

Credit River Township Meeting Minutes August 2, 2010

Call to Order:

Chairman Leroy Schommer called the meeting to order at 6:03 pm.

Members Present:

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

Members Absent: Supervisor Tom Kraft (Agenda item notes attached)

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Holly Batton, Township Engineer Shane Nelson

1. Consent Agenda

- 1) Approve Minutes from July 6, 2010
- 2) Approve June 2010 Treasurer Report
- 3) Approve July 2010 Developer's Escrow Report
- 4) Approve Year to Date Building Permit Report

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 4 Consent Agenda items, Supervisor Aspengren offered a second, motion passed 4 – 0

2. Resident Open Forum

Rondi Phillips, 7125 210th Street E., explained to the Board that she participates in a high-tech treasure hunting game. The basic idea of this game is to locate hidden containers, called geocaches, outdoors and then share your experiences online. She further explained that geocaching is enjoyed by people from all age groups, with a strong sense of community and support for the environment. She requested Board approval to hide a geocache, in a spot chosen by the Board, on the Town Hall grounds. Supervisor Aspengren asked how many people, approximately, would be looking for this geocache. Rondi said, based on other geocaches in the area, she expects about 5 people to visit the site every couple weeks.

Chairman Schommer made a motion to approve hiding the geocache in the pine trees in front of the Town Hall facing Credit River Boulevard, Supervisor Aspengren offered a second, motion passed 4 – 0

Carolyn Schulte, 5991 Bridle Path, asked if there was anything new with Liberty Creek. Chairman Schommer explained that the Board was informed by Scott County that they will not be appealing.

3. Engineer's Report

- 1) Consider Seal Coat bids

Engineer Nelson explained that the seal coat bids were opened on July 27th and one bid was received from Pearson Bros., Inc for road seal coating in the amount of \$77,506 and fog sealing in the amount of \$12,857.50. Supervisor Aspengren explained that he and Supervisor Kraft are in agreement that fog sealing is an unnecessary expense. Chairman Schommer stated he thought we should go with trap rock and he was also in agreement that fog sealing should be eliminated. Supervisor Nilsen stated he thinks fog sealing should be included.

Supervisor Aspengren made a motion to accept the seal coating bid from Pearson Bros., Inc. without fog sealing for an amount of \$77,506. Vice Chairman Lawrence offered a second, motion passed 4 – 0

2) Consider invoice from Huntington Way

Engineer Nelson explained that an invoice was received from Erosion Plus, Inc. in the amount of \$3,400 for seeding work on Huntington Way and that this work has been completed.

Vice Chairman Lawrence made a motion to approve the invoice from Erosion Plus, Inc. in the amount of \$3,400 for the Huntington Way project, Supervisor Aspengren offered a second, motion passed 4 – 0

Engineer Nelson further explained that the Bonding Company for Tri-County Aggregate requested that the Township hold \$400 for spraying and they would like to close out this project. Engineer Nelson recommended that he prepare and send out the final payment form for Joe White with Tri-County Aggregate to sign and, upon receipt; he will present it at the next Board meeting for approval.

Chairman Schommer made a motion to authorize Engineer Nelson to prepare the final payment form and send it to Joe White with Tri-County Aggregate. Supervisor Aspengren offered a second, motion passed 4 – 0

3) Update on Stonebridge

Engineer Nelson explained that most of the work has been completed and that an invoice has been received from Safety Signs in the amount of \$300 for the installation of the 3 road barricades. He is recommending Board approval of this invoice.

Chairman Schommer made a motion to approve the invoice from Safety Signs in the amount of \$300. Vice Chairman Lawrence offered a second, motion passed 4 – 0

4. Old Business

1) Update on cable television

Vice Chairman Lawrence explained that he has spoke with Integra Telecom's attorney, Integra Telecom General Manager Mary Korthour and attorney Bob Vose with Kennedy & Graven and the agreement is very close to being ready to be presented for Board review. He further explained that he asked that the Board receive this agreement for review by the end of the week and if the Board chooses to have a second Board meeting this month, the agreement could be on the Agenda for that meeting.

2) Update on City of Savage Joint Powers Agreement

Vice Chairman Lawrence reported he received an update from consultant Dean Johnson that the JPA is currently in the hands of the City of Savage attorney and township attorney Bob Ruppe and things are moving along very well. He further explained that both the City of Savage and the township want to get their studies started once the JPA is in place.

3) Update on Prior Lake fire contract

Vice Chairman Lawrence reported that, at the last Board meeting, the decision was made by the Board that he contact Prior Lake City Manager Frank Boyles and request that they compile actual fire costs for Board review. He recently asked Mr. Boyles for an update in hopes of presenting something to the Board at this meeting and he received a note from Jerilyn Erickson, Finance Director, with the City of Prior Lake this afternoon that they were gathering some of the information from their fleet division and anticipate having the information compiled by the end of August or early September. He further reported that he spoke with Chris Olson, Spring Lake Township Supervisor, and Chris suggested we sit down with the Mayor. Vice Chairman Lawrence asked the Board for input on whether or not to set up a meeting with the Mayor or trust that City staff will have a complete report for Board review by the beginning of September. The Board agreed to accept the report from City staff by early September and Vice Chairman Lawrence will request to City staff that the Board have this report for our September Board meeting.

Treasurer Batton asked the Board if any more thought had been put in to participating with Spring Lake Township on a feasibility study for starting our own fire department. Vice Chairman Lawrence said it

certainly is a consideration and once we receive the real numbers from Prior Lake we will have a better basis for which to go forward. Vice Chairman Lawrence further explained that a letter was received late this afternoon from City of Prior Lake Finance Director, Jerilyn Erickson, outlining an estimate of proposed fire service costs for 2011. Credit River Township's proposed estimate is \$218,214.

4) Update on weed inspection

Supervisor Aspengren reported that he sent out 17 letters requesting property owners cut their noxious weeds and advised them to apply a herbicide in the Fall. He asked that the property owners contact him when they have completed this and he has received contact from approximately 50%. Chairman Schommer explained this information will need to be reported to the state and Supervisor Aspengren will submit this report. Supervisor Aspengren indicated that a couple property owners asked if there is any kind of funding available for either the herbicide or the mowing and asked if that is something the Board should consider. The Board agreed the township will not provide this type of funding.

Chairman Schommer directed Supervisor Aspengren to schedule the next ditch mowing for mid-August. Supervisor Aspengren confirmed that he will take care of scheduling the next ditch mowing.

5) Update on Territory mowing and planting

Supervisor Aspengren reported that MN Sod has completed the mowing of the perimeters. He inspected the work and said both he and Rob Wacholz agree that they did an excellent job. Tom Groh from MN Sod requested the actual drawings via computer so he can prepare a bill. Some extra mowing was needed in the perimeters and less mowing was needed near mound #2. Tom Groh was unable to complete his calculations to have a bill prepared for this meeting and will submit a bill for payment at the next Board meeting. Chairman Schommer requested to review this bill when it arrives.

Supervisor Aspengren further reported that a request was received from Rob Wacholz for payment for trimming. He and Supervisor Kraft reviewed this and estimated approximately \$40 of work had not been completed. At the previous Board meeting the Board agreed to pay all but \$2,000 for work not yet completed at that time. Therefore payment of \$2,040 is owed. In addition, they need to be paid \$1,860 for trimming and \$2,160 for removal of the construction fence. The total payment approval request is for \$6,060.

Supervisor Aspengren further reported that Rob Wacholz have requested authorization for payment preparation for the signs for \$940 and installation of the signs for \$1,000. Chairman Schommer explained that those bills will be reviewed and addressed at the next Board meeting.

Vice Chairman Lawrence made a motion to authorize payment of \$1,860 for trimming, \$2,160 for construction fence removal and \$2,040 for payment previously held until work was complete for a total of \$6,060 payable to Construction Services. Supervisor Nilsen offered a second, motion passed 4 – 0

6) Trees in South Passage / Monterey Heights

Supervisor Aspengren reported that Supervisor Kraft has obtained a quote for removal and watering of 33 trees from Northland Tree Moving for \$4,575 and Mahowald Tree Moving for \$3,425. He further reported that he has spoke with Homeowner Association (HOA) president and explained that he has confirmed that there are CSTS reserve funds available for this but, for any future expenses this year, a CSTS rate hearing may be required. The HOA will be using a different contractor for the trees they will be paying for as they will be re-planting them around monuments and holding a lottery for the remaining trees.

Chairman Schommer made a motion to accept the quote from Mahowald Tree Moving for \$3,425 to remove 33 CSTS trees from Monterey Heights / South Passage, Vice Chairman Lawrence offered a second, motion passed 4 – 0

5. Park Report

Vice Chairman Lawrence reported that the 2 basketball backstop footings in Casey Park have been completed and Jason Hand has submitted a bill for \$700 for payment tonight. He further reported that he has received some comments from residents of Creekwood regarding the discussion outlined in previous Board meeting minutes about possible fencing to stop drive through traffic in that park. These residents think this fencing is unnecessary and would like the Board to consider resident input prior to doing this.

6. Clerk's Report

1) Newsletter

Clerk Haugh reported that she and Vice Chairman Lawrence have begun working on the content for the Newsletter. She indicated there may be some additional space and asked the Supervisors and Treasurer to submit a column if they have something they would like to include.

7. Treasurer's Report

1) Transfer funds

Treasurer Batton requested Board approval to transfer \$70,000 from savings to checking. Supervisor Nilsen made a motion to transfer \$70,000 from the savings to checking account. Supervisor Aspengren offered a second, motion passed 4 – 0

2) Review 1st half year actual to budget

Treasurer Batton referenced an Excel spreadsheet report included in the Board meeting packets (attached) that shows the expenditure history for the first half of the year. The report gives both the year to date percentage of budget as well as the annual percentage. Treasurer Batton pointed out a few areas where the township is over budget. These areas include assessing, NPDES engineering fees, and snow removal. Treasurer Batton requested that all elected officials review this report. She will provide detail upon request and/or answer questions.

Resident Jerry Maas explained that a couple years ago the Board agreed that the CTAS accounting software being used at that time was not adequate and decided to purchase Banyon Accounting Software. He indicated that the Banyon report distributed appears to have some inconsistencies and suggested the Board look in to this.

Treasurer Batton presented the Scott County Assessment Joint Powers Agreement and requested Board approval by motion. Supervisor Nilsen made a motion to accept the Scott County Assessment Joint Powers Agreement. Vice Chairman Lawrence offered a second, motion passed 4 – 0

3) 2011 budget discussion

Distributed to the Board was a budget worksheet with the responsible Board member's name written next to their budget departments or budget line items. Treasurer Batton asked that the Board review their departments/budget responsibility. Action requested by each member is to provide outstanding anticipated expenses for each area so the Treasurer can provide an estimate of the 2010 year end fund balances for better determining budget and levy needs. Treasurer Batton further requested budget line items that need to be added or changed for better tracking of expenses, as well as budget changes for 2011. Treasurer Batton requested this information by the August 16th meeting.

The Board will have another Board meeting on August 16, 2010 at 6pm at which time the 2011 budget will be discussed.

8. Road Report

1) Update on Hills of Credit River road project

Some residents of the The Hills of Credit River requested some information from the Board so that both the Board and the residents can better determine the next steps. The Board and Town Engineer will begin to put the following information together: 1) A list of all maintenance records, 2) The total costs, costs assessed to residents, and township costs for other similar projects in the Township (requested in FAQ format), 3) Analysis of why the road failed, 4) Quotes for completing the geotechnical work, 5) List of alternatives for repairing the road, including cost estimates, life expectancy, yearly assessment amount, 6) Bond interest rate vs. assessment interest rate. An information gathering progress report will be provided at the August 16th Board meeting at which time the Board will determine if a public hearing date should be set.

9. New Business

1) Elmwood Avenue road vacation Indemnity Agreement

Craig Thornton explained petitioner Mark Jensen has obtained a signed Easement Agreement from the Haugens and this document has been submitted to the Town Clerk. He is requesting plat approval from the Board.

Vice Chairman Lawrence made a motion to recommend plat approval, directing the Clerk to send a letter to Scott County stating such after all Quit Claim Deeds and Easement documents are recorded with the Scott County Recorders office, subject to further township Board review and payment of all township fees. Supervisor Nilsen offered a second, motion passed 4 – 0

Chairman Schommer explained that the fees will need to be paid before the Scott County Planning Commission meeting and further directed the Clerk to complete a County recommendation form outlining the motion for Board signature this evening. Supervisor Nilsen agreed to attend the County Planning meeting on behalf of the Board.

10. Review and Pay Bills

Check #	Vendor	Amount	Comments
7/18/2010			
Paid Chk# 05685	Credit River Township	\$181,452.81	Open CD at Merchants Bank
8/2/2010			
Paid Chk# 005686	4CONTROL	\$37.73	Thistle Spray
Paid Chk# 005687	AL ASPENGREN	\$41.00	Election Training mileage
Paid Chk# 005688	ART JOHNSON TRUCKING INC	\$1,517.00	July Gravel Rd Mtc
Paid Chk# 005689	BRENT LAWRENCE	\$45.55	Election Training
Paid Chk# 005690	CATHY HAUGH	\$88.23	July Exp Reimbursement
Paid Chk# 005691	CONSTRUCTURE	\$50.00	Overcharged for Bldg Permit
Paid Chk# 005692	CONTRACTING SOLUTIONS INC	\$700.00	Basketball Hoop improvement at
Paid Chk# 005693	COURI MACARTHUR & RUPPE	\$607.50	July Legal Services
Paid Chk# 005694	DENNIS KAROW	\$1,193.51	July Lawn Mtc
Paid Chk# 005695	DOUGLAS J BUSCH	\$1,000.00	Refund Escrow Permit Cancelled
Paid Chk# 005696	ECM PUBLISHERS INC	\$84.00	Agenda Publishing
Paid Chk# 005697	ECOCHECK	\$11,436.27	June CSTS O&M
Paid Chk# 005698	EDWARD/DIANNA BLOUNT	\$935.00	Refund NPDES Escrow for Pool P
Paid Chk# 005699	GALLAGHERS	\$119.70	Fill Lynn Drive/Mont Ave grave
Paid Chk# 005700	GE CAPITAL HAKANSON ANDERSON ASSOC INC	\$149.64	Copier Expenses
Paid Chk# 005701	INC	\$7,557.10	Bldg Permit Review
Paid Chk# 005702	HOLLY BATTON	\$85.52	Expense Reimbursement
Paid Chk# 005703	INTEGRA TELECOM	\$578.90	Phone Service
Paid Chk# 005704	JAMES/JODI MUELKEN JB WOODFITTER AND ASSOCIATES	\$1,831.00	Refund NPDES Escrow
Paid Chk# 005705	ASSOCIATES	\$50.00	Overcharged for Bldg Permit
Paid Chk# 005706	Void KENNEDY & GRAVEN, CHARTERED	\$0.00	
Paid Chk# 005707	CHARTERED	\$209.25	Integra Franchise Legal
Paid Chk# 005708	LENNAR CORPORATION	\$11,792.00	NPDES Refunds
Paid Chk# 005709	LEROY SCHOMMER	\$146.22	Expense Reimbursement
Paid Chk# 005710	METRO SALES , INC.	\$160.88	Copier Expenses
Paid Chk# 005711	MINNESOTA REVENUE MW5	\$192.02	July MW5 State Taxes

Paid Chk# 005712	MVEC	\$601.43	Electricity
Paid Chk# 005713	PRIOR LAKE BLACKTOP, INC.	\$56,834.75	Bituminous Patching
Paid Chk# 005714	PRIVATE UNDERGROUND	\$180.00	Utility Locates
Paid Chk# 005715	ROVE PEST CONTROL	\$80.16	Quarterly Pest Control
Paid Chk# 005716	SAFETY SIGNS SCOTT SOIL & WATER CONSV	\$650.00	Speed Limit Sign
Paid Chk# 005717	DIST	\$1,984.00	June NPDES Insp
Paid Chk# 005718	TOM KRAFT	\$39.50	Expense Reimbursement
Paid Chk# 005719	XCEL ENERGY	\$12.18	St Francis St Light
Paid Chk# 005720	YOUNGFIELD HOMES INC	\$50.00	Overcharged for Bldg Permit
Paid Chk# 005721	AL ASPENGREN	\$784.88	Payroll
Paid Chk# 005722	BRENT LAWRENCE	\$737.87	Payroll
Paid Chk# 005723	BRUCE NILSEN	\$678.77	Payroll
Paid Chk# 005724	CATHY HAUGH	\$1,996.06	Payroll
Paid Chk# 005725	HOLLY BATTON	\$2,209.08	Payroll
Paid Chk# 005726	LEROY SCHOMMER	\$1,094.35	Payroll
Paid Chk# 005727	TOM KRAFT	\$976.30	Payroll
Paid Chk# 005728	LENNAR CORPORATION SCOTT SOIL & WATER CONSV	\$900.00	Access Escrow Ref 21781 Sagewo
Paid Chk# 005729	DIST	\$250.00	Joint Storm Water Education 2n
Paid Chk# 005731	CONSTRUCTION SERVICES INC	\$6,060.00	SA Group Draw
Paid Chk# 005732	EROSION PLUS INC	\$3,400.00	Huntington Way Erosion Control
		\$120,127.35	

11. Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn the meeting. Vice Chairman Lawrence offered a second. Motion passed 4 – 0. The meeting was adjourned at 9:13 pm.

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

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