

Credit River Township Meeting Minutes December 6, 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.

2 Consent Agenda

- 1) Approve November 3, 2010 board meeting notes
- 2) Approve October 2010 Treasurer Report
- 3) Approve November 2010 Developer's Escrow Report

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. Vice Chairman Lawrence asked that item #1 be removed from the Consent Agenda.

Supervisor Nilsen made a motion to approve items 2 and 3 on the Consent Agenda. Supervisor Kraft offered a second, motion passed 5 - 0

Vice Chairman Lawrence made a motion to amend his motion from the November 3, 2010 meeting to accept the 2011 meeting dates with the suggested changes and that the meeting list not be published in the newspapers. Supervisor Kraft offered a second, motion passed 5 – 0

Vice Chairman Lawrence made a motion to approve item 1 on the Consent Agenda with the change to accept the 2011 meeting dates with the suggested changes and that the meeting list not be published in the newspapers. Supervisor Kraft offered a second, motion passed 5 - 0

3 Resident Open Forum

There were no resident comments during Open Forum.

4 Scott County Erosion and Sediment Control Program information session

Ryan Holzer, Resource Conservation Technician with the Scott Soil and Water Conservation District, introduced himself and explained to the Board that he will be the technician serving Credit River Township. He provided a brief overview of the Scott County Erosion and Sediment Control Program.

Chairman Schommer and Engineer Nelson will be the Board erosion control contacts. Vice Chairman Lawrence asked Ryan to check in to sending the weekly email reports in an older version of Excel so that all Supervisors can open it on their home computers.

Doug Schoenecker with the Scott Soil and Water Conversation District announced his retirement and the Board thanked him for his all of his hard work in Credit River Township.

5 Scott County Parks and Trails information session

Andy Hingeveld, Associate Planner with Scott County Community Development, provided a brief overview of the process to date regarding the preparation of master plans for three regional parks and two regional trails. As part of this, the Scott West Regional Trail Master Plan is being updated to determine a trail alignment that involves connecting Murphy-Hanrehan Regional Park and Cleary Lake Regional Park, both located in Credit River Township. The Board made some suggestions and Andy asked that the Board further review the options presented and provide any input to Scott County.

6 Old Business

1) CSTS Ordinance for tank testing

This item was tabled so that the Board can review the most recent updated Ordinances further. Clerk Haugh will add this item to the January 2011 meeting Agenda.

2) Scott Co. Subdivision Ordinance – length of permanent cul-de-sacs

A discussion took place regarding the length requirement included in the Ordinance. Vice Chairman Lawrence made a motion that the Board recommendation to the Scott County Planning Commission is that we follow the allowance of cul de sacs but not limit the length of those cul de sacs. Supervisor Aspengren offered a second, motion passed 5 – 0. Clerk Haugh will complete the recommendation form to include the Board recommendation motion and submit it to Brad Davis with Scott County.

3) Scott Co. Township Association (SCTA) report

Supervisor Kraft and Treasurer Batton provided a brief report on the 2010 banquet.

4) Legends Club and Heritage Links 2011 liquor licenses

Supervisor Aspengren explained that he confirmed with Scott County that there have been no incidents and suggested we contact the County each year to confirm this prior to application approval. Clerk Haugh called for an approval vote for the 2011 Legends Club liquor license. 5 ayes and 0 nays. Clerk Haugh called for an approval vote for the 2011 Heritage Links liquor license. 5 ayes and 0 nays. Supervisor Nilsen made a motion to approve the Legends Club 2011 liquor license Resolution. Supervisor Kraft offered a second, motion passed 5 – 0. Supervisor Nilsen made a motion to approve the Heritage Links 2011 liquor license Resolution. Supervisor Kraft offered a second, motion passed 5 – 0. Clerk Haugh will submit the passed Resolutions to Scott County.

5) Prior Lake Fire Contract update

Vice Chairman Lawrence provided an overview of the most recent meeting he and Supervisor Nilsen attended with representatives of the City of Prior Lake and Spring Lake Township. A Board discussion took place and Supervisor Aspengren made a motion to contract with Ehlers Consulting for professional consulting services on the matter. There was no second. Motion failed. The Board determined that Vice Chairman Lawrence and Supervisor Nilsen should schedule another meeting with Prior Lake City Manager Frank Boyles for further discussion sometime in the month of December and will report back to the Board at the January 2011 board meeting.

6) Krieger – Oak Grove update

Supervisor Kraft provided an update and a discussion took place regarding the costs incurred with this matter. Clerk Haugh was directed by the Board to send a certified letter to Mr. Krieger requesting payment for these costs and invite him to the January 2011 board meeting if he would like to discuss this further.

7) Sign reflectivity – signage to be used throughout the Township

Supervisor Kraft asked that the Board review the sign reflectivity manual available in the Clerk's office for future Board discussion regarding township signage. Engineer Nelson will continue to update and provide the Board with a spreadsheet of all of the current township signage.

8) City of Savage JPA update

Engineer Nelson explained that he met with City of Savage Engineer John Powell and provided a brief overview of their discussion concerning the pipe location. He further explained that this is something that will need to be looked at closely as part of the Township feasibility study.

9) CSTS Budget update

Supervisor Aspengren explained that the budget has been reviewed and it was determined that the monthly rate can be reduced from \$74 to \$60. The Board decided to have a Territory rate reduction hearing. This hearing does not need to be published in the newspapers but Clerk Haugh will send out a public hearing notice mailing to all Territory residents. Supervisor Kraft made a motion to approve the Territory, Monterey Heights/South Passage and Stonebridge CSTS 2011 budgets. Supervisor Aspengren offered a second, motion passed 5 – 0 Supervisor Kraft made a motion to schedule a Territory rate hearing for 6pm at the January 3, 2011 board meeting. Supervisor Aspengren offered a second, motion passed 5 – 0

Supervisor Aspengren made a recommendation to accept the \$1,408 from EcoCheck for CSTS billing errors resulting in over charges.

10) SCALE report

Supervisor Aspengren explained that he will prepare a "Quality of Life" presentation for the January or February 2011 board meeting similar to the sustainable development presentation he presented at the November 12, 2010 SCALE meeting. He further announced that the next SCALE meeting is scheduled for December 10, 2010.

11) Cress View Letter of Credit

Engineer Nelson recommended that the financial security be reduced to \$13,500 (\$10,000 for Wetland Mitigation and \$3,500 for turf establishment). Supervisor Nilsen made a motion, based on the recommendation from Engineer Nelson, to reduce the On-Site Marketing, Co. Cress View Estates Letter of Credit to \$13,500. Vice Chairman Lawrence offered a second, motion passed 5 – 0

7 Engineer's Report

1) Stonebridge update

Engineer Nelson explained that all of the punch list items are now complete and he presented an estimate from Witt Construction to repair the manhole riser in Stonebridge, which is the final item. Supervisor Kraft made a motion to accept the \$500 estimate from Witt Construction to repair the manhole riser in Stonebridge and this \$500 be taken out of escrow funds. Chairman Schommer offered a second, motion passed 5 – 0

2) Final payment of Whitewood Avenue and Birch Road

Engineer Nelson requested authorization of final payment for this project of \$5,000. Supervisor Nilsen made a motion, based on the recommendation from Engineer Nelson, to authorize final payment of \$5,000 for Whitewood Avenue and Birch Road. Vice Chairman Lawrence offered a second, motion passed 5 – 0

8 Road Report

1) Hills of Credit River road project

A discussion took place regarding the possible options discussed at the resident workshop and Engineer Nelson provided a comparison overview. The Board determined that percentage options need to be further reviewed and this will be discussed again in January. Supervisor Kraft will put together a list of each Board member's percentage suggestions and Clerk Haugh will distribute it to the Board.

2) Repair updates

Supervisor Kraft explained summer road repairs are complete. Engineer Nelson explained that a service road is part of County Road 44 project plans and he will bring electronic graphics from the County regarding this service road to the January 2011 Board meeting and will also send to Vice Chairman Lawrence for website uploading.

9 Treasurer's Report

1) Transfer funds

Treasurer Batton requested Board approval for \$75,000 to be transferred from the savings account to checking account. Supervisor Kraft made a motion to transfer \$75,000 from savings to checking. Supervisor Nilsen offered a second, motion passed 5 – 0

2) Budget review process proposal

A discussion took place regarding the budget review process. The Board determined that they will schedule bi-annual (before March and September meetings) budget review Workshops. Treasurer Batton suggested February and August as workshop dates. Treasurer Batton will continue to email monthly reporting to the Board.

3) Consolidating accounting funds

A discussion took place regarding fund consolidation. Treasurer Batton suggested that the Met Council interest earned should be moved to the General Fund. Supervisor Nilsen made a motion that we move the Met Council interest earned amount of \$2,587.38 to the General Fund. Supervisor Kraft offered a second, motion passed 5 – 0

4) CD renewal authority

A discussion took place regarding CD renewal. Supervisor Kraft made a motion to authorize Supervisors Nilsen and Aspengren to select the rate of return and bank location of the funds for the Merchants Bank CD expiring on December 22, 2010. Chairman Schommer offered a second, motion passed 5 – 0

5) Treasurer report monthly review process update

A discussion took place regarding the schedule for Supervisor review of the monthly Treasurer Report. The Board determined that Chairman Schommer will replace Supervisor Aspengren beginning January 2011 and will work with Supervisor Nilsen in reviewing these reports.

10 Clerk's Report

1) Scott County HHW facility

Clerk Haugh explained that the County has requested we put together a list of items we have collected for recycling/dumping. Supervisor Nilsen will complete the inventory sheet provided by the County and Clerk Haugh will submit it.

2) Resident letter regarding guard rail

Clerk Haugh asked the Board to review the letter in their meeting packet from resident Georgia Jean Mead regarding a guard rail request at Monterey Avenue and County Road 8. The Board directed Clerk Haugh to send a letter to Lezlie Vermillion with Scott County asking Scott County staff to review this again.

3) Final 2011 meeting schedule

The Board reviewed the final meeting schedule and confirmed that the Board of Audit will be held on February 16, 2011 at 7pm and the Board of Equalization will be held on April 21, 2011 at 3pm. The Board directed Clerk Haugh to notify Scott County of the Board of Equalization date and time for 2011.

11 New Business

1) Discuss E. 180th Street Right of Way

Chairman Schommer explained that a resident has requested the Board look into a street sign off of County Road 21 for 180th Street for safety purposes. Chairman Schommer will continue to research this further and Clerk Haugh will put this item on the January 2011 board meeting Agenda for an update.

2) Attorney billing

The Board will review the policy and Clerk Haugh will add this item to the January 2011 Agenda for further discussion.

3) Tree Removal Ordinance

The Board will review the Ordinance adopted by Spring Lake Township and Clerk Haugh will add this item to the January 2011 Agenda.

4) Mediacom Transaction Consent Resolution

A discussion took place regarding the request for Board approval from Mediacom for a Transaction Consent Resolution. Supervisor Aspengren made a motion to approve the Mediacom Consent Resolution with the change of removing "The City of" in the two areas it is stated. Vice Chairman Lawrence offered a second, motion passed 4 – 1. Supervisor Nilsen was a nay.

5) March election information

Supervisor Aspengren requested an election update from Clerk Haugh. Clerk Haugh explained that the filing period is from December 28, 2010 to January 11, 2011.

12 Review and Pay Bills

| Check | Paid To | Amount | Comments |
|------------------|------------------|----------|----------------|
| Paid Chk# 005908 | AL ASPENGREN | 1,116.99 | Payroll |
| Paid Chk# 005909 | BRENT LAWRENCE | 1,086.50 | Payroll |
| Paid Chk# 005910 | BRUCE NILSEN | 734.18 | Payroll |
| Paid Chk# 005911 | CATHY HAUGH | 1,900.65 | Payroll |
| Paid Chk# 005912 | HOLLY BATTON | 2,315.12 | Payroll |
| Paid Chk# 005913 | LEROY SCHOMMER | 1,288.28 | Payroll |
| Paid Chk# 005914 | TOM KRAFT | 1,165.71 | Payroll |
| Paid Chk# 005915 | ANDREA WALSH | 108.00 | Election Judge |
| Paid Chk# 005916 | BRYAN REICHEL | 240.00 | Election Judge |
| Paid Chk# 005917 | DARALENE C. LEIN | 84.00 | Election Judge |
| Paid Chk# 005918 | DUANE SEBENS | 84.00 | Election Judge |
| Paid Chk# 005919 | GENEVIEVE DAHL | 108.00 | Election Judge |
| Paid Chk# 005920 | GUY SELINSKE | 108.00 | Election Judge |
| Paid Chk# 005921 | JAN PENNEY | 108.00 | Election Judge |
| Paid Chk# 005922 | JERALD R MAAS | 270.00 | Election Judge |
| Paid Chk# 005923 | JEROME MICHELS | 108.00 | Election Judge |
| Paid Chk# 005924 | JOHN SCHULTE | 84.00 | Election Judge |

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| Paid Chk# 005925 | JULIE KELLER | 108.00 | Election Judge |
| Paid Chk# 005926 | PAUL E. NEWMAN | 132.00 | Election Judge |
| Paid Chk# 005927 | RICHARD SEGERS | 148.00 | Election Judge |
| Paid Chk# 005928 | RITA VOLLMER | 123.00 | Election Judge |
| Paid Chk# 005929 | ROBERT DAHL | 123.00 | Election Judge |
| Paid Chk# 005930 | 4CONTROL | 3,301.80 | Thistle Control |
| Paid Chk# 005931 | AL ASPENGREN | 314.41 | Nov Expenses |
| Paid Chk# 005932 | ART JOHNSON TRUCKING INC | 4,971.00 | November Winter Road Mtc |
| Paid Chk# 005933 | BANYON DATA SYSTEMS | 780.60 | Software Support |
| Paid Chk# 005934 | BOHNSACK & HENNEN EX CAVATIN | 2,746.26 | Fern & Lucerne |
| Paid Chk# 005935 | BRENT LAWRENCE | 48.00 | Nov Exp |
| Paid Chk# 005936 | BRUCE A GRANGER | 987.00 | NPDES Refund |
| Paid Chk# 005937 | CATHY HAUGH | 327.49 | Nov Exp |
| Paid Chk# 005938 | CENTERPOINT ENERGY | 35.45 | Acct #5179787-6 |
| Paid Chk# 005939 | COLLINS TREE | 480.94 | Lucerne/Fern Tree Trimming |
| Paid Chk# 005940 | COURI MACARTHUR & RUPPE | 8,961.75 | Legal Services |
| Paid Chk# 005941 | DB SERVICES | 1,100.00 | Rd Repair |
| Paid Chk# 005942 | ECOCHECK | 11,147.01 | Nov CSTS O&M |
| Paid Chk# 005943 | GALLAGHERS | 7,560.00 | November Winter Rd Mtc |
| Paid Chk# 005944 | GE CAPITAL | 149.64 | Billing ID 90133958320 |
| Paid Chk# 005945 | GOPHER STATE ONE CALL | 7.25 | November Utility Locates |
| Paid Chk# 005946 | HAKANSON ANDERSON ASSOC INC | 9,260.50 | Oct Engineering Services |
| Paid Chk# 005947 | HOLLY BATTON | 395.68 | Nov Exp |
| Paid Chk# 005948 | INTEGRA TELECOM | 566.37 | Phone Service |
| Paid Chk# 005949 | JON TAXDAHL | 688.00 | NPDES Refund |
| Paid Chk# 005950 | JONATHAN OR KRISTIN SCHMIDT | 1,536.00 | NPDES Refund |
| Paid Chk# 005951 | JOSEPH/SARA ZIMMERMANN | 1,574.00 | NPDES Escrow Refund |
| Paid Chk# 005952 | KRAEMER MINING& MATERIALS INC | 747.81 | Purchase Rock |
| Paid Chk# 005953 | LENNAR CORPORATION | 1,779.00 | NPDES Refund |
| Paid Chk# 005954 | LEROY SCHOMMER | 287.91 | Nov Exp |
| Paid Chk# 005955 | LIGHTHOUSE CUSTOM HOMES LLC | 900.00 | Access Escrow Refund Replace Lost Check Access |
| Paid Chk# 005956 | MARK DREXLER | 900.00 | Escr |
| Paid Chk# 005957 | MICHAEL HESKI | 1,000.00 | NPDES Refund/Cancel permit |
| Paid Chk# 005958 | MICK JOHANNES | 2,474.00 | NPDES Refund |
| Paid Chk# 005959 | MIKES SEPTIC MINNESOTA POLLUTION CONTROL | 1,360.00 | Septic Pumping |
| Paid Chk# 005960 | AG | 400.00 | MS4 Permit Fee |
| Paid Chk# 005961 | MVEC | 554.89 | Electricity |

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| Paid Chk# 005962 | PHILLIP/MICHELLE KAIRIS | 1,714.00 | NPDES Refund |
| Paid Chk# 005963 | PRIVATE UNDERGROUND | 335.00 | November Utility Locates |
| Paid Chk# 005964 | SCOTT SOIL & WATER CONSV DIST SOUTHWEST SUBURBAN | 1,210.00 | October NPDES Inspections |
| Paid Chk# 005965 | PUBLISHING | 244.84 | Legal Publishing |
| Paid Chk# 005966 | TOM KRAFT | 133.91 | Nov Exp |
| Paid Chk# 005967 | WEBCETERA DESIGNS LLC | 212.50 | Website Mtc Aug-Nov |
| Paid Chk# 005968 | XCEL ENERGY | 12.59 | Acct #51-6509820-6 |
| Paid Chk# 005969 | COLLINS TREE | 1,068.75 | Normandale/Fern/Birch |
| No Check | EFTPS | 1,831.70 | 941 Tax Reporting |
| No Check | PERA | 562.76 | PERA |
| No Check | Anchor | 12.32 | ACH Fees |
| | Total | 86,224.56 | |

13 Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn the meeting. Supervisor Kraft offered a second. Motion passed 5 – 0. The meeting was adjourned at 10:59pm.

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

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