

Credit River Township Board Meeting

Monday, March 19, 2012, 6pm

Meeting Minutes

The March 5, 2012 Credit River Township Meeting was called to order at 6PM by Chairman Brent Lawrence.

Members Present:

Chairman Brent Lawrence; Vice Chairman Bruce Nilsen; Supervisor Leroy Schommer; Supervisor Tom Kraft, Supervisor al Novak.

Members Absent:

There were no members absent.

Others Present:

Township Clerk Lisa Quinn, 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 from the agenda. CRT Supervisor Novak added "Clerks Computer" to New Business. CRT Chairman Lawrence added "MPCA Awards" to New Business. CRT Supervisor Kraft added "Future Events" to include discussion of the upcoming MAT Short Course (Mankato), and the Scott County Township Association Meeting, to New Business. The items were added to New Business.

2) Consent Agenda:

There were no items here.

3) Open Forum:

There were no items here.

4) Old Business:

- 1) **Town Hall Alarm:** CRT Supervisor Novak has contracted with Trans Alarm to monitor the Town Hall alarm system. Cost at the present time will be \$20/month. CRT Supervisor Nilsen will be the primary contact. **CRT Supervisor Schommer made a motion to accept the proposal of monitoring by Trans Alarm at the present cost of \$20 per month. The motion was seconded by CRT Vice Chair Nilsen. Motion carried 5-0.**

2) Resolution Establishing Precinct and Polling Place.

A discussion was conducted concerning continuing with one precinct/polling place for all elections.

A motion was made by CRT Supervisor Kraft to accept Resolution 2012-9, Resolution Establishing Precinct and Polling Place. The motion was seconded by CRT Supervisor Novak. Motion carried 5-0.

3) Fee Ordinance Amendment. A fee ordinance amendment was discussed and it was decided that at the present time fees will be left as is.

5) New Business:

1) Clerk's Computer.

The clerk's computer will be replaced at the cost of approximately \$1200.00.

CRT Supervisor Schommer made a motion to accept the proposal for the new clerk's computer. The motion was seconded by CRT Vice Chair Nilsen. Motion carried 5-0.

2) MPCA Awards. CRT Chairman Lawrence discussed the Minnesota Pollution Control Agency awards that Credit River Township has received.

3) Future Events. Upcoming events were discussed including the MAT short course in Mankato, and the Scott County Township Association Meeting. Lisa Quinn (clerk) will attend the MAT Short course. CRT Supervisor Al Novak and Lisa Quinn (clerk) will attend the Scott County Township Association Meeting on Saturday, March 24 to be held at the Spring Lake Township Hall.

4) Road Report:

1) General Road items.

- It was decided that Credit River Township will not stock replacement sign posts.
- The Lynn Drive barricade was discussed; it has been removed for repair.
- Spring road maintenance was discussed and it was reported that some sweeping will be done as necessary.
- CRT Engineer Nelson will remove arrow signs at 195th and Cedar Lane as they are no longer needed.

- CRT Engineer Nelson reported that Credit River Township has in place a procedure for GIS mapping of the Township signs. As signs are removed, added or replaced, the mapping needs to be updated.

1) Engineer's Report:

- 1) **Territory Update.** Engineer Nelson provided an update on the Territory project. Vice Chair Nilsen, Supervisor Kraft, and Engineer Nelson attended a meeting earlier today with Peter Berrie, attorney for SA Group, Andy Gittleman and Peter Ralph, both from Gittleman Management, and Greg Halling of Halling Engineering. Gittleman Management has been retained by SA Group to oversee the completion of the Territory development on SA Group's behalf. Several items remaining to be completed were discussed. Engineer Nelson will work with Peter Ralph and Greg Halling on the outstanding items and report to the board on May 7, 2012.
- 2) **Lynn, Monterey and 207th Street.** Engineer Nelson presented the construction plans to the Board. Several of the plan details discussed. Engineer Nelson will revise the plans to show removal of any trees within the clear zone and clearing of brush on the in-slope and ditch bottoms where it might impede water flow. Engineer Nelson was directed to notify homeowner's that may have landscaping or concrete driveways that may be affected by the work. Engineer Nelson will check with the Town Attorney to determine if any special notifications should be given to homeowner's with retaining walls within the right-of-way. A discussion in regards to the locations of the mail boxes was held. Generally, the postmaster prefers the mail boxes to be on one side of the street. Re-locating the mail boxes to one side of the street also has significant benefits for winter snow removal activities. Engineer Nelson will contact the postmaster and report to the board at a future meeting, however, no immediate revisions to the plans will be required.

Supervisor Kraft made a motion to pass Resolution 2012-10, Resolution approving plans and specifications and ordering advertising for bids for Lynn, Monterey and 207th Street project. Supervisor Schommer offered a second. Motion passed 5-0.

3) 195th Street East.

Engineer Nelson presented the construction plans to the Board. Several of the plan details were discussed. Engineer Nelson was directed to notify homeowner's who may have concrete driveways or landscaping that are affected by the work.

Supervisor Novak made a motion to pass Resolution 2012-11, Approving plans and specifications for the 195th Street Improvement Project.

Supervisor Kraft offered a second. Motion passed 5-0.

Supervisor Nilsen made a motion to pass Resolution 2012-12, Resolution declaring costs to be assessed and ordering preparation of proposed assessment and notice of assessment hearing for the overlay project on 195th Street East.

Supervisor Schommer offered a second. Motion passed 5-0.

The CRT 195th Street East Assessment hearing will be held at 7 PM, Monday, May 7 at the CRT Hall.

8) Treasurer Report:

- 1) **Bills to be paid.** CRT treasurer LeVoir reports that two bills are to be paid, and no transfer of funds will be necessary.

9) Clerk's Report:

- 1) **Urban Short Course.** CRT Clerk Lisa Quinn asked for information on the MAT Urban Short Course that is scheduled for April 19, 2012 in Otsego, MN.
- 2) **Audit update.**
 - A discussion was conducted regarding the State of Minnesota publishing requirements for the Annual Audit summary. Since it appears that there is adequate time per state statute to meet any requirements, some investigation will be done as to exactly what is required.

10) Review and Pay Bills:

Credit River Township March 19, 2012 Check Summary

Checks	Paid to	Amount	Comments
Paid Chk# 006574	ART JOHNSON TRUCKING INC	2,692.50	February 2012 Winter Rd Mtc
Paid Chk# 006575	SCOTT COUNTY ASSOCIATION OF TWPS	1,940.87	Scott Cty/MN Association of Twps Dues
	Total	4,633.37	

11) Adjourn.

There being no more business before the Town Board, the motion to adjourn was made by Supervisor Leroy Schommer, and seconded by Supervisor Al Novak.

The meeting was adjourned at 8:30 PM.

**Submitted by: Lisa Quinn
Township Clerk
Credit River Township**

**Approved By: Brent Lawrence
Chairman Board of Supervisors
Credit River Township**