate to Brad Davis with Scott County the Board's suggestion that the length requirement of not exceeding 600ft be changed to not exceeding 1500ft. Vice Chairman Lawrence and Supervisor Aspengren will attend the Scott County public hearing on Monday, November 8th.

Vice Chairman Lawrence made a motion that the Board recommend to Scott County that the 600ft length requirement be changed to 1500ft. Chairman Schommer offered a second, motion passed 5 – 0

The Scott County Sheriff's deputy stopped in and provided a brief update to the Board.

2) Scott County Township Association (SCTA)

A discussion took place regarding this association and the township's participation in it. Supervisor Kraft will report the Board's concerns to SCTA including 1) requesting a formal, timely announcement of the meetings with an Agenda, 2) the letter from the State regarding the fire issue, 3) changing by-laws should be put on the Agenda, 4) candidate campaigning at meeting.

3) Board inquiries regarding resident concerns

Vice Chairman Lawrence explained a resident concern he responded to regarding an event being held in the township and he read his written statement (attached) regarding this concern.

4) Minnesota Association of Townships (MAT) 2010 conference

Chairman Schommer explained the upcoming November 18th – 20th conference Agenda. Vice Chairman Lawrence asked that all Board members remember to communicate when they will be out of town so the remaining Board members are prepared to cover in their absence.

5) 2011 Board meetings calendar

Vice Chairman Lawrence will make the changes of adding the February Board of Audit meeting on Wednesday, February 16th and change the July meeting to Wednesday, July 6th. The Board determined that it should be discussed, at the March annual meeting, whether or not the September annual meeting date should be included with the September Board meeting.

Vice Chairman Lawrence made a motion to approve the 2011 Board meeting schedule with the suggested changes and post it on the public board and website and publish in the Newspaper in December. Supervisor Aspengren offered a second, motion passed 5 – 0

Vice Chairman Lawrence made a motion to amend his motion to approve the schedule with the suggested changes. Supervisor Kraft offered a second, motion passed 5 – 0

6) Ponds and infiltration basins

Supervisor Aspengren provided an update on his previous inspection process of the 104 ponds and infiltration basins. Chairman Schommer will work with Engineer Nelson to train to inspect the ponds and will charge his hourly rate. Supervisor Aspengren will provide Chairman Schommer with copies of the maps and forms.

7) Territory Escrow

Rob Wachholz with SA Group provided a summary and the remaining escrow items were discussed. Chairman Schommer will work with Engineer Nelson regarding the as-builts and he will consult with Township Attorney Ruppe regarding the formal process for taking the roads over.

8) Snowplowing

Supervisor Aspengren provided information regarding a recent snow plowing training he was going to attend and a discussion took place regarding this training and the information available on the MPCA website.

9 Review and Pay Bills

Check Number	To	Amount	Comments
Paid Chk# 005851	AL ASPENGRN	958.89	October Payroll
Paid Chk# 005852	BRENT LAWRENCE	761.89	October Payroll
Paid Chk# 005853	BRUCE NILSEN	678.77	October Payroll
Paid Chk# 005854	CATHY HAUGH	1,720.58	October Payroll
Paid Chk# 005855	HOLLY BATTON	2,294.72	October Payroll
Paid Chk# 005856	LEROY SCHOMMER	678.77	October Payroll
Paid Chk# 005857	TOM KRAFT	902.29	October Payroll
Paid Chk# 005858	AL ASPENGRN	87.00	Expense Reimbursement
Paid Chk# 005859	ALYSSA REX	1,000.00	NPDES Refund 19545 Dakota Ave
Paid Chk# 005860	ART JOHNSON TRUCKING INC	1,804.00	October Gravel Road Mtc
Paid Chk# 005861	BLOCKWORKS	961.00	NPDES Refund 9427 195th St
Paid Chk# 005862	BOHNSACK & HENNEN EX CAVATIN	5,742.07	Oak Grove drainage issue/shouldering
Paid Chk# 005863	BRENT LAWRENCE	25.50	Expense Reimbursement
Paid Chk# 005864	BRUCE NILSEN	12.50	Expense Reimbursement
Paid Chk# 005865	BURDICK BUILDERS	1,987.00	Refund NPDES 21680 Wagon Wheel
Paid Chk# 005866	CATHY HAUGH	122.73	Expense Reimbursement
Paid Chk# 005867	CATS MEOW CATERING	285.00	Election Expense
Paid Chk# 005868	CENTERPOINT ENERGY	15.94	Acct # 5179787-6
Paid Chk# 005869	COURI MACARTHUR & RUPPE	1,522.50	Sept Legal Service
Paid Chk# 005870	DB SERVICES	300.00	Franciscan Retreat Sweeping
Paid Chk# 005871	DENNIS KAROW	1,145.43	Lawn Maintenance

Paid Chk# 005872	DOUGLAS J BUSCH	980.00	NPDES Refund 17191 Johanna
Paid Chk# 005873	ECM PUBLISHERS INC	273.00	Legal Publishing
Paid Chk# 005874	ECOCHECK	10,415.26	October CSTS O&M
Paid Chk# 005875	ERIC/LORI GROTT	801.50	NPDES Refund 21960 Carrbridge
Paid Chk# 005876	GALLAGHERS	4,050.00	Catch Basin repairs
Paid Chk# 005877	GE CAPITAL	149.64	Copier Service Fee
Paid Chk# 005878	GOPHER STATE ONE CALL	40.60	Sept Utility Locates
Paid Chk# 005879	GOPHER STATE SEALCOAT INC	41,576.60	Crackfilling
Paid Chk# 005880	HAKANSON ANDERSON ASSOC INC	4,452.50	September 2010 Engineering
Paid Chk# 005881	HOLLY BATTON	177.99	Expense Reimbursement
Paid Chk# 005882	INTEGRA TELECOM	579.20	Telephone service
Paid Chk# 005883	JAMES/SELMA HOLM	779.00	NPDES Ref 9826 Credit River Bl
Paid Chk# 005884	JB WOODFITTER AND ASSOCIATES	2,425.00	7651 Cress View NPDES Ref
Paid Chk# 005885	JODY/RANDOLPH BONGARD	805.00	NPDES Ref Pool 21055 Monterey
Paid Chk# 005886	KEITH A TELTHOESTER	883.00	NPDES Ref 21075 Prairie Hills
Paid Chk# 005887	LENNAR CORPORATION	3,519.00	NPDES Refunds
Paid Chk# 005888	LIGHTHOUSE CUSTOM HOMES LLC	1,675.00	19235 Eagleview NPDES Ref
Paid Chk# 005889	MAHOWALD TREE MOVING	2,750.00	MHSP SSD Tree Moving
Paid Chk# 005890	MARK DREXLER	900.00	Access Refund 8821 Canter
Paid Chk# 005891	MAT	525.00	Annual conference registration
Paid Chk# 005892	MAT INSURANCE & BOND TRUST	180.00	Policy Changes
Paid Chk# 005893	METRO SALES , INC.	131.28	Quarterly Svc Charge
Paid Chk# 005894	MIKES SEPTIC	235.00	Pump Sewer Valve
Paid Chk# 005895	MINNESOTA REVENUE MW5	174.54	Oct Svc Nov Paid State Tax
Paid Chk# 005896	MVEC	576.56	Electricity Service
Paid Chk# 005897	PRIVATE UNDERGROUND	107.00	October Utility Locates
Paid Chk# 005898	SAFETY SIGNS	150.00	Reinstall 35 mph sign
Paid Chk# 005899	SCOTT CTY TREASURER HWY DEPT	383.50	Traffic Counts Hills of Credit
Paid Chk# 005900	SCOTT SOIL & WATER CONSV DIST	1,657.00	3rd Qtr Education Program/NPDES Insp
Paid Chk# 005901	SOUTHWEST SUBURBAN PUBLISHING	150.53	Legal Publishing
Paid Chk# 005902	SUZANNE/PAUL TRAPP	990.00	NDPES Ref 16120 Creekwood Ref
Paid Chk# 005903	THREE RIVERS PARK DISTRICT	1,731.00	NPDES Refund 17956 Texas Ave
Paid Chk# 005904	TOM KRAFT	107.00	Expense Reimbursement
Paid Chk# 005905	WRIGHT HOMES	1,592.00	21545 Palomino NPDES Ref
Paid Chk# 005906	XCEL ENERGY	12.36	Acct 51-6509820-6
Paid Chk# 005907	YOUNGFIELD HOMES INC	1,844.00	NPDES Ref 7836 Painted Sky Ct

No Check	Anchor	12.32	ACH Fees (Sept)
No Check	EFTSP	1,524.23	941 Tax Filing
No Check	PERA	508.60	PERA
	Total	112,830.79	

10 Adjourn

There being no further business before the Town Board, Supervisor Aspengren made a motion to adjourn the meeting. Supervisor Nilsen offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:32pm.

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

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