

Credit River Township Board Meeting Notes

October 3, 2011, 6pm

Call to Order:

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

Members Present:

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

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Sarah LeVoir, Township Engineer Shane Nelson

1 Approve or Amend Agenda

Chairman Lawrence asked if any Board member would like to add or remove anything on the Agenda. Chairman Lawrence added CSTS pumping under New Business. Treasurer LeVoir added Weed Ordinance Certification and Gopher State One Call under Treasurer's Report. Supervisor Kraft added Prairie Hills Lane, Sealcoating and Pheasant Ridge Road Repair under Road Report.

2 Consent Agenda

- 1) September 6, 2011 Board Meeting Notes
- 2) August 2011 Treasurer Report
- 3) September 2011 Developer's Escrow Statements

Vice Chairman Nilsen made a motion to approve items 1-3 on the Consent Agenda . Supervisor Schommer offered a second, motion passed 5 – 0

3 Open Forum

- 1) Crosswind Court Retaining Wall/Township Easement

Engineer Nelson and resident Brad Brekke, Crosswind Court, provided an overview of the retaining wall work needed along the Township drainage/utility easement. Engineer Nelson explained that an additional \$500 escrow is needed for this project. A \$250 escrow has already been paid. Supervisor Schommer explained that no trees should be planted in this easement. Supervisor Schommer made a motion to approve Engineer Nelson's plan presented for this project, Supervisor Kraft offered a second motion passed 5 – 0

- 2) Gill Pool/Wetland Encroachment

Engineer Nelson provided an overview of resident Dan Gill's pool permit and encroachment into the designated wetland area. Engineer Nelson confirmed that Scott County is okay with this permit and an encroachment agreement and is looking for Town Board approval. Vice Chairman Nilsen made a motion to approve the Gill pool permit and Scott County encroachment agreement based on Supervisor Schommer, Supervisor Novak and Engineer Nelson's recommendation, Supervisor Kraft offered a second, motion passed 5 – 0

4 Old Business

- 1) Scott Co. Road 8 Corridor Study

Andy Hingeveld and Lisa Freese with Scott County provided the Board with an overview of the County's study goals and components and explained that Open House #1 will be held from 5-7pm on

Tuesday, November 15, 2011 at the Spring Lake Township Town Hall. Clerk Haugh will post this Open House and it will be put on the website and sent out as an email blast.

2) Territory work agreement

Chairman Lawrence provided the Board with an update on the status of this agreement and explained that we are waiting for Traditions Development to get approval from the MPCA on the mound set up.

3) Cress View Estates cul-de-sacs

Ted Kowalski with Onsite Marketing/JB Woodfitters updated the Board with cost bids associated to finish these cul-de-sacs and Chairman Lawrence and County Commissioner Wolf explained Scott County's position on the County contributing funds to this project. Commissioner Wolf, Chairman Lawrence and Ted Kowalski will meet to further discuss the cost and payment options of surfacing the cul-de-sac on Cress View Lane and will report back to the Board at the November Board meeting.

4) Snowplowing update

Chairman Lawrence explained that we have received signed contracts from both Gallagher's Inc. and Art Johnson Trucking.

5) 210th Street lot split

Resident Bob Nickell and realtor Tom LeBeau presented the Board with an update on the Preliminary Plat and Final Plat approval request for Nickell First Addition. These Plats will be reviewed at the Scott County Planning Meeting scheduled for October 10, 2011 at 6:35pm. Engineer Nelson's recommendation is that the Township recommend approval of the Preliminary Plat contingent on verification of the wetland requirements and easements. Vice Chairman Nilsen made a motion to approve the Recommendation to Scott County for the Nickell First Addition Preliminary Plat and Final Plat contingent upon all wetland issues being resolved at the Scott County Planning meeting on October 10, 2011, Supervisor Novak offered a second, motion passed 5 – 0.

5 New Business

1) Green Acres assessment deferment

Vice Chairman Nilsen made a motion to request payment of \$4,533.34 from the property owner whose road assessment payment is now due, Supervisor Novak offered a second, motion passed 5 – 0

2) Treasurer six month review

Chairman Lawrence requested Board member input within the next two weeks to prepare for the Treasurer six month review.

3) Appointment of Clerk

The Board determined that Vice Chairman Nilsen and Supervisor Schommer will be the Human Resource Committee and the recruitment process will begin January 2012.

4) Overweight load permit

The Board directed Clerk Haugh to update the permit form so that any Supervisor may sign it and further determined that the signing/approving Supervisor get approval from one other Supervisor before approving the permit.

5) SCTA Meeting recap

Vice Chairman Nilsen provided an overview of the Fall Scott County Township Association meeting.

6) SCALE report

Supervisor Novak explained that the SCALE group has grown but recommends that the Township continue to participate on an as available basis.

7) IT update

Supervisor Novak made a motion that the Board enter in to a monitoring security alarm system contract for the Town Hall, Supervisor Schommer offered a second motion passed 5 – 0.

Supervisor Novak made a motion that the Board approve moving the Credit River internet hosting domain to Integra Telecom, Supervisor Schommer offered a second, motion passed 5 – 0.

8) CSTS Pumping

Chairman Lawrence provided an overview of Ryan Brandt's proposal to monitor the CSTS pumps. Vice Chairman Nilsen made a motion to approve the expenditure of \$900 for the pumping of 31 residential CSTS tanks, Supervisor Kraft offered a second, motion passed 5 – 0

6 Road Report

1) Boone/Highpoint update

Supervisor Kraft updated the Board on the project completion.

2) 167th Street E. update

Supervisor Kraft updated the Board on the contractor's progress with the project.

3) Prairie Hills Lane

Supervisor Kraft updated the Board on the status of Prairie Hills Lane.

4) Sealcoating

Supervisor Kraft updated the Board on the status of sealcoating.

5) Pheasant Ridge Road Repair

Supervisor Kraft explained that the repairs have been made and the estimate to do a road overlay is approximately \$4,500.

7 Engineer's Report

1) Lynn/Monterey road repair

Engineer Nelson explained to the Board that a survey will need to be completed before the snow flies if this project is to go forward in 2012. Supervisor Kraft made a motion to authorize Engineer Nelson to arrange for the survey and feasibility report to be completed for the road reconstruction of Lynn Avenue, Monterey Avenue and 207th Street, Supervisor Schommer offered a second, motion passed 5 – 0

2) Sign Reflectivity

Engineer Nelson updated the Board on the sign reflectivity requirement possible changes.

3) 2012-2016 Capital Improvement Plan

Engineer Nelson requested Board approval. Vice Chairman Nilsen made a motion to approve the Draft 2012-2016 Capital Improvement Plan, Supervisor Novak offered a second, motion passed 5 – 0. Chairman Lawrence will request that this Plan be put on the website.

4) Thoroughbred Acres Warranty update

Engineer Nelson explained that all items have been taken care of.

5) Scottview Acres Warranty update

Engineer Nelson explained that there is one item outstanding and is waiting to hear back from the Bank.

6) 18871 Edgewood Lane

Engineer Nelson explained that there are two infiltration basins on property owner Cynthia Meyer's property in Scott View Estates and she has requested Board input on how planting can be done over these basins. Engineer Nelson will continue to work on this and his payment will be taken out of the NPDES escrow account.

8 Treasurer's Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$20,000 from the savings account to the checking account. Supervisor Novak offered a second, motion passed 5 – 0

2) Levy Resolution

Supervisor Kraft made a motion to approve the Resolution to Set the Final 2012 Levy, Supervisor Novak offered a second, motion passed 5 – 0

3) Fund Transfers Resolution

Supervisor Kraft made a motion to approve the Resolution Approving Transfer of Funds of \$464.20 from the Road and Bridge Fund (Fund 201) to the Judicial Road Fund (Fund 412), transfer \$29,291.30 from the Road and Bridge Fund (Fund 201) to the Whitewood Birch Fund (Fund 413) and transfer \$2,646.08 from the Huntington Way Fund (Fund 414) to the GO Improvement Bond Fund (Fund 310), Supervisor Schommer offered a second, motion passed 5 – 0

4) CSTS Certifications

Vice Chairman Nilsen made a motion to approve the Resolution Certifying Delinquent Community Sewer Treatment Service Fees and Related Interest to the three properties in the Territory development, Supervisor Kraft offered a second, motion passed 5 – 0

Vice Chairman Nilsen made a motion to approve the Resolution Certifying Delinquent Community Sewer Treatment Service Fees and Related Interest to the four properties in the Stonebridge development, Supervisor Kraft offered a second, motion passed 5 – 0

5) Weed Ordinance Certification

Supervisor Kraft made a motion to approve the Resolution Certifying Delinquent Weed Ordinance Service Charges to the two properties involved if not paid by October 11, 2011, Supervisor Schommer offered a second, motion passed 5 – 0

6) Gopher State One Call / Private Underground

Treasurer LeVair explained that the Township has been getting billed for locates outside the polygons and Gopher State One Call is not responding to attempts to get this resolved. The Board directed Treasurer LeVair to draft a letter to Gopher State One Call.

9 Clerk's Report

1) Scott Co. SCENE article

The Board decided our topic will be the challenges of maintaining Township infrastructure.

Chairman Lawrence will prepare a Draft article for Board review.

2) Town Hall

Clerk Haugh will notify the Town Hall use requesters indicating the Board had previously made the decision to no longer rent the Town Hall for public use.

10 Review and Pay Bills

Check Number	Paid To	Amount	Comments
Paid Chk# 000105E	Anchor Bank	38.40	ACH Fees/Check Scanner Fees
Paid Chk# 000106E	PERA	323.86	PERA
Paid Chk# 000107E	EFTPS	1,109.73	FICA 4.2
Paid Chk# 006353	AL NOVAK	750.08	September Srv pd in October
Paid Chk# 006354	BRENT LAWRENCE	721.78	September Srv pd in October
Paid Chk# 006355	BRUCE NILSEN	806.69	September Srv pd in October
Paid Chk# 006356	CATHY HAUGH	1,703.41	September Srv pd in October
Paid Chk# 006357	LEROY SCHOMMER	830.28	September Srv pd in October
Paid Chk# 006358	SARAH LEVOIR	1,617.52	September Srv pd in October
Paid Chk# 006359	TOM KRAFT	660.48	September Srv pd in October
Paid Chk# 006360	AL NOVAK	532.58	September 2011 Expense Reimbur
Paid Chk# 006361	BOHNSACK & HENNEN EX CAVATIN	2,870.25	Territory Shouldering
Paid Chk# 006362	BRENT LAWRENCE	88.25	September 2011 Expense Reimbur
Paid Chk# 006363	BRUCE NILSEN	26.64	September 2011 Expense Reimbur
Paid Chk# 006364	CATHY HAUGH	48.08	September 2011 Exp Reimb - Cop
Paid Chk# 006365	CENTERPOINT ENERGY	12.83	Acct#5179787-6 Town Hall Gas
Paid Chk# 006366	CERTIFIED RECYCLING	70.00	TV Disposal
Paid Chk# 006367	CHRIS KOSTIK	60.00	2011 Continuation Mtg Moderato
Paid Chk# 006368	COLLINS TREE	6,572.81	Cut Trees - Judicial, 195th, L
Paid Chk# 006369	COURI MACARTHUR & RUPPE	2,542.50	August/September 2011 Legal Fees
Paid Chk# 006370	DB SERVICES	450.00	Weed Ordinance
Paid Chk# 006371	DENNIS KAROW	1,145.43	TH/Parks Mowing September 2011
Paid Chk# 006372	ECM PUBLISHERS INC	199.00	Agenda 9/6/11 Board Mtg
Paid Chk# 006373	GE CAPITAL	149.64	Copier Expense Billing ID 9013
Paid Chk# 006374	HAKANSON ANDERSON ASSOC INC	7,054.13	August 2011 Engineering
Paid Chk# 006375	INTEGRA TELECOM	510.36	Acct#141989 - Phone
Paid Chk# 006376	LEAH/MARK JENSEN	425.99	Escrow Refund - Jensen Road Va
Paid Chk# 006377	LEROY SCHOMMER	17.76	September 2011 Expense Reimbur
Paid Chk# 006378	MIKES SEPTIC	235.00	Townhall Pumping
Paid Chk# 006379	MINNESOTA DEPT OF HEALTH	1,600.00	Monitoring Well Permits
Paid Chk# 006380	MINNESOTA REVENUE MW5	55.82	State WH
Paid Chk# 006381	MSC	6,700.48	Mowing CSTS
Paid Chk# 006382	MVEC	605.70	Acct#777628301 Electricity
Paid Chk# 006383	PRIVATE UNDERGROUND	400.50	Utility Locates
Paid Chk# 006384	QUALITY POOLS LLC	753.00	NPDES Escrow Refund - 18931 Me
Paid Chk# 006385	RIES HEATING	114.00	Repair Townhall Furnance
Paid Chk# 006386	SAFETY SIGNS	1,045.00	Signs CSTS
Paid Chk# 006387	SARAH LEVOIR	56.11	September 2011 Expense Reimbur
Paid Chk# 006388	SCOTT SOIL & WATER CONSV DIST	1,378.00	August 2011 Building Site Insp
Paid Chk# 006389	TOM KRAFT	22.20	September 2011 Expense Reimbur
Paid Chk# 006390	XCEL ENERGY	13.00	Acct#51-6509820-6 St. Francis
Paid Chk# 006391	YORWAY CUSTOMER HOME BUILDERS	1,701.00	NPDES Escrow Refund - 6625 Oak
	Total	46,018.29	

11 Adjourn

There being no further business before the Town Board. Vice Chairman Nilsen made a motion to adjourn the meeting. Supervisor Schommer offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:17pm.

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

Approved By: (s/) Brent Lawrence
Chairman Board of Supervisors
Credit River Township