

DENMARK TOWN BOARD MEETING MINUTES
February 2, 2009

SUPERVISORS PRESENT: Steve Kramer, Jim Keller and Kathy Higgins

SUPERVISORS ABSENT: Joe Moore and Gary Dixon

ALSO PRESENT: Engineer Winter

CALL TO ORDER: Meeting called to order @ 7:01 PM by Chair Higgins

AGENDA APPROVAL: Keller added Reuter garage, road striping, Lavelle driveway and Suburban. Higgins added complaint procedures. **Motion Kramer/2nd Keller to approve agenda as amended.**
All In Favor. Motion Carried 3-0

CONSENT AGENDA APPROVAL: **Motion Keller/2nd Kramer to approve consent agenda which includes claims #9075-9093, PERA EFT 95038, payroll ending 02-01-2009 and financial reports.**
All In Favor. Motion Carried 3-0

HEARING DECISION/ZONING ACTIONS: NONE

PUBLIC COMMENT: NONE

Sheriff's Report: Sheriff submitted report to board. Most activity due to Afton Alps business.

Missi-Croix Ruffed Grouse Charitable Gambling: Request for charitable gambling at County Point on 04-06-2009 submitted. **Motion Kramer/2nd Keller to approve charitable gambling request.**
All In Favor. Motion Carried 3-0.

Street Maintenance & Improvement Plan: Engineer Winter submitted 01/28/09 memo to the board regarding street maintenance and Improvement plans. Board preference is to wait until road tour is completed to make decisions about 2009 projects to be completed. Discussion re: concern about committing to a long term plan for road maintenance/improvements given the current uncertain state of the economy and needing to assure that roads don't deteriorate to a point where Township loses investment in roads. Board interested in TKDA submitting a cost proposal for updating road condition ratings which would reflect 2009 condition status. Last condition rating completed in 2002. Engineer will prepare cost proposal.

Homestead Estates Letter of Credit: Letter of Credit expired 12/01/2008. Engineer will contact Frank Femling regarding renewal. Board directed Engineer to update Board regarding any outstanding issues with Homestead estates, including Open Space Inspection fees for 2008.

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Board Of Audit: Clerk submitted receipt and disbursement registers totaling \$597,217 in receipts and \$691,471 in disbursements for 2008. Statement of Receipts, Disbursements and Balances (Schedule 1) for all Township accounts, for the year ending 12/31/2008 was entered into the record. Summary financial information will be submitted for the annual meeting.

Board pulled the following claims at random for review:

Check #9334 May payroll Approved 05/05/08 Claimant- Becky Herman

Check #9475 Claim 8892 Approved 10/06/08 Claimant- Herman Farms & Contracting

Check #9309 April payroll Approved 04/07/08 Claimant- Kathleen Higgins

Check #9465 Claim 8982 Approved 10/06/08 Claimant- Lyla Davies

Check #9217 Claim 8776 Approved 01/07/08 Claimant- TKDA, Inc

Check #9458 Claim 8975 Approved 10/06/08 Claimant- Jim Herman

Motion Keller/2nd Kramer to approve claims audited during the Board Of Audit. All in Favor.

Motion Carried 3-0

Motion Kramer/2nd Keller to approve 2008 receipt/disbursement report (\$597,217 in receipts and \$691,471 in disbursements) as submitted. All In Favor. Motion Carried 3-0

WMO Update: LSCWMO Meeting on 02/11/09 will likely result in the LSCWMO voting to dissolve the organization, and asking the township to ratify dissolution of the LSCWMO, as well as pass a resolution of support to be sent to Washington County. Timeline for Denmark Board action is the 03/02/09 Board Meeting.

Schedule Planning Commission Interviews: There are two vacancies on the Planning Commission (Don Schneider and Bob Barr). The positions have been advertised. Planning Commission interviews set for February 23, 2009 7:00 PM at the Town Hall.

Reuter Garage: Town received MN DNR letter regarding Reuter detached garage bluffline setback variance request. The request is currently under review by both the County and the DNR.

Roads Striping: Discussion re: possible striping on paved roads in the Township.

Lavelle Driveway: Keller viewed Mr. LaVelle's driveway and found that there may be a need to rectify the issue of steepness caused by the Oakgreen paving. Keller will discuss with Dixon.

Complaint Received: Discussion re: complaint received in St. Croix River District. Board consensus to contact Washington County, Dennis O'Donnell to discuss type of enforcement County requires, and request County follow-up. Higgins to contact O'Donnell.

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Complaint Procedure: Board reviewed and revised the 12/03/01 complaint procedure. The revised complaint procedure is as follows:

DENMARK TOWNSHIP
COMPLAINT PROCEDURE

The purpose of this procedure is to provide a consistent and orderly process for handling complaints from a citizen.

1. The citizen sends a signed, written complaint to the Clerk or a Town Board member or may appear in person at a Town Board Meeting.
2. Town Board member(s) visit the site of the complaint to verify there is a legitimate concern.
3. The Clerk will write a letter (e.i. Complaint Letter 1), on behalf of the township, to the complainant asking that the problem be rectified. A copy of the property ordinance is to be included with the letter.
4. In 30 days, same Town Board member(s) inspect site again to see if problem is rectified. Notify Clerk if further action is needed.
5. If further action is needed, the clerk will send a second letter, after notifying the Town Board, (e.i. Complaint Letter 2) on behalf of the Township asking that the problem be rectified and outlining the additional steps that will be taken if the problem is not corrected.
6. If problem is not rectified, additional action involving code enforcement officer and/or Town Attorney may be directed by the Town Board.

Motion Keller/2nd Kramer to approve the revised complaint procedure. All In Favor. Motion Carried 3-0

Rase-Suburban: Court hearing for non compliance of Conditional Use Permit was 01/26/09. Outcome unknown at this time.

St. Croix Ridge Letter of Credit: Town has drawn on Letter of Credit in the amount of \$23,738.

9:24 PM **Motion Kramer/2nd Keller adjourn. All In Favor. Motion Carried 3-0**

Becky Herman
Denmark Township Clerk/Treasurer