

Credit River Township Board Meeting Notes

August 1, 2011, 6pm

Call to Order:

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

Members Present:

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

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Sarah LeVoir, Township Engineer Shane Nelson, Township Attorney Bob Ruppe

1 Approve or Amend Agenda

Chairman Lawrence asked if any Board member would like to add or remove anything on the Agenda. Clerk Haugh requested that the Nevada lot split item under New Business be moved to the beginning of the Agenda. Supervisor Schommer requested that Tree Trimming update be added to Road Report.

2 Consent Agenda

- 1) May 2, 2011, May 17, 2011, June 6, 2011 and July 6, 2011 Board Meeting Notes
- 2) June 2011 Treasurer Report
- 3) July 2011 Developer's Escrow Statements

Vice Chairman Nilsen made a motion to approve items 1-3 on the Consent Agenda. Supervisor Kraft offered a second, motion passed 5 – 0

3 Open Forum

Kathryn Blume, 20726 Nevada Avenue, provided an overview of her lot split request that will go before the Scott County Planning Committee on September 12, 2011. She is requesting the Board consider this a hardship case when considering any fees associated with Township review and approval. The Board determined that the Blumes will pay a \$500 escrow tonight for any consultant fees that may be incurred while reviewing this project.

Joe Miller, 19050 Edgewood Lane, explained that Scottview Park is in need of some repairs to the paver walls and infield. He also requested a picnic table for this park.

4 Old Business

- 1) Approve Territory Work Agreement

Supervisor Kraft provided an overview of the remaining work and warranty agreement that has been reviewed by Township Attorney Bob Ruppe and Township Engineer Shane Nelson. Rob Wacholz with Traditions Development/SA Group and Greg Halling with Halling Engineering further explained the plans with the remaining work on mounds 2 and 3 and the remaining CSTS mounds in the undeveloped areas and will present this final plan to the Board before September 1, 2011. Rob Wacholz will contact the MPCA to make sure these plans meet their requirements. Attorney Ruppe clarified that once the contract is complete, any remaining money will be returned to SA Group. Treasurer LeVoir pointed out a \$25 difference in the amount listed in the existing Letter of Credit. Supervisor Schommer recommended the whole development be shouldered and will obtain pricing quotes for this work.

Supervisor Kraft made a motion to approve the amended and restated Territory Remaining and Warranty Agreement for Territory mounds 2 and 3 contingent upon the MPCA approval of the Township's plan to provide minimum improvements needed to prepare CSTS #2 and #3 to serve existing lots and also contingent upon attorney review and approval of the contract's final language and Township shouldering the roads in an amount not to exceed \$20,000 without the prior approval of SA Group, Vice Chairman Nilsen offered a second, motion passed 5 – 0

2) Approve Prior Lake Fire Contract

Vice Chairman Nilsen and Chairman Lawrence provided an overview of the final Contract that has been reviewed by the Board.

Supervisor Schommer made a motion to approve the Prior Lake Fire Contract, Supervisor Novak offered a second, motion passed 5 – 0

3) Road re-construct Assessment Policy update

The Board discussed the updated information provided by Engineer Nelson and also discussed bonding and other financing options and the various costs associated with all options. Treasurer LeVoir is preparing calculations for the September 12th Continuance of the Annual Meeting. This item will be placed the September 6th Board meeting Agenda as Road Reconstruct Guidelines.

4) Cress View Estates update

Engineer Nelson explained that the final 2 items, the gravel cul-de-sac and wetland requirements, have been completed and the remaining \$13,500 Letter of Credit funds can now be released but the remaining \$41,500 in escrow funds should not be released at this time.

Supervisor Schommer made a motion to reduce the Cress View Estates Letter of Credit by \$13,500. Vice Chairman Nilsen offered a second, motion passed 5 – 0

5) Position statement – form of government

Chairman Lawrence prepared a formal statement regarding the Board's form of government decision and requested the Board review it and provide input by August 7th for presentation at the September 12th Reconvene Annual Meeting. This item will be placed on the September 6th Board meeting Agenda.

6) Snow plow contract update

Chairman Lawrence explained that he has been working on a 3 year snow plow contract and is awaiting some cost information from vendors. This item will be placed on the September 6th Board meeting Agenda for Board approval.

7) Krieger pond grading update

Supervisor Kraft explained that Mr. Krieger has submitted a security bond in the amount of \$15,000 and an acknowledgement that he will not interfere with the Township while the work is being completed. Engineer Nelson recommended that a memo be sent out giving the green light to continue.

8) Office technology update

Supervisor Novak updated the Board on the status of the Treasurer's new computer system and recommended that \$1,000 be budgeted to update the Clerk's computer in 2012.

5 Road Report

1) 167th St. E. drainage update

Supervisor Kraft updated the Board on the status of the repair work and explained that a \$600 escrow payment has been received from Mr. Jensen.

2) 195th Street update

Engineer Nelson provided an overview of the Engineer's Estimate and the Board discussed the engineer findings and reviewed the contractor estimate. The Board further discussed timing of this project in relation to the County Road 91 roundabout project and discussed whether or not this project should be postponed until 2012 when the roundabout project is complete. Attorney Ruppe confirmed that another improvement hearing would need to be held if the project rescheduling goes beyond six months.

Vice Chairman Nilsen made a motion to approve the Resolution Approving Plans and Specifications for the 195th Street Overlay Project and table the project until January 2012 due to the construction of the County Road 91 roundabout. Supervisor Novak offered a second, motion passed 5 – 0

Engineer Nelson further clarified that the Assessment Hearing scheduled for 8:15pm on August 30, 2011 will also be postponed.

3) Boone/Highpoint update

Engineer Nelson provided an overview of the Engineer's Estimate and the Board discussed the engineer findings and reviewed the contractor estimate. The Board decided to send a letter to the resident at 20301 Boone Avenue requesting he remove the trees in has planted in the right away and further request that he no longer use the cul-de-sac for staging. Chairman Lawrence will write the letter.

Supervisor Kraft made a motion to approve the Resolution Approving Plans and Specifications and Ordering Advertisement for Bids contingent on the Engineer modifying the Plans and Specs as outlined by the Town Board, Vice Chairman Lawrence offered a second, motion passed 5 – 0

4) 204th Street paving

Supervisor Kraft explained that he has received a request from a resident to have this road paved. Township Attorney Ruppe explained the petition process as best practice and Supervisor Kraft will report back to the resident that the Board is requesting a formal petition before making any decisions regarding this request.

5) General road repair update

Supervisor Kraft reviewed the general repair projects list and distributed a map of the roads scheduled for overlays. He explained that he is waiting to hear back from Spring Lake Township regarding cost sharing the Prairie Hills project which is scheduled for August 4, 2011.

Supervisor Schommer made a motion to sealcoat Prairie Hills and have the 2 Summer roads Supervisors contact the Spring Lake Township Board again, Chairman Lawrence offered a second, motion passed 5 – 0.

6) Tree trimming update

Supervisor Schommer updated the Board on the status of tree trimming.

6 Treasurer's Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$85,000 from the savings account to the checking account. Supervisor Novak offered a second, motion passed 5 – 0

2) Budget

Treasurer LeVoir reviewed the updated 2012 budget report and the Board discussed the individual line items. The Board scheduled a 2nd Board meeting for August 15, 2011 at 6pm to discuss the budget further.

3) 941 taxes

Treasurer LeVoir explained the process for preparing 941 taxes and the costs associated. She further proposed that she prepare this paperwork and the Township no longer pay an outside firm to prepare this paperwork effective January 1, 2012.

Vice Chairman Nilsen made a motion to authorize Treasurer LeVoir to prepare the 941 Tax paperwork effective January 1, 2012, Supervisor Kraft offered a second, motion passed 5 – 0

4) Escrow warranties – expiring October

The Board discussed the escrow warranties for Scottview Acres for \$16,800 and Thoroughbred Acres for \$42,250 that are expiring in December 2011.

Supervisor Schommer made a motion to authorize Engineer Nelson to do an inspection of both developments. Vice Chairman Nilsen offered a second, motion passed 5 – 0

5) 90 day Review

The Board discussed the 90 day wage review and scheduled a performance review for October 2011.

Chairman Lawrence made a motion to increase the Treasurer hourly rate from \$22 per hour to \$24 per hour effective August 1, 2011. Supervisor Novak offered a second, motion passed 5 – 0

7 New Business

1) Scottview Park play area

Chairman Lawrence reviewed the work needed to be done to remove and rebuild the retaining wall and the Board reviewed the quote from DB Services to perform this work.

Supervisor Kraft made a motion to approve the estimate from DB Services for \$2,850 to remove and rebuild the rock retaining wall, Vice Chairman Nilsen offered a second, motion passed 5 – 0

2) EcoCheck/Natural Systems Utilities name change

Supervisor Novak made a motion to authorize assignment of the EcoCheck contract to Natural Systems Utilities, LLC, Supervisor Schommer offered a second, motion passed 5 – 0

3) South Passage tree planting

The Board discussed the costs associated with this issue.

Supervisor Kraft made a motion to submit the bill for \$777.99 to resident Adam Beck and give him until August 31, 2011 to pay the bill or it will be added to his CSTS bill, Supervisor Novak offered a second, motion passed 5 – 0

8 Review and Pay Bills

Checks	Paid To:	Amount:	Comments:
Paid Chk# 006257	MINNESOTA REVENUE MW5	87.53	State WH 2nd qtr underpaid
Paid Chk# 006258	AL NOVAK	693.47	July Srv pd in Aug
Paid Chk# 006259	BRENT LAWRENCE	910.48	July Srv pd in Aug
Paid Chk# 006260	BRUCE NILSEN	806.69	July Srv pd in Aug
Paid Chk# 006261	CATHY HAUGH	1,703.41	July Srv pd in Aug
Paid Chk# 006262	LEROY SCHOMMER	910.48	July Srv pd in Aug
Paid Chk# 006263	SARAH LEVOIR	1,836.44	July Srv pd in Aug
Paid Chk# 006264	TOM KRAFT	873.44	July Srv pd in Aug
Paid Chk# 006265	ANANTOLIY/LYUBOV LYSENKO	1,000.00	NPDES Escrow Refund 17296 Case
Paid Chk# 006266	ART JOHNSON TRUCKING INC	1,243.36	Hauling
Paid Chk# 006267	BRENT LAWRENCE	103.31	July Exp Reimbursement
Paid Chk# 006268	BRUCE NILSEN	38.50	July Exp Reimbursement
Paid Chk# 006269	CENTERPOINT ENERGY	12.83	Acct#5179787-6 Town Hall Gas

Paid Chk# 006270	CERTIFIED RECYCLING	40.00	Refuse disposal
Paid Chk# 006271	COLLINS TREE	6,198.75	Remove 3 tree stumps - Creekwo
Paid Chk# 006272	DALE KUCHINKA	1,628.00	Ditch mowing 44 miles @ \$37 pe
Paid Chk# 006273	DELL MARKETING L.P.	2,239.77	Treasurer Computer
Paid Chk# 006274	DENNIS KAROW	1,145.43	Mowing Townhall July 2011
Paid Chk# 006275	DUSTCOATING INC	1,080.00	1,500 gal dust control
Paid Chk# 006276	ECM PUBLISHERS INC	70.00	Agenda
Paid Chk# 006277	ECOCHECK	10,374.58	June 2011 CSTS O&M
Paid Chk# 006278	GE CAPITAL	149.64	Billing ID 90133958320 - Copie
Paid Chk# 006279	GOLIATH HYDRO-VAC INC	375.00	Cty Rd 8 and France - jet culv
Paid Chk# 006280	GOPHER STATE ONE CALL	155.10	Annual member fee
Paid Chk# 006281	GOPHER STATE SEALCOAT INC	31,367.50	Crack Filling
Paid Chk# 006282	HAKANSON ANDERSON ASSOC INC	7,969.33	Lower 167th St Drainage
Paid Chk# 006283	HALLING ENGINEERING, INC	632.00	CSTS completion work
Paid Chk# 006284	INTEGRA TELECOM	510.56	Townhall phone
Paid Chk# 006285	JB WOODFITTER AND ASSOCIATES	1,727.00	NPDES Escrow Refund 7154 169th
Paid Chk# 006286	KRAEMER & SONS INC	1,519.00	NPDES Escrow Refund 18827 Mead
	KRAEMER MINING& MATERIALS INC	479.50	Gravel for roads
Paid Chk# 006287	LENNAR CORPORATION	1,800.00	Access Refund 21776 Sagewood C
Paid Chk# 006288	LEROY SCHOMMER	18.32	July Exp Reimbursement
Paid Chk# 006289	MARK/EMILY PAHL	883.00	NPDES Escrow Refund 6185 217th
Paid Chk# 006291	MATIT	3,639.00	MATIT 7/1/11 thru 7/1/12
Paid Chk# 006292	METRO SALES , INC.	106.00	Copier Service Fee 4/3/11-6/27
Paid Chk# 006293	MICHAEL TUTEWOHL HOMES INC	1,948.00	NPDES Escrow Refund 16275 Webs
Paid Chk# 006294	MIKES SEPTIC	547.50	Townhall pumping
Paid Chk# 006295	MINNESOTA REVENUE MW5	70.44	State WH
Paid Chk# 006296	MSC	7,444.96	Mowing Territory
Paid Chk# 006297	MVEC	639.74	Acct#777628301 Townhall Electr
Paid Chk# 006298	PRIOR LAKE BLACKTOP	0.00	CHECK VOIDED
Paid Chk# 006299	ROVE PEST CONTROL	80.16	Quarterly pest control service
Paid Chk# 006300	SARAH LEVOIR	154.61	July Exp Reimbursement
	SCOTT SOIL & WATER CONSV DIST	2,056.50	June 2011 Building Site Inspec
Paid Chk# 006301	SOUTHWEST SUBURBAN PUBLISHING	452.12	195th Street Project legal pub
Paid Chk# 006302	TOM KRAFT	648.71	July Exp Reimbursement
Paid Chk# 006303	VALLEY POOL & SPAS	974.00	NPDES Escrow Refund 18827 Mead
Paid Chk# 006304	XCEL ENERGY	12.76	Acct #51-6509820-6 St. Francis
Paid Chk# 006305	BOHNSACK & HENNEN EXCAVATING	1,509.38	Shouldering/Repairs/SP Trees
Paid Chk# 006306	Anchor Bank	20.02	ACH Fees June 2011
No Check	EFTPS	1,237.69	FICA/Medicare/Fed WH
No Check	EFTPS	30.28	FICA First Qtr underpaid
No Check	PERA	385.91	PERA

Total Checks Paid

102,540.20

9 Adjourn

There being no further business before the Town Board. Chairman Lawrence made a motion to adjourn the meeting. Supervisor Novak offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:58pm.

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

Approved By: (s/) Brent Lawrence
Chairman Board of Supervisors
Credit River Township