

Credit River Township Meeting Minutes May 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, Township Attorney Bob Ruppe

Supervisor Nilsen made a motion to recess the regular meeting. Supervisor Lawrence offered a second, motion passed 5 – 0

Supervisor Nilsen made a motion to open the Stonebridge CSTS Public Hearing. Supervisor Lawrence offered a second, motion passed 5 – 0

Public Hearing – Stonebridge CSTS Rates

Supervisor Aspengren said that he met with residents of Stonebridge and agreed upon a monthly fee of \$95 per month. After reviewing the budget, Supervisors Aspengren and Lawrence, Ryan Brandt from EcoCheck and Treasurer Holly Batton recommend a monthly fee of \$95 per month for the 7 month period. Supervisor Aspengren explained that the residents also voted down the emergency service call charges and that there is some outstanding debt that has been assessed to the tax rolls but there is no guarantee when that money will be received. Supervisor Aspengren said this is an annual agreement but will be reviewed on a month by month basis. The first 5 months were \$111.97 per month and the remaining 7 months will be \$95 per month.

Township Attorney Bob Ruppe asked the Board to open up this hearing for public comment. John Berg, 8950 Canter Lane, thanked the Board for their support and understanding during this process and wanted to point out that the residents of Stonebridge are not touching any of their operating reserves and that there will more than likely be some extra funds available for consideration next year. There was no other public comment.

Supervisor Nilsen made a motion to close the Stonebridge CSTS rate public hearing. Supervisor Lawrence offered a second, motion passed 5 – 0

Supervisor Nilsen made a motion to reconvene the regular meeting. Supervisor Aspengren offered a second, motion passed 5 – 0

Supervisor Lawrence made a motion to set the Stonebridge monthly CSTS billing to \$95 per month effective with the June 2010 billing and to accept the budget for Stonebridge. Supervisor Aspengren offered a second, motion passed 5 – 0

Consent Agenda

- 1) Approve Minutes from April 5, 2010
- 2) Approve March 2010 Treasurer Report
- 3) Approve Year to Date Building Permit Report
- 4) Approve April 2010 Developer's Escrow Report
- 5) Repeal Ordinances #3, #4, #5 and #10

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. There being none, Supervisor Nilsen made a motion to approve the Consent Agenda, Supervisor Aspengren offered a second, motion passed 5 – 0

Resident Open Forum

Beverly Parrish, Whitewood Avenue, thanked the Board for replacing the stop sign. She also asked the Board to check out all of the standing water. Engineer Shane Nelson will follow up.

Milan Mayer, 8890 Callander Circle, stated that the Stonebridge HOA implemented an odd/even watering policy and asked if the Township has considered doing something throughout the whole Township. Chairman Schommer explained that the HOA owns and manages their own water system and the Township does not have municipal services.

Commissioner Tom Wolf distributed a handout to the Board regarding a new program the County is studying called FISH (Families and Individuals Sharing Hope), where churches and government are getting together to help families in need.

Old Business

- 1) Update on Proposed Mediacom / Integra Resolution

Supervisor Lawrence explained that on April 15th, a new Minnesota bill clarifying requirements of cable build out was signed in to law. The effective date is August 1, 2010. He recommended that the Board approve a Resolution to negotiate with Integra Telecom on cable services. Supervisor Nilsen clarified that the Board is approving a Resolution to start the negotiation process only. Supervisor Lawrence further explained that during negotiations a contract would be created to be entered in to after August 1, 2010.

Mary Korthour, General Manager, Integra Telecom confirmed that they are asking for approval to begin negotiations only not to approve a franchise agreement. She said their goal is to be able to provide service by the end of August 2010.

Supervisor Nilsen made a motion to approve a Resolution to approve the Integra Telecom cable franchise application with conditions. Supervisor Kraft offered a second, motion passed 5 – 0.

- 2) Update on Dean Johnson workshop

Supervisor Lawrence explained that the Board had a workshop with Dean Johnson on April 19, 2010. At that workshop, the Board asked Dean to set up a meeting with Supervisors Lawrence and Nilsen, Clerk Cathy Haugh, and himself with City of Savage representatives to continue discussions regarding the future governance of Credit River Township. This meeting has been set for May 4, 2010. An update from this meeting will be provided at the June 7, 2010 board meeting.

- 3) Update on Detailed Area Planning (DAP) Eastern Township's Planning Meeting

Supervisor Nilsen reported that he and Supervisor Lawrence attended this networking meeting with Scott County staff and other representatives who provided information on various topics such as tree ordinances, street connectivity issues, township to township lines, farm land splits, etc.

- 4) Monterey Heights / South Passage Crosswalk Signs

Supervisor Nilsen stated that there was nothing new to report.

5) Territory Fencing Plan

Supervisor Aspengren reported that the plan the Board approved was also approved by the M.P.C.A. on April 28, 2010. Supervisor Aspengren would like to send a thank you letter and drawings with his and Chairman Schommer's initials back to the M.P.C.A. by their requested response time of 15 days. Supervisor Lawrence made a motion to approve the letter from the Credit River Township Board to be sent to Mr. Eddy with the M.P.C.A. regarding the CSTS outlet landscaping and mound protection plan. Supervisor Aspengren offered a second, motion passed 5 – 0

Rob Wachholz with SA Group provided quotes and information on costs for landscaping. Supervisor Kraft stated he was not comfortable with some of the numbers and would like more Supervisor involvement with looking at 2 quotes and cost comparing.

Supervisor Nilsen made a motion for SA Group to facilitate completing line items 1) supplemental landscape trees for \$8,100, 2) supplemental landscape shrubs for \$1,200 and 3) soil prep and grow and water for \$3,890 for a total not to exceed \$13,190. Supervisor Aspengren offered a second, motion passed 4 – 1. Supervisor Kraft was opposed.

Supervisor Nilsen made a motion to have SA Group obtain at least 2 quotes for brush hog mowing and submit them to volunteer Supervisors Aspengren and Kraft to award the work on behalf of the Town Board. Supervisor Kraft offered a second, motion passed 5 – 0

Supervisor Nilsen clarified that the grubbing will be taken care of by the Homeowner's Association and they can schedule that work accordingly. Supervisor Kraft suggested the Board make contractor suggestions to help them keep the cost down.

SA Group will obtain 2 quotes each for the remaining items with suggestions from Supervisors Kraft and Aspengren. Supervisor Aspengren asked for Board input on the proposed no trespassing signage. Chairman Schommer said there is an immediate need to put no trespassing signs up on the blacktop areas so people realize that those driveways do not go anywhere. Chairman Schommer asked Rob Wachholz with SA Group to check in to the life expectancy of the signs. The Board decided the signs should include "no motorized vehicles" as this is what the residents would like the signs to say.

Chairman Schommer made a motion for SA Group to obtain at least 2 signage quotes for Supervisors Aspengren and Kraft to review and authorize the expenditure of funds not to exceed \$4,017.45. Supervisor Lawrence offered a second, motion passed 5 – 0

Treasurer Holly Batton requested that SA group submit a new contract since Al Owens is no longer the Township contact. Rob Wachholz will send the new contract along with new contact information to Treasurer Batton.

Supervisor Aspengren made a motion to pay the outstanding Outlooks bill of \$4,275 for previous work completed. Supervisor Nilsen offered a second, motion passed 5 – 0

Sheriff's Report

Deputy Dvorak dropped off a monthly report from the Scott County Sherriff's Department. The report is available for review upon request. He briefly reported that burglaries are up and asked residents to keep their garage doors down and their doors locked.

Park's Report

Supervisor Lawrence stated that Denny Karrow has started mowing the parks and Town Hall. He also stated that he has had to remove a lot of garbage from various parks in the past couple of weeks. He further reported that the very old baseball backstop in Casey Park needs to be replaced and possibly moved to a better location in the park.

Supervisor Nilsen made a motion to accept Supervisor Lawrence's recommendation to replace the baseball backstop in Casey Park not to exceed \$4,025. Chairman Schommer offered a second, motion passed 5 – 0

Supervisor Lawrence also reported that Three Rivers Park Police Chief Hugo McPhee will be a guest at the June 7, 2010 Board meeting.

Engineer's Report

1) Update on Stonebridge warranty work

Supervisor Kraft reported that everything on the warranty list has been completed. Supervisor Kraft made a motion to approve and pay the bill from Gallagers for \$30,045 for work completed in Stonebridge. Supervisor Aspengren offered a second, motion passed 5 – 0

Township Engineer Shane Nelson stated that he has 8 remaining items to be coordinated.

Supervisor Nilsen made a motion to authorize Chairman Schommer and Supervisor Kraft to work with Engineer Shane Nelson to review at least 2 direct quotes for any items costing over \$500 and further authorizing Chairman Schommer and Supervisor Kraft to authorize all work to be performed on behalf of the Township Board. Supervisor Aspengren offered a second, motion passed 5 – 0

2) Huntington Way – Westfield Insurance

Township Engineer Shane Nelson explained that he received a phone call from a consultant hired by Westfield Insurance Agency who represents Tri-County Aggregates. The consultant was inquiring about the status of the project and who his contact person for the Township would be. The Board instructed Engineer Nelson to write a letter to the consultant, Westfield Insurance and Tri-County Aggregates providing the current retainage amount and explain that there is seeding that still needs to be completed. In the meantime, he would like to obtain another quote to get the work done if we do not hear back from Tri County Aggregates.

Supervisor Nilsen made a motion to authorize Township Engineer Shane Nelson to authorize the seeding work be completed if we do not hear back from Tri-County Aggregates by May 12th. Supervisor Lawrence offered a second, motion passed 5 – 0

3) CSTS mowing quotes

Township Engineer Shane Nelson provided a quote report and his recommendation is to award the contract to Minnesota Sodding Co.

Supervisor Lawrence made a motion to accept the quote for CSTS 2010 mowing from Minnesota Sodding Co. Supervisor Nilsen offered a second, motion passed 5 – 0

Supervisor Lawrence made a motion to accept the quote for 2010 territory mounds 2 and 3 mowing from Minnesota Sodding Co. Supervisor Nilsen offered a second, motion passed 5 – 0

4) Central area patching quotes

Township Engineer Shane Nelson provided a quote report.

Supervisor Lawrence made a motion to accept the quote for 2010 road patching in the central area in the amount of from Prior Lake Blacktop. Supervisor Nilsen offered a second, motion passed 5 – 0

5) 195th Street patching quotes

Township Engineer Shane Nelson provided a quote report.

Supervisor Lawrence made a motion to accept the quote for 2010 road patching in the 195th Street area in the amount of from Prior Lake Blacktop. Supervisor Aspengren offered a second, motion passed 5 – 0

6) MS4 Annual Report

Township Engineer Shane Nelson reminded the Board that this report is due on June 30, 2010.

Engineer Nelson asked for some meeting dates from the Board for an upcoming sign retro reflectivity meeting with the County. Engineer Nelson will confirm a date and report back to the Board.

Clerk's Report

1) Communications

The Board determined that the next Township newsletter will be sent out in August. Supervisor Nilsen asked Clerk Haugh to check in to the process for getting a spot in the Scott County Scene newspaper which is published quarterly.

Supervisor Lawrence explained that he and the Clerk are looking at more cost effective meeting recording software as well as phone conferencing equipment. Clerk Cathy Haugh asked the Board to authorize Supervisor Lawrence to make purchasing decisions for this equipment on behalf of the Township Board for equipment costing under \$500.

Supervisor Nilsen made a motion to authorize Supervisor Lawrence to work with Clerk Haugh on exploring better recording equipment and to authorize an expenditure not to exceed \$500. Supervisor Kraft offered a second, motion passed 5 – 0

2) Fire Report from Prior Lake

Clerk Haugh reported that the Prior Lake Fire Department is periodically providing a fire report and she will include this report in board meeting packets as we receive it.

3) Board address mailing lists

A mailing address verification list from the Minnesota Association of Townships (MAT) was distributed to the Board for signature. Clerk Haugh will send the completed list back to the MAT.

4) Minute transcribing – Tracy Clark

Clerk Haugh presented a quote from Tracy Clark for minute transcribing. Clerk Haugh explained that she has been researching meeting note taking options and wanted the Board to review this quote for future discussion.

Treasurer's Report

1) Transfer funds

Treasurer Batton requested approval of a transfer of \$95,000 from savings to checking. Chairman Schommer made a motion to transfer \$95,000 from savings to checking. Supervisor Nilsen offered a second, motion passed 5 – 0

Treasurer Batton reported she was contacted by Lennar requesting a driveway access permit extension for 21285 Sagewood Circle for 2 months so they can coordinate multiple patching work in the area to be completed at the same time.

Supervisor Kraft made a motion to extend the Lennar driveway access permit application for 21285 Sagewood Circle for 2 months to July 13, 2010. Supervisor Aspengren offered a second, motion passed 5 – 0

Treasurer Batton asked for the Board to approve the 2010 Territory SSD budget for CSTS systems 1, 7 and 8.

Chairman Schommer made a motion to approve the 2010 Territory SSD budget for CSTS systems 1, 7 and 8. Supervisor Kraft offered a second, motion passed 5 – 0

Treasurer Batton asked the Board for permission to update the website with the current CSTS rates. Supervisor Lawrence asked Treasurer Batton to provide this information to him for website posting.

Road Report

- 1) Set dates to meet with residents of Lynn Drive, Monterey Heights and 207th Street

Supervisor Kraft proposed that we sit down with residents some time in July or August to start talking numbers and come up with a game plan for their roads. Resident Jerald Mortenson, 20511 Monterey Avenue, asked that the meetings be set no earlier than 7pm so everyone can get there after work.

Chairman Schommer made a motion to authorize Township Engineer Shane Nelson to initiate a feasibility study. Supervisor Lawrence offered a second, motion passed 5 – 0

- 2) Update on projects 1-4

Supervisor Kraft reported that things are getting completed. He explained that 2 quotes will need to be obtained for the work for the 4 catch basins that need to be repaired.

Chairman Schommer made a motion to authorize Supervisors Kraft and Nilsen to obtain at least 2 quotes and award the work on behalf of the Township Board for the repair of the 4 catch basins. Supervisor Lawrence offered a second, motion passed 5 – 0

- 3) Dust coating / graveling update

Supervisor Nilsen reported that dust coating is completed North of County Road 21. As soon as the new gravel has all be put down, the south side of County Road 21 will be dust coated.

- 4) 195th Street culvert repair update

Supervisor Kraft reported that the culvert has been repaired.

New Business

- 1) Elmwood Avenue Road Vacate Proposal

Township Engineer Shane Nelson explained that the Township had received a Petition to Vacate Elmwood Avenue from resident Mark Jensen. According to Engineer Nelson, the vacation of Elmwood Avenue is necessary so that Mr. Jensen would have sufficient land under Scott County Land Use Ordinances in order to split his lot. Mr. Jensen has provided the Township a \$2,000 escrow payment for these two projects.

Craig Thornton, representative for Mark Jensen, requested that the Town Board consider Mr. Jensen's proposed lot split at the same time that the Board considers vacating Elmwood Avenue. Attorney Ruppe informed the Town Board of the road vacation procedure and the requirement that Mr. Jensen, as the petitioner, is legally required to personally serve the affected property owners with a copy of both the Resolution Setting the Public Hearing and a copy of the Petition to Vacate. Attorney Ruppe also informed Mr. Thornton that Mr. Jensen would need to sign an Affidavit of Personal Service stating that he had served the property owners as required by law. Attorney Ruppe also discussed that under state law the Town Board cannot vacate the roadway if any property owners would be landlocked. Mr. Thornton informed the Town Board that he was aware of this fact and has already prepared a proposed driveway easement. He will forward it to Attorney Ruppe for his review. Attorney Ruppe will prepare the necessary vacation documents for the June 7, 2010 meeting.

Supervisor Kraft made a motion to adopt a Resolution Setting Public Hearing for Vacation of Road of Elmwood Avenue for 6pm on June 7, 2010 at the Town hall. Supervisor Aspengren offered a second, motion passed 5 – 0

- 2) Adoption of Scott County All-Hazard Mitigation Plan

Chairman Schommer explained that Chris Weldon from Scott County made this request to all townships in Scott County. Supervisor Aspengren made a motion to adopt the Scott County All-Hazard Mitigation Plan. Supervisor Lawrence offered a second, motion passed 5 – 0

- 3) Review Territory mounds #2 and #3

No further discussion on this item.

4) Hampshire/Dakota Avenue address change request

Supervisor Lawrence provided the Board with an FYI that Gonyea has submitted another request to Scott County to change the main address back to Dakota Avenue. Township Attorney Bob Ruppe stated that he has not heard back from the litigation attorney in this matter.

5) Discuss Administration fees for pass through to projects

The Township treasurer and clerk will attempt to track their administrative time spent on projects for pass through charges.

6) Ditch weed spraying vs. mowing

Supervisor Aspengren asked the Board to review information from the County regarding ditch mowing versus spraying so that a cost comparison can be completed for the future.

7) Board meeting adjournment by 11pm

Supervisor Aspengren suggested that we try to end our Board meetings by 11pm.

Review and Pay Bills

Check Number	To:	Amount:	Comments
Paid Chk# 005543	AL ASPENGREN	80.00	NPDES
Paid Chk# 005544	ART JOHNSON TRUCKING INC	4,633.00	April Gravel Rd Mtc
Paid Chk# 005545	BOHNSACK & HENNEN EX CAVATIN	2,312.50	195 St Repair
Paid Chk# 005546	BRENT LAWRENCE	22.50	April Expense Reimbursement
Paid Chk# 005547	BRUCE NILSEN	19.00	April Expense Reimbursement
Paid Chk# 005548	CATHY HAUGH	69.08	April Expense Reimbursement
Paid Chk# 005549	CENTERPOINT ENERGY	67.46	03/11/10 to 04/12/10 gas
Paid Chk# 005550	COURI MACARTHUR & RUPPE	1,807.50	April 2010 Legal Svcs
Paid Chk# 005551	DENNIS KAROW	572.72	April Lawn Care
Paid Chk# 005552	ECM PUBLISHERS INC	273.00	Stormwater
Paid Chk# 005553	ECOCHECK	8,369.33	Monitoring 03/10
Paid Chk# 005554	GE CAPITAL	149.64	Billing ID 90133958320
Paid Chk# 005555	H & H LANDSCAPE	1,500.00	Sweeping
Paid Chk# 005556	HAKANSON ANDERSON ASSOC INC	6,768.80	General Road Eng
Paid Chk# 005557	HOLLY BATTON	175.66	MHSP Postage
Paid Chk# 005558	INTEGRA TELECOM	873.12	Town Hall Installation/repair
Paid Chk# 005559	KENNEDY & GRAVEN, CHARTERED	426.25	Integra Franchise through Marc
Paid Chk# 005560	KLINGBERG TRUCKING	9,177.54	Gravel Hauling
Paid Chk# 005561	KRAEMER MINING& MATERIALS INC	157.85	Lime for 195th St Repair
Paid Chk# 005562	LEROY SCHOMMER	131.82	Mileage
Paid Chk# 005563	METRO SALES , INC.	135.66	Quarterly Usage/Svc
Paid Chk# 005564	MINNESOTA BENEFIT ASSOCIATION	1,125.00	Life Insurance
Paid Chk# 005565	MVEC	620.39	MHSP 03/23 to 04/22

Paid Chk# 005566	ROVE PEST CONTROL	80.16	Quarterly Pest Control
Paid Chk# 005567	SAFETY SIGNS	269.83	Speed Limit 30 per Tom
Paid Chk# 005568	SCOTT COUNTY TREASURER SCOTT SOIL & WATER CONSV DIST	44,229.10	2010 Assessing JPA
Paid Chk# 005569		1,137.00	Storm Water Education Program
Paid Chk# 005570	TIMOTHY BENDEL	60.00	Deputy Clerk Annual Mtg 03/09/
Paid Chk# 005571	TOM KRAFT	66.00	April Expense Reimbursement
Paid Chk# 005572	WEBCETERA DESIGNS LLC	237.50	Website Maintenance
Paid Chk# 005573	XCEL ENERGY	12.69	St Francis St Light
Paid Chk# 005574	AL ASPENGREN	895.74	Payroll
Paid Chk# 005575	BRENT LAWRENCE	900.41	Payroll
Paid Chk# 005576	BRUCE NILSEN	941.97	Payroll
Paid Chk# 005577	CATHY HAUGH	2,277.70	Payroll
Paid Chk# 005578	HOLLY BATTON	2,241.70	Payroll
Paid Chk# 005579	LEROY SCHOMMER	1,283.66	Payroll
Paid Chk# 005580	TOM KRAFT	1,207.53	Payroll
Paid Chk# 005581	GALLAGHERS	30,045.00	Stonebridge Development Warran
Paid Chk# 005582	PRIVATE UNDERGROUND	215.50	Stonebridge
Paid Chk# 005583	OUTWORKS	4,275.00	Territory Graphics
No Check	EFTPS	1,934.03	941 April Taxes
No Check	PERA	534.06	April PERA
No Check	Anchor	10.72	Monthly ACH fees for April
TOTAL		132,323.12	

Adjourn

There being no further business before the Town Board, Supervisor Lawrence made a motion to adjourn the meeting. Supervisor Nilsen seconded the motion. Motion passed 5 – 0. The meeting was adjourned at 11:08 pm.

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

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