

# **Credit River Township Meeting Minutes August 16, 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. Consent Agenda**

- 1) Approve Minutes from July 19, 2010 road meeting
- 2) Approve Minutes from August 2, 2010 Board meeting

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. There being none, Supervisor Aspengren made a motion to approve the 2 Consent Agenda items, Vice Chairman Lawrence offered a second, motion passed 5 – 0

## **2. Old Business**

- 1) Integra Franchise Agreement

Vice Chairman Lawrence explained that the final franchise agreement has been reviewed by both attorneys and the Board. Mary Korthour, Vice President and General Manager for Integra Telecom explained that Integra will need approximately 30 days from the date the agreement is signed to get final paperwork complete to begin offering service to residents.

Vice Chairman Lawrence made a motion to approve the Franchise Agreement between Credit River Township and Integra Telecom for cable television. Supervisor Nilsen offered a second. Motion passed 5 - 0

- 2) Territory mowing and sign update

Supervisor Aspengren explained that we are still waiting for an invoice from MN Sod. He further confirmed that the Board received a handout of the final sign design. Rob Waccholz with Traditions stated that the signs have been picked up and an invoice has been submitted. Supervisor Aspengren asked if they are able to submit final accounting. Rob Waccholz explained that there are no updates to what he submitted in June. Supervisor Kraft asked if everything is taken care of. Rob stated that there are some monies allotted for reseeding and overseeding some areas. This will be further reviewed in September.

- 3) Hills of Credit River road project update

Engineer Nelson explained he has put together a list of items requested by the residents. Vice Chairman Lawrence and Engineer Nelson are working over the next couple weeks to gather the information.

Engineer Nelson further explained that he has obtained 2 quotes for soil borings which have been submitted to the Board for review. Vice Chairman Lawrence explained that, at the August 2<sup>nd</sup> board meeting, it was determined that the geotechnical work really needs to be completed to provide the

residents with the most accurate costs for this project. Supervisor Kraft asked Treasurer Batton to really keep track of how much is being spent on this project.

Supervisor Kraft made a motion to accept the NTI quote to drill fifteen (15) standard penetration soil borings advanced to a depth of ten (10) feet at a base proposal price of \$2,800. Supervisor Aspengren offered a second. Motion passed 5 – 0

Supervisor Kraft explained that Prior Lake Blacktop has done an inspection of the roads to provide a cost estimate for repairs to prevent problems with salting and snowplowing this winter. The cost estimate has not been submitted yet but the recommendation is to just do an overlay of the areas to be patched.

Resident Brian Lally asked that a maintenance plan be added to the list of resident requests that Engineer Nelson has prepared. Supervisor Kraft explained that he wants it clear that we can have a maintenance plan but we still have to be able to fund it.

### **3. Resident Open Forum**

Resident Brian Lally asked for clarification on the process when a tree falls into the roadway. Chairman Schommer explained that it is the landowner's responsibility to have the tree cleared away if it was on the owner's side of the ditch.

### **4. Engineer's Report**

#### 1) Stonebridge invoice from Witt

Engineer Nelson explained that an invoice has been submitted from Witt Construction for \$400 to repair the flow meter panel in Stonebridge and recommends approval of this invoice. Supervisor Kraft made a motion to approve the invoice for \$400 to repair the flow meter panel in Stonebridge. Supervisor Nilsen offered a second, motion passed 5 – 0

#### 2) Progress invoice from Gopher State Sealcoat

Engineer Nelson explained that a progress invoice from Gopher State Sealcoat has been submitted to the Board for review.

### **5. Treasurer's Report**

#### 1) EcoCheck Territory Charges

Two Territory EcoCheck SSD charges were identified by Ryan Brandt as being LOC charges but because the board had previously said that no LOC charges were to be made unless pre-approved, Treasurer Batton requested the board determine what fund would be responsible for the following two charges:

- a) \$1450.54 charges from EcoCheck for placing steel posts around mound pipes at Territory CSTS 2 & 3 should be a LOC expense, not an SSD expense per the board.
- b) June EcoCheck charges of \$1768.22 for repairing a recirculation pipe and broken dosing lines were not an LOC expense but a SSD expense per the board.

#### 2) EcoCheck MHSP Charges

The board determined that the June EcoCheck of \$919.46 for replacing an effluent pump was an operating fund expense and not a capital reserve expense because it does not meet the policy dollar threshold.

#### 3) Gopher One Utility Mapping Issue

The township has been charged for utility locates that are quite a distance from either MHSP or Stonebridge SSDs. Supervisor Nilsen offered to research the issue.

#### 4) Developer Agreements – who is responsible for monitoring compliance

Clerk Haugh was asked to review and consider handling this responsibility for the township.

5) Pledged Security Release for Merchants Bank

Chairman Schommer signed the document as a second signer in the event the treasurer is not available to release the collateral for Merchants Bank.

6) Address Banyon Accounting Software resident concerns

At the last meeting, resident Jerry Maas expressed some concerns regarding the accuracy of the Banyon reporting. Treasurer Batton stated that there is only one report that was not accurate and that was because it was being customized to meet Supervisors Aspengren and Kraft's requests for formatting. This was completed with the last Banyon software upgrade.

Treasurer Batton stated that she will input the budget information however directed by the board but needs that direction before doing so. It is her recommendation that budget information is entered as an annual amount and reviewed monthly. The current format is a little of monthly, seasonally, and annually – which makes the report results inconsistent.

Supervisor Kraft stated that he wasn't sure of the benefit of entering budget information in a monthly format and to do so would create additional work.

The board agreed that each board member should sit down with the treasurer and go over this report so they understand and are familiar with what it contains.

7) Treasurer Report Monthly Review Process

Chairman Schommer would like the Treasurer Report monthly review to be a rotating board member responsibility. This will help insure that all board members are familiar with this information. This will start in September and Supervisor Nilsen volunteered to start the rotation with one of the current Finance supervisors.

8) Transfer Funds

Treasurer Batton requested Board approval to transfer \$25,000 from savings to checking. Supervisor Kraft made a motion to transfer \$25,000 from the savings to checking account. Supervisor Nilsen offered a second. Motion passed 5 – 0

**6. New Business**

1) CSTS Tank Inspections

Chairman Schommer explained that this item was added to the Agenda to discuss the recent notification from Scott County that they are no longer doing CSTS new tank inspections in Credit River. Supervisor Aspengren explained that he, Vice Chairman Lawrence, Clerk Haugh, Engineer Nelson and Ryan Brandt with EcoCheck had a meeting to discuss the process for inspections going forward. Supervisor Aspengren asked the Board to review the email they received from Al Frechette with Scott County Environmental Planning. Ryan Brandt will follow up with the Minnesota Pollution Control Agency (MPCA) and report back to Supervisor Aspengren and Clerk Haugh with his input on this inspection process going forward and will work directly with the tank contractors on any inspections during this interim. The County was charging \$110 for this inspection and Ryan Brandt indicated he could do the inspection for \$80-\$90. Supervisor Kraft asked how the inspection fee that the county was collecting will be collected for EcoCheck's inspections. Clerk Haugh will follow up with Ryan Brandt regarding the two inspections needed during the interim and how to collect the fee for them. Supervisor Aspengren, Engineer Nelson and Clerk Haugh will review the County and Township fee ordinances and consider an amendment to the township ordinance.

2) 2011 Budget

Treasurer Batton reminded the Board of her request at the August 2<sup>nd</sup> board meeting to review their 2011 budget line items and consider any budget line items that may need to be added.

Engineer Nelson provided an overview of what has been completed in the past and recommended that the 5 Year Road Maintenance Manual completed in 2008 be updated. Treasurer Batton stated that money has been put aside to update the inventory every year.

Supervisor Kraft recommended to the Board that Engineer Nelson prepare the numbers for next year's Capital Improvement Plan. He explained that it will take approximately 20 hours for Engineer Nelson to complete this. Resident Dave Brunello asked the Board what percentage of the 2008 plan was actually executed. Engineer Nelson stated that in 2008 approximately 70% was executed and in 2009 a little higher percentage. He further explained that in 2010 195<sup>th</sup> Street was removed for re-evaluation. Supervisor Kraft explained that the plan is reviewed every year.

Supervisor Kraft made a motion to direct Engineer Nelson to update the Capital Improvement Plan and come up with a schedule of roads that need to be repaired not to exceed a cost of \$4,500. Supervisor Nilsen offered a second. Motion passed 5 – 0

Vice Chairman Lawrence stated that he is disappointed that not all Board members were able to provide their budget input to Treasurer Batton prior to this meeting. The Board set a budget workshop for Monday, August 30, 2010 at 6pm and all Board member budget input should be provided to Treasurer Batton by August 27<sup>th</sup>.

## 7. Review and Pay Bills

| Check Number      | To                          | Amount           | Comments                       |
|-------------------|-----------------------------|------------------|--------------------------------|
| Paid Chk# 000063E | ANCHOR BANK                 | 10.80            | Bank ACH Fees                  |
| Paid Chk# 005733  | COLLINS TREE                | 1,710.00         | Normandale Tree Cutting        |
| Paid Chk# 005734  | ECOCHECK                    | 11,338.56        | July CSTS O&M                  |
| Paid Chk# 005735  | ERIK STEENBERG              | 1,935.00         | Refund NPDES escrow 7047 165th |
| Paid Chk# 005736  | GOPHER STATE ONE CALL       | 21.75            | Utility Locates July 2010      |
| Paid Chk# 005737  | GOPHER STATE SEALCOAT INC   | 2,165.40         | Progress Crack Filling Billing |
| Paid Chk# 005738  | HAKANSON ANDERSON ASSOC INC | 6,153.00         | July Engineering Charges       |
| Paid Chk# 005739  | INTEGRA TELECOM             | 581.64           | Phone Service                  |
| Paid Chk# 005740  | KA WITT CONSTRUCTION        | 400.00           | Stonebridge Flow Meter         |
| Paid Chk# 005741  | SCOTT COUNTY TREASURER      | 4,554.84         | Refund Settlement Fiscal Dispa |
| Paid Chk# 005742  | WEBCETERA DESIGNS LLC       | 212.50           | May through July Webservices   |
| Paid Chk# 005743  | LENNAR CORPORATION          | 1,053.00         | Access Refund                  |
| Paid Chk# 005744  | PRIOR LAKE BLACKTOP, INC.   | 8,394.00         | Blacktop Repair                |
| Paid Chk# 005745  | KA WITT CONSTRUCTION        | 1,370.00         | Territory Retainage            |
|                   | <b>TOTAL</b>                | <b>39,900.49</b> |                                |

## 8. 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 5 – 0. The meeting was adjourned at 8:51 pm.

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

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