

Credit River Township Meeting Minutes February 17, 2009

Call to Order

Chairman Leroy Schommer called the meeting to order at 6:00 pm.

Members Present:

Chairman Leroy Schommer, Vice Chairman Bruce Nilsen, Supervisor Brent Lawrence, Supervisor Tom Kraft,

Members Absent: Supervisor Al Aspengren

Others Present:

Township Clerk Jerry Maas, Township Treasurer Holly Batton, Township Engineer Shane Nelson, Township Attorney Bob Ruppe

Old Business

1) Email Policy (6:02:00 pm)

Supervisor Nilsen presented a copy of a revised policy carried over from the last meeting and noted how the changes reflected how the emails would be gathered from the Township website. He noted that Attorney Ruppe has reviewed this document.

Supervisor Lawrence noted that the policy addressed handling the email mailing list currently being collected.

Supervisor Kraft read comments submitted by Supervisor Aspengren prior to the meeting.

Supervisor Lawrence noting that the language on paragraph 2 ought to be changed to say "officials" in order to include Clerk and Treasurer.

Supervisor Kraft asked about emails from the Attorney and Engineer.

Attorney Ruppe noted that any email coming in, whether it is to the Township computers or a personal computer, it is subject to the Data Practices Act, the law makes no distinction.

Attorney Ruppe emphasized that any emails on personal computer is subject to Data Practices Act.

Supervisor Lawrence asked a question on the last sentence of paragraph 3 related to forwarding emails as it relates to communication between Board members and the Open Meeting Law. Attorney Ruppe suggested that this needed to be revised...

Supervisor Nilsen asked about forwarded (FW) emails, Attorney Ruppe suggested that these be forwarded to a specific individual (non Board Member) in the Township.

Supervisor Lawrence asked if the plan was to rewrite the policy? He indicated that he was a bit uncomfortable at this time to approve the policy until he's had a chance to review it.

Treasurer Batton, presented copies of policies related to this subject from neighboring municipalities.

The Board tabled further discussion on this topic until the next meeting.

2) Update on Building Inspections / Permits (6:13:56 pm)

Clerk Maas noted that he had a discussion with Mr. Horsman and Chairman Schommer and it was felt that the Board was not prepared to undertake further discussion on this topic this evening.

Chairman Schommer also noted that he had a discussion with County Development Director, Mike Sobota who would also like to discuss "building communications" with the Township and Mr. Sobota will be contacting individual supervisors to discuss further.

Clerk Maas indicated that Mr. Horsman also asked if the Board had any questions, he would be happy to review these.

3) Status of Territory Project (6:15:56 pm)

Supervisor Nilsen indicated that he is planning on meeting with Rob Wacholtz from Tradition Development to review some ideas he would like to present. Supervisor Nilsen also noted that he had a discussion with Marty Schmitz at Scott County who is a little uneasy about some portions of the project that are not completed.

Supervisor Lawrence noted that we should add this to the March 2 agenda.

Engineer Nelson stated that he has supplied Mr. Wacholtz with copies of the remaining improvements and corresponding estimated costs. The Township currently has Letters of Credit that are sufficient but not a lot of extra money for warranty coverage. He noted that it is his impression that the SA group would like to LOC to be reduced significantly.

Engineer Nelson indicated that we are only asking for the as-builts to be completed and are not requiring any as-builts to be redone.

Supervisor Nilsen, stated that he had spoke to Gary Laurent, Laurent Development and mentioned that there are charges being incurred by the Township and suggested that Mr. Laurent might not want to incur these charges. Mr. Laurent noted that the bank is now in control and all Mr. Laurent has is un-platted land.

Supervisor Nilsen indicated that any charges incurred would have to be taken from the LOC.

Attorney Ruppe indicated that this has been communicated to representatives of the Territory, but they are resistant to accept responsibility for the Developer's Agreement and that they need to have a plan in place by March 2.

Clerk Maas noted that we are fast approaching the deadline for calling the LOC's and wondered if any preparatory work ought to be done to expedite this process. Attorney Ruppe noted that his office is in a position to complete this paperwork quickly and does not see this as an issue.

Treasurer Batton noted that she had received an email from Mr. Wacholtz who was disputing a number of the escrow charges and wanted them analyzed.

Supervisor Nilsen noted that it appears that the SA Group wanted a great deal of analysis and did not want to pay for this service.

Supervisor Lawrence noted that since we started billing July 1st, the only charges in question would be the two charges after that date.

Supervisor Nilsen recommended that we apply our policy that since the escrow is negative, we are not in a position to review this.

Attorney Ruppe also reminded the Board that the SA group is not the Developer and they really don't have a standing in this matter.

Supervisor Nilsen noted that if Engineer Nelson has completed his assignment in this matter, that the responsibility rests with Mr. Wacholtz to complete the assignment of the Developer's Agreement and resolve the question of the LOC and the Escrow.

4) Discuss Status of Fire Contract (6:41:40 pm)

Supervisor Lawrence noted he, Chairman Schommer along with Treasurer Batton met with representatives of the City of Prior Lake regarding the Fire Contract, The meeting went well, they discussed the terms of the contract, now expected to be a 3-year contract and then self renewing, some enhanced reporting, response times, improving communication between the City and the Township, and some input into the budget process.

Supervisor Lawrence noted that he found the meeting very informative from an operational standpoint and felt that there was an opportunity to discuss this in the next Township Newsletter. He mentioned that the hope is to have an agreement by May 1st.

5) Mowing Advertisements (6:47:25 pm)

Engineer Nelson noted that he has prepared Request for Proposals for Mowing. He asked that we review the dates for reviewing the proposals. It was decided that the proposals would be submitted by 4/2 at 11:00 am for review at the April 6, 2009 meeting.

Any contractor could contact the Township to obtain details. They are combined for mowing the CSTS mound systems, the four Township parks and the road ditches.

Supervisor Kraft asked if it would be better to separate the RFP's noting that the way they were written was a little confusing?

Supervisor Lawrence made a motion to approve the Mowing Advertisements with the noted changes. Supervisor Kraft offered a second, all in favor, motion carried 4 – 0.

The Board recessed until 7:00 pm to allow Mr. Ryan Brandt to prepare for a presentation on the status of the Territory CSTS System.

Ryan Brandt – Ecocheck – Review Status of the Territory CSTS System (7:00:00 pm)

Ryan Brandt, senior scientist, for EcoCheck presented an update Community Septic Treatment System (CSTS) for a number of residents of the Territory who were present this evening.

Supervisor Nilsen made a motion to review this again in June and authorize Ryan to meet with Territory residents to develop a plan. Supervisor Kraft offered a second, all in favor, motion carried 4 – 0.

Minutes of Previous Meeting – February 2, 2009 (8:33:50 pm)

Chairman Schommer called upon Clerk Maas to review the minutes of the February 2nd meeting and called for additions/corrections.

Clerk Maas noted that he had previously received some corrections from the Board and that these are already incorporated in the notes in red.

Clerk Maas noted a change that Treasurer Batton had requested with regard to the discussion on the Fire Contract.

Supervisor Nilsen noted paragraph 2 on page 2, and wished that “emails” be changed to “personal email accounts that had been used in the past” and wanted to emphasize that these would be subject to Data Practices Act.

He wished that the reference to the use of the budgeted item of \$3000 “could be used” for the Township newsletter. Change the word “noted” to “responded”.

Supervisor Nilsen also noted that he recalled a discussion at the end of the meeting where Clerk Maas noted that he attended the SCALE meetings not as a representative of Credit River Township and that bothered him and he wondered what was meant by that comment.

Clerk Maas noted that it came up when his pay sheet was being reviewed and it was noted that he had not charged a meeting fee to attend the SCALE functions. Clerk Maas explained that he had been asked by the Scott County Township Association to attend representing all of the Townships in Scott County along with Mr. Cy Wolf of Sand Creek Township. Clerk Maas noted that in fact one of his first acts as Chair of that organization was to recommend that all of the Townships be invited and in fact Supervisor Nilsen attended a meeting very soon after that was implemented as a representative of Credit River at that time.

Supervisor Nilsen asked if Clerk Maas’s position that he was going to continue to attend on this basis and that he would not be reporting back to the Township on activities. Clerk Maas indicated that he did not view his attendance as not “representing the Township”, but rather as a continuing participant on behalf of all of the Townships.

Clerk Maas noted that SCALE would like to have as many officials participate as would like and that any who would like to attend are welcome.

Supervisor Nilsen indicated that he wanted this noted in the minutes and that the Board would discuss future participation by the Credit River Board, perhaps giving consideration to rotating.

Supervisor Lawrence noted top of page 3, “starting in 2010”. Also page 7, 2nd full paragraph, publish notices Top page 8, motion instead of suggestion

Supervisor Lawrence made a motion to approve the minutes with the noted corrections, Supervisor Kraft offered a second, all in favor, motion carried 4 – 0.

Chairman Schommer asked that more effort be put forth to get the minutes done earlier. Clerk Maas admitted that he struggled with the minutes this time because as he had previously noted there was a lot of rambling discussion, making it necessary to re-listen to topics over and over to finally get the intent.

Citizens Group Report (9:00:00 pm)

Resident Cathy Haugh presented a draft copy of the newsletter now planned to be sent out the week of February 23rd.

Supervisor Lawrence will send the names (First and Last Names) of those individuals with email addresses collected from the website to Mrs. Haugh in order that they might be removed from the mailing list to save postage.

Supervisor Lawrence emphasized that these will be names only since the Web master is keeping email addresses in confidence.

Resident Open Forum (9:05:20 pm)

Chairman Schommer asked if anyone had any comments for this portion of the meeting?

Resident Paul Berscheit inquired about the grading activity taking place on the Pearson farm along 170th Street. He noted that there are no barriers protecting the swamp.

Chairman Schommer will check with Scott Coil and Water Conservation District to see what type of permitting if any might be required.

Clerk's Report (9:08:20 pm)

Clerk Maas noted that he had placed several letters and notices in the Supervisors mail boxes in recent days, none of which he felt needed to be discussed this evening.

1) Seal Coating / Crack Sealing bids

Chairman Schommer noted that he would like to see this presented at the next meeting noting that he thought we ought to cut back on the seal coating plans in favor of the crack filling.

2) County Highway Department Pre-Construction Meeting

Engineer Nelson will be attending this meeting that will review summer construction plans

3) County Plans for Recording Developers Agreements

Attorney Ruppe asked for a copy of this letter.

4) Wells Fargo Contract

Attorney Ruppe noted that he had received a document from Wells Fargo Bank requesting that we adopt a resolution and enter into an agreement with them to serve as Pay Agent / Registrar under terms of our recent bond sale. The fees for the first year will be \$375, subject to change.

Supervisor Nilsen indicated he was uncertain as to what this contract involved and wasn't certain that we were the ones who ought to be signing the contract. He wondered if bonds were being bought and sold, why would the Township be responsible for paying for these services since we bought the bonds and the bank is selling them?

Supervisor Lawrence made a motion to adopt this resolution and enter into the contact with Wells Fargo to provide these services.

Supervisor Nilsen repeated his request for clarification. Attorney Ruppe noted that this is probably commonly accepted.

Attorney Ruppe suggested that this in all probability would be a requirement.

Clerk Maas suggested that Supervisor Nilson contact Brenda Krueger at Springstad and get an explanation.

Supervisor Lawrence withdrew his motion and the Board tabled further discussion until the next meeting.

5) Right of Way Ordinance

Attorney Ruppe reminded the Board that he had recently sent a draft copy of a suggested ordinance for Road Right of Way and that this would be related to the Fee Schedule that had been discussed recently., He would like to suggest that this be taken up at the next meeting.

Treasurer's Report

1) **Resolution on Historical Records (9:24:35 pm)**

Treasurer Batton presented copy of two resolutions she would like to present to the Board for adoption that will allow the Township to forward significant amounts of old

information to the Historical Society. She pointed out that this is not urgent in that these records have been in the hall for decades.

Chairman Schommer asked if the records needed to be categorized prior to forwarding to the Historical Society. Treasurer Batton after noting that the Minnesota Historical Society doesn't want any of this information, that the Scott County Historical Society would like the material and it does not have to be sorted, it can be lumped together.

Supervisor Nilsen asked if a year limit might be established, 20 years, 10 years, etc.?

Supervisor Lawrence asked how we could be in a position to make this decision if we haven't completed the sorting task and suggested that we wait until the Citizen's Advisory Group has finished sorting. He noted that this is a low priority task.

The Board decided to table this until a future meeting.

2) Treasurer Financial Report (9:31:20 pm)

Treasurer Batton presented the January 2009 account balances noting that the capital replacement costs for the CSTS systems have not been transferred as yet.

Treasurer Batton asked if Supervisor Aspengren could assist in obtaining comparative rates at different banks

Supervisor Nilsen made a motion to accept the Treasurer's Report, Supervisor Kraft offered a second, motion carried 4 – 0.

3) Escrow Report (9:35:35 pm)

Treasurer Batton presented the escrow summary.

She noted that we have received a payment on the Scottsview Acres project to bring the escrow to a zero balance, but the developer was not inclined to submit any additional amounts to cover the anticipated work left to be done in the spring.

Supervisor Nilsen asked what the Developer's Agreement required noting that was his understanding that this amount typically is at the discretion of the Board.

Supervisor Nilsen made a motion that the Treasurer request this developer send an additional \$2500 immediately for the escrow account. Supervisor Lawrence offered a second, all in favor, motion carried 4 – 0

Treasurer Batton noted that the Estates of Liberty Creek is still negative.

Supervisor Nilsen noted that the Developer should not have been allowed to change the name on this project since it was already platted as Liberty Creek and he's does not understand how he was allowed a second escrow account.

The Board will discuss this with Mr. Zweber when he comes before the Board next meeting. The Board asked Treasurer Batton to request that he bring the deficient escrow current.

4) Banyon Budget Progress Report (9:39:20 pm)

Treasurer Batton reported that the representative from Banyon came in last week and spent half of the time entering in the starting balances from the audit results. They spent some time reconciling the receipts into the checking account.

Treasurer Batton is hopeful that they will be able to continue training this week. She noted that the coding is very intimidating. They are specifically working on coding the activity of the bonding transactions. She is working on a to-do list that he hopes to complete before the trainer returns.

Treasurer Batton did remind the Board that this activity is above and beyond her normal duties. She has activities that keep her busy such as processing claims for payment and receipts.

Supervisor Kraft asked if this would be enough training.

Treasurer Batton stated that she is not comfortable answering that at this time until she meets with the trainer this week.

Supervisor Kraft wished to emphasize that he would not like to see us delay for the lack of a few more hours of training.

Treasurer Batton responded that she has all of the receipts in for January, she is working on the disbursements and the payroll is a bit elusive. She feels comfortable at this time that progress is being made; she just needs some more time to spend on this.

Supervisor Nilsen inquired as to who the trainer was and Treasurer Batton noted that she was from our auditor's office. The trainer cautioned against using Banyon because they are "software" people, not auditing.

Clerk Maas noted that he was glad that we are making progress on this project. He also wanted to offer an Excel spreadsheet that he has prepared that shows the General Fund budgeted for the year on a monthly basis with the January and February (to date) actual expenses and receipts filled in. He hoped that this would provide some idea of what type of information we could expect once we get the Banyon working.

Clerk Maas noted that using this type of an approach with an "unofficial budget" allows you the flexibility of making modifications as you proceed through the year and this after 12 months of working with this spreadsheet, the budget for the next year is just about complete less any modifications you wish to make.

Treasurer Batton noted that the reporting capabilities of the Banyon system are very good.

Supervisor Lawrence called attention as an example the Supervisor salaries projected at \$5500 per month and that so far we are tracking lower, which is good. He suggested that we need to look at every one of these expenses and try to as best we can to insure that we keep expenses at a minimum. He noted that we hear that the County is cutting back, that we have residents who are unemployed and that we need to insure that we act as stewards of the funds we are charged with.

Supervisor Lawrence also noted that Clerk Maas is slightly over budget so far. Clerk Maas replied that he was aware of this and that he expected to bring this into line in the next two months. He noted that we have yet to arrive at a budgeted amount for the Treasurer for the year.

Treasurer Batton indicated that when Supervisors Aspengren and Kraft met to work on the budget, they simply set the total wage and salary amount. It would certainly be possible to try and break that figure up more. She went on to note that our budgeting work isn't done. The board has not adopted the budgets for the subordinate service districts (SSD's).

Supervisor Nilsen asked how many hours were actually CSTS billing hours in January. Treasurer Batton estimated these to be about 15 hours.

Clerk Maas noted that while he has not shown the "pass troughs" as yet, but they have been minimum recently and that should not be a source of error.

Supervisor Nilsen commented that Clerk Maas has never charged any pass through amounts. Clerk Maas noted that he currently doesn't have significant amounts that could easily be identified and broken out.

Supervisor Nilsen observed that when Clerk Maas was attending meetings on a salary, he should have deducted amounts and charged these to the developers and that this was a mistake on the Clerk's part and the Board should have picked this up.

Supervisor Nilsen asked Treasurer Batton what types of charges she might be able to pass through now.

Treasurer Batton noted that this would be developer related and that was at a minimum at this time.

Supervisor Nilsen noted that people might tend to look at this report and say that everyone made all of this money, but they aren't going to realize that some of this money was passed through to developers and to the CSTS systems.

Clerk Maas noted that these concerns could be refined as we move along.

Supervisor Kraft suggested we separate the development cost for the Banyon system since it's taking such a long time.

Treasurer Batton noted that she spent 190 plus hours in January on various projects and tried to identify these separately. She estimates that her normal duties take 120 to 130 hours per month.

Supervisor Kraft suggested that we use the figure of 120 to 130 hours per month for budgeting purposes and that the additional tasks be accounted for separately.

Supervisor Lawrence noted that we have \$130,000 budgeted for salaries and that as we review these numbers we note some discrepancies.

Treasurer Batton asked how the budget that Clerk Maas was using was determined?

Clerk Maas stated that he tried to apportion the total \$130,000 budgeted amount and to arrive at some estimates.

Supervisor Lawrence expressed a concern that if we keep going at the rate we are going, we will exceed this budget target. Treasurer Batton noted that last month was an unusual month.

Supervisor Lawrence asked the question as to what each of us could do to insure that he meet these expense budgets and he feels that salaries are something we can meet. We can't do anything about snow plowing, etc., but could we meet \$120,000 as a target for the year.

Supervisor Nilsen noted that we arrived at the \$130,000 as a best guess. Clerk Maas noted that we spent approximately \$127,000 last year including pass through amounts.

Supervisor Nilsen noted that we didn't have 5 supervisors last year and while residents may question this expenditure, we can remind them that they are the ones who voted in a five-person board

Supervisor Lawrence noted that we have suggested that we go to one meeting a month and that we can save significantly if we do this.

Supervisor Nilsen noted that historically, there have been times when it has been stated that we weren't getting anything done in one meeting a month. He noted that what now takes us a couple of months to accomplish used to take us a lot longer.

Supervisor Lawrence asked Treasurer Batton when she could expect to start reducing her hours, noting that she has mentioned that she doesn't want to work this many hours.

Treasurer Batton stated that the Credit Rating task is done, the Bonding is done, the Insurance audit is complete, the Financial audit is just about done, so she is hoping to be able to reduce her hours quite a bit, but keeping in mind that the Banyon project isn't complete, she is unable to make a definite commitment at this time.

Treasurer Batton also noted that as far as the one meeting versus the two meetings per month, goes, when we are having only one meeting a month, there are communications concerns with regard to the supervisors being able to talk to one another relative to the open meeting law and also at that time we were going to one o'clock in the morning and that very little is accomplished after 11:00 pm. She is of the opinion that the cost of a second meeting is offset by the benefits. She noted that we could certainly get by without the attorney at the second meeting, but we don't want to cut off our noses to spite our face. The work needs to be done.

Supervisor Lawrence was in agreement that late meetings are non productive, but indicated that he would like to challenge all of the elected officers to try to watch expenditures as much as possible and suggested that as a group we try to meet the goal of \$120,000.

Clerk Maas, noted that in his view there are three phases that we go through regarding our budget. The first is the Levy phase where the residents determine the taxes; the second is the budget phase and interestingly enough, the budget amount always seems to equal the levy amount; and finally the third phase is the operating phase when we actually spend the money and look for ways to save. He noted that while this should be the normal operating procedure, the current economic situation makes it even more important that we be more diligent in this operating phase.

Clerk Maas would recommend that we go back and revisit the budget now and cut all of the un-necessary items. He is suggesting a 10% cut across the board. He noted that this is so serious that some states are considering shutting down the prison systems and not issuing tax refund checks.

Clerk Maas further noted that last meeting that Commissioner Wolf told us they are cutting the county payroll by 2%. As they do so, he would expect that are not thinking about how they can maintain current services, they realize they must begin to cut some non-essential services.

Treasurer Batton disagreed with the process that Clerk Maas outlined earlier noting that the budget is established first to enable the board to present the needs to the residents at the Annual Meeting. Clerk Maas agreed, noting that we did do that last September and if we should call that "phase one", we certainly could and then move through four phases in total.

Clerk Maas noted that at the Annual Meeting we were asked by the residents that if they approved the total tax levy, would it mean that all of the approved money would be spent? They were assured at that time that was not the intention. Clerk Maas asked what the mechanism would be to insure that this total tax allotment would not be spent in its entirety? This is why he is so interested in getting this monthly budget operating in order to insure we will not spend all of the money. He compared it to designing a highway where we start at point A and have the objective of getting to point B. The budget is the means to stay on the highway as you make the trip.

Treasurer Batton noted that it is important to monitor the numbers regularly and that is why she is in favor of the Banyon system,

Supervisor Nilsen noted that he has been on the Board now for five years and as far as watching our wages, he's uncertain as to how we can do this.

Treasurer Batton noted that these are not excessive.

Supervisor Nilsen said if they wanted to, they could go to all kinds of meetings and bill for these. He felt they have been very prudent as to which meetings they have chosen to attend.

Supervisor Lawrence re-emphasized that he would hope that all of our elected officials took these jobs with the intent of "giving back" in some way and that public service was one way of doing this noting that anyone with a full time job would have a no doubt experience a difficult time doing this part time job.

Clerk Maas noted that he had asked for this agenda item and that he was satisfied that we'd covered the items adequately and that suggested we move on.

Treasurer Batton stated that she had additional comments. She checked with a number of our neighboring municipalities and found that monthly budgeting is not something they normally do. They do monthly reporting. Annual budgets are required by Prior Lake, Lakeville, Belle Plaine, Jordan, etc.

Clerk Maas asked if we might think to do a little better than these communities?

Treasurer Batton responded by noting that she believes that reporting on a regular basis is important but the State Auditors office does not require a monthly budget.

Supervisor Nilsen asked if Clerk Maas thought something was way out of whack here and if he was concerned that our budget is out of line?

Clerk Maas stated that this year we need to spend less than last year considering the fact that there is no building activity, and no development taking place. Under these conditions, it is impossible to justify expenditures equal to last year anyway you want to measure it, 5 supervisors, etc, it shouldn't happen. He noted that simply by going to one meeting per month we could effectively reduce expenses, that nothing is so important at this time that would require two meetings. We managed to operate the township for many years with but one meeting each month.

Supervisor Nilsen noted again that at that times the Board was criticized for not getting anything done, He has no problem going to one meeting per month, but felt that once again we'd be getting cided for not getting our work done.

Clerk Maas noted that he felt that if the residents could see that this would reduce expenses they would not be critical. He repeated that we're in a whole different environment from a financial standpoint.

Treasurer Batton noted that according to Tom Wolf, our Commissioner, we are the seventh lowest taxing municipality in the metropolitan area. The City of Savage is the fourth highest and therefore we must be doing something right.

Treasurer Batton also wanted to formally address the fact that she had received an email earlier in the week from a resident questioning some items:

Her response is as follows:

Do we have a budget in place?

The board has adopted a formal budget since 2007. This year a committee was appointed to review previous years' budget and actual numbers and determine what 2009 should be based on the history and our forecasted expenses for roads, etc. The committee met several times and presented their recommendations to the board for input and approval.

If so, who proposed and approved it?

The budget is approved by the board.

Did the auditing firm have any input in designing/implementing the budget?

The auditing firm has to verify a budget is in place as part of the auditing process as well as question variances. They have no role in creating the township's budget.

Treasurer free reign over the checkbook.

The treasurer has no decision making authority. The board approves claims for payment and the treasurer merely signs checks as part of procedure.

Did treasurer ever say she answers to residents?

The treasurer's activities are determined first by state statutes, then the state auditor's office. The treasurer is responsible for getting accurate and timely information to the board of supervisors so they can best make decisions on behalf of the township. The treasurer may be elected by the residents but does not report to the residents.

Hours added up over Dec/Jan

The treasurer has been averaging about 120-130 hours a month doing normal core duties. During December and January there was an insurance audit, coordinating the bonding process and assessment activity, work on a software conversion, preparing for the credit rating process (the results of which saved the township \$25,000), and the annual audit. None of these activities were elective and all had to be performed by someone.

Busy work.

The treasurer has requested assistance so the necessary work can get accomplished. Failure to complete required work is not saving money but rather irresponsibly negligent.

5) Hakanson Lease

Treasurer Batton noted previously that is no longer an issue and asked that it be removed from consideration.

New Business

1) Discuss Annual Meeting Agenda (10:23:13 pm)

Supervisor Kraft suggested that we review the agenda for the upcoming annual meeting. He asked is the Board felt we should pay the elected moderator for the Annual Meeting.

Supervisor Nilsen made a motion to reimburse the moderator for the Annual Meeting in the amount of \$60. Chairman Schommer offered a second, all in favor, motion carried 4 – 0.

There was a discussion regarding the handling of the minutes. The Board requested that the minutes be completed by the April 6th meeting for Board review and they pointed out that the election judges are supposed to sign the minutes within 2 days of the meeting.

In reviewing the items for the agenda, it was determined that Chairman Schommer would present the Road Report.

Supervisor Kraft asked if we would be presenting any information on the status of incorporation or the Fiscal Impact Study. Chairman Schommer mentioned that we

might want to ask the residents when a good date for the open house on the Fiscal Impact study

Supervisor Nilsen noted that he wasn't sure on how much of the agenda the Board actually determines, it was his impression that the residents also set this.

Clerk Maas noted that the recent issue of the MAT newspaper sets guidelines.

Treasurer Batton noted that there are mandatory items that must be covered and she reviewed these.

The Board asked Supervisor Lawrence to summarize the Fiscal Impact Study

Supervisor Nilsen will review the discussions with regard to the Joint Powers Agreement with the City of Savage.

Supervisor Kraft will review the snowplowing activity for this year.

Supervisor Aspengren will work with Treasurer Batton to present some information on the budget.

2) Signs for the Annual meeting

Chairman Schommer noted that we could get two 3 x 8 signs for approximately 60 to 75 each. One placed at the Legends, the other at the Town Hall during Election Day.

3) County Planning Meeting

Supervisor Kraft noted that a meeting is scheduled for March 11th 8:30 to 10:00 am. Supervisor Kraft would like to attend. It was suggested that two supervisors plan to attend this meeting. Supervisor Nilsen will call Brad Davis at the County.

4) SCALE Meeting

Supervisor Kraft noted that he and Chairman Schommer attended the recent SCALE meeting and that they are providing each supervisor with a copy of some of the handouts from that meeting.

Review and Pay Bills

Treasurer Batton asked if Clerk Maas would like to see a copy of her households W2 tax statement?

Clerk Maas indicated he had no interest.

Treasurer Batton commented that it's very offensive and would not like to hear this from other Township residents.

Clerk Maas noted that he has no control over what other township residents say.

Treasurer Batton mentioned that's it's offensive and it's not behavior that befitting an elected official.

Treasurer Batton also asked when the checks that we are signing this evening will go out? She also inquired if they will stay at the Town Hall or will Clerk Maas haul them back and forth between his home and the hall in his truck.

Supervisor Nilsen also asked where the checks were from the last meeting noting that he had heard that they "bounced around" for 4 to 5 days. He further noted that they received some calls from a couple of vendors wondering where their checks were?

Clerk Maas noted that the checks were placed in his Township Filing box like they have been for the last 7 years while he processes them.

Treasurer Batton inquired as to where this box is kept? in my truck, at my home or at the Town Hall?

Clerk Maas noted that several things came up last week and he was very busy taking care of these issues and was unable to get the checks in the mail before Friday morning.

Supervisor Nilsen asked if we shouldn't be a little more diligent in trying to get the checks out to these people?

Clerk Maas noted that he was asked to attend a meeting on Wednesday afternoon to take notes on the Territory project and to transcribe these on Thursday morning in order that the supervisors might have the latest information on this project. He noted that both of these tasks were beyond his normal weekly duties following a meeting and that this put him behind schedule. Clerk Maas noted that he realizes that processing the checks are important and that he does not purposefully delay them.

Supervisor Nilsen noted that Clerk Maas is very quick to be critical of others. Clerk Maas mentioned that he gets this criticism just about every meeting

Supervisor Kraft asked if we have made any progress this year?

Supervisor Lawrence asked is we have a policy as to when the checks are to be mailed.

Treasurer Batton reminded the Board that they have the responsibility to develop written policies and that this topic will come up in the year-end management letter.

Supervisor Nilsen asked Clerk Maas how long it should take to get the checks processed and mailed.

Clerk Maas responded by saying that they should be mailed no later than 7 days after the meeting.

Supervisor Nilsen asked what would happen if the snow plow operators took that attitude.

Chairman Schommer stated that he would like to see the important checks go out immediately.

Clerk Maas stated that in the future, he would try to get the checks out the morning following the meeting as is usually the case.

Supervisor Lawrence remarked that in his opinion, we need to be careful that in the event a spouse of an elected official corresponds with the Township, we can't attribute this to the elected official, noting that Mrs. Maas is a resident, that she asked a question and we can't get mad at Clerk Maas because of this.

Supervisor Lawrence suggested that we treat each other with respect.

Supervisor Nilsen thought the question should have been brought up in the open forum portion of the meeting. It was noted that Mrs. Maas did not stay for the Open Forum.

2/17/2009	4894	Bryan Rock	Rock Purchase	\$	454.00
2/17/2009	4895	MVEC	Electricity	\$	483.19
2/17/2009	4896	One Call Concepts	General Locater Services	\$	107.25
2/17/2009	4897	Collins Tree	Tree Trimming	\$	500.00
2/17/2009	4898	Webcetera Design LLC	Website Work	\$	237.50
2/17/2009	4899	GE Capital	Copier Lease	\$	149.11

2/17/2009	4900	Mike's Septic Service	Septic Pumping	\$	625.00
2/17/2009	4901	ECM Publishing	Legal Advertising-Lakeville	\$	182.00
2/17/2009	4902	Casey Acres Inc	Refund NPDES	\$	2,000.00
2/17/2009	4903	Ehler's & Associates	Fiscal Impact Study	\$	7,251.25
2/17/2009	4904	Integra Telecon	Phone Services	\$	507.09
2/17/2009	4905	Southwest Suburban Publishing	Legal Advertising-Prior Lake	\$	167.81

Adjourn

There being no further business before the Town Board, Supervisor Kraft made a motion to adjourn, Chairman Schommer offered a second, all in favor, motion carried 4 - 0. The meeting adjourned at 11:00 pm.

Submitted By: (s/) Jerald R. Maas
Township Clerk
Credit River Township

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