

Credit River Township Board Meeting Notes

September 6, 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

1 Approve or Amend Agenda

Chairman Lawrence asked if any Board member would like to add or remove anything on the Agenda. Supervisor Schommer added Territory Update under Old Business. Chairman Lawrence requested removing Township Parks – Request for Athletic Practice Sites under Old Business.

2 Consent Agenda

- 1) August 1, 2011 and August 15, 2011 Board Meeting Notes
- 2) July 2011 Treasurer Report
- 3) August 2011 Developer's Escrow Statements

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

3 Open Forum

Resident Jerry Maas asked if there will be an opportunity for resident input during the 2012 Budget discussion under Treasurer's Report.

4 Old Business

- 1) Road Re-Construct Guidelines

Engineer Nelson provided an overview of the updated 5-Year Capital Improvement Plan and requested the Board review it and approve it at the October Board meeting.

- 2) Cress View Estates Cul-de-Sacs

Ted Kowalski with On-Site Marketing – JB Woodfitter reviewed the estimate he received from Prior Lake Blacktop and will come back and present a new estimate that splits out the two cul-de-sacs at the October 3, 2011 Board meeting.

- 3) Position Statement – Form of Government

Chairman Lawrence explained the statement has been reviewed by the Board and will be posted on the website.

- 4) Snowplow Contract

Chairman Lawrence explained the Contracts for the 2011-2012 snow season are finished and ready to be signed. The Board reviewed the equipment pay schedule. Supervisor Schommer requested that Motor Grader with wing specify at 150 hp.

Vice Chairman Nilsen made a motion to approve the 2011-2012 Snow Plow Contracts with Art Johnson Trucking and Gallagher's Inc. Supervisor Schommer offered a second, motion passed 5 – 0

5) Nevada Avenue Lot Split

Vice Chairman Nilsen updated the Board regarding Engineer Nelson's findings. He recommends the Board move this recommendation forward to Scott County with conditions for the Scott County Planning Meeting scheduled for Monday, September 12, 2011. The Board discussed the request to consider this a hardship case and defer the lot split and turn lane/bypass fees until the lots are sold. The Board reviewed the Payment Agreement drafted by Township Attorney Ruppe. Vice Chairman Nilsen will work with Attorney Ruppe to finalize the Agreement.

Supervisor Kraft made a motion that the Township agree to waive the lot split fee of \$2,500 and turn lane/bypass fees of \$2,200 until lots are sold at 0% interest, contingent upon items 1-3 of Township Attorney's memorandum dated August 31, 2011 be completed and upon Township Attorney Ruppe review for Velvet Green, Supervisor Novak offered a second, motion passed 5 – 0

Vice Chairman Nilsen made a motion to submit a Recommendation to Scott County contingent upon items 1-3 of Township Engineer's memorandum dated August 31, 2011 be completed and upon Township Attorney Ruppe review, Supervisor Kraft offered a second, motion passed 5 – 0

6) Annual Meeting

The Board discussed the Agenda for September 12th and determined that Township Attorney Ruppe does not need to be present at this meeting.

7) Territory Shouldering Update

Supervisor Schommer updated the Board on the status of shouldering.

5 New Business

1) 210th Street Lot Split

Resident Bob Nichols, 7190 210th Street and realtor Tom LaBeau distributed the preliminary plat and Land Use Permit for Board review and requested hardship consideration. The Board explained the fee process and fund distribution of the lot split fees and turn lane/by pass fees. Clerk Haugh will place this item on the October 3, 2011 Board Meeting Agenda for a Recommendation to Scott County for their October planning meeting. The Board requested a \$500 escrow for Engineer and Attorney work and review. to be paid by September 9, 2011. Supervisor Novak and Vice Chairman Nilsen will take the lead on this project.

6 Road Report

Supervisor Kraft updated the Board on current road work including the 167th Street East culvert project and the patching on 170th Street.

Supervisor Kraft made a motion to accept the Resolution Accepting Bid and Awarding Contract to Prior Lake Blacktop in the amount of \$60,344.83 for the Boone Avenue Highpoint Trail road overlay project. Vice Chairman Nilsen offered a second, motion passed 5 – 0

The Board discussed the trees that need to be removed by the resident who planted them in the right of way areas and the Board will make a decision on how to go forward at the September 12, 2011 Board meeting. Clerk Haugh will add this item to the Agenda posted on the Hall Public Notice Board. Engineer Nelson explained that a decision regarding the Hills of Credit River project will need to be made at the October 3, 2011 Board meeting to keep things on schedule for 2012.

7 Engineer's Report

1) Sealcoating Pay Estimate

Engineer Nelson requested payment of \$84,640.00 to Pearson Brothers. Supervisor Schommer made a motion to approve the invoice from Pearson Brothers in the amount of \$84,640.00. Supervisor Kraft offered a second, motion passed 5 – 0

2) Territory CSTS Locates

Engineer Nelson explained to the Board the change in process and recommended the Township retain Private Underground to do the locates.

Vice Chairman Nilsen made a motion to contract with Private Underground for the locates in the Territory effective upon Engineer Nelson validating the polygons and for Engineer Nelson to notify Gopher One State of this change effective October 1, 2011, Supervisor Novak offered a second, motion passed 5 – 0

8 Treasurer’s Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$255,000 from the savings account to the checking account. Supervisor Schommer offered a second, motion passed 5 – 0

2) Audit Proposal

Treasurer LeVoir explained that the proposal does not lock us in to a 3 year contract and she is requesting the Board Chair sign and date the offer letter from Abdo, Eick and Meyers.

Supervisor Kraft made a motion to retain Abdo, Eick and Meyers for the 2011 Township Audit at a cost \$17,888.00. Supervisor Novak offered a second, motion passed 5 – 0

3) Merchants CD Maturing

Treasurer LeVoir provided an update and the Board discussed the withdrawal and deposit process.

Vice Chairman Nilsen made a motion to authorize Treasurer LeVoir and Chairman Lawrence to withdraw the Merchants Bank CD in the amount of \$153,331.38 and transfer this amount to the savings account, Supervisor Schommer offered a second, motion passed 5 – 0

4) Withholding Tax Update

Treasurer LeVoir explained the tax withholding process and payment plan going forward.

5) 2012 Budget/Levy

Treasurer LeVoir provided an overview and the Board discussed the 2012 Budget Report that Treasurer LeVoir distributed. The Board further discussed the recommended a 2012 tax levy amount of \$1,150,000.00. Clerk Haugh will post the report on the Website and make 50 copies for the September 12, 2011 Meeting.

Chairman Lawrence opened up the discussion to the residents. Resident Jerry Maas asked that the Board take a final vote on their recommended levy amount so residents know where each Board member stands alone with regard to the levy dollar amount recommendation. Jerry Maas further recommended that the resident tax levy vote be by paper ballot rather than a raise of hands.

Supervisor Kraft made a motion that the board recommend the 2012 tax levy be set at \$1,150,000.00. Supervisor Schommer offered second, motion passed 5 – 0

9 Review and Pay Bills

Checks	Paid To	Amount	Comments
Paid Chk# 000102E	Anchor Bank	13.28	ACH Fees for July
Paid Chk# 000103E	EFTPS	1,311.55	FICA 4.2/Medicare/FED WH
Paid Chk# 000104E	PERA	423.22	PERA
Paid Chk# 006307	PRIOR LAKE BLACKTOP, INC.	23,808.00	Patching-Wagon Wheel, Fern, Ly
Paid Chk# 006308	AL NOVAK	888.44	August Srv pd in Sept

Paid Chk# 006309	BRENT LAWRENCE	919.91	August Srv pd in Sept
Paid Chk# 006310	BRUCE NILSEN	806.69	August Srv pd in Sept
Paid Chk# 006311	CATHY HAUGH	1,703.41	August Srv pd in Sept
Paid Chk# 006312	LEROY SCHOMMER	1,099.18	August Srv pd in Sept
Paid Chk# 006313	SARAH LEVOIR	2,177.84	August Srv pd in Sept
Paid Chk# 006314	TOM KRAFT	761.35	August Srv pd in Sept
Paid Chk# 006315	AL NOVAK	67.88	August 2011 Exp Reimbursement
Paid Chk# 006316	ART JOHNSON TRUCKING INC	1,499.88	August 2011 Road Mtc
Paid Chk# 006317	BRENT LAWRENCE	67.71	August 2011 Expense Reimburse
Paid Chk# 006318	CATHY HAUGH	6.03	August Exp Reimbursement
Paid Chk# 006319	CENTERPOINT ENERGY	12.83	Acct#5179787-6 Town Hall Gas
Paid Chk# 006320	CERTIFIED RECYCLING	135.00	T.V. Disposal
Paid Chk# 006321	CJ/ERIN MARKER	818.00	NPDES Escrow Refund 20206 Lynn
Paid Chk# 006322	COLLINS TREE CONTECH CONSTRUCTION PRODUCTS	534.38	Remove lightening damaged tree
Paid Chk# 006323		619.13	167th Street Drainage
Paid Chk# 006324	COURI MACARTHUR & RUPPE	2,527.50	Legal Fees
Paid Chk# 006325	DB SERVICES	3,000.00	Remove wall & rebuild 65ft of
Paid Chk# 006326	DELL MARKETING L.P.	21.41	Treasurer Computer
Paid Chk# 006327	DENNIS KAROW	1,431.79	TH Mowing/Park Mowing
Paid Chk# 006328	ECM PUBLISHERS INC	196.00	Agenda 8/15/11 Board Mtg
Paid Chk# 006329	ECCHECK	33,086.92	July 2011 O&M
Paid Chk# 006330	GALLAGHERS	1,750.00	Rebuild catchbasin - Eagleview and Legends
Paid Chk# 006331	GE CAPITAL	149.64	Copier Expense Billing ID 9013
Paid Chk# 006332	HAKANSON ANDERSON ASSOC INC	11,370.53	Engineering Fees
Paid Chk# 006333	INTEGRA TELECOM	510.36	Phone
Paid Chk# 006334	JB WOODFITTER AND ASSOCIATES	900.00	Access Refund 7154 169th St E
Paid Chk# 006335	KRAEMER & SONS INC	900.00	Access Refund 18827 Meadow Vie
Paid Chk# 006336	KRAEMER MINING& MATERIALS INC	790.32	Territory Shouldering
Paid Chk# 006337	LENNAR CORPORATION	22,988.00	Access Refund/NPDES Refunds
Paid Chk# 006338	LEROY SCHOMMER	65.49	August 2011 Expense Reimburse
Paid Chk# 006339	MINNESOTA REVENUE MW5	70.63	State WH
Paid Chk# 006340	MVEC	639.40	Electricity
Paid Chk# 006341	PEARSON BROS INC	84,640.00	Seal Coat Roads
Paid Chk# 006342	PRIOR LAKE BLACKTOP, INC.	87,616.00	Patching-Casey, 180th, Longvie
Paid Chk# 006343	RAPID PRESS	72.66	Receipt Books
Paid Chk# 006344	ROBERT D ANDERSEN	961.00	NPDES Escrow Refund - 6941 Cle
Paid Chk# 006345	SARAH LEVOIR	223.84	August 2011 Expense Reimburse
Paid Chk# 006346	SCOTT SOIL & WATER CONSV DIST	1,352.00	July 2011 Building Site Inspec
Paid Chk# 006347	SGC HORIZON LLC SOUTHWEST SUBURBAN PUBLISHING	266.00	Boone/Highpoint Overlay Bid Ad
Paid Chk# 006348		319.83	Agenda 8/1/11 Board Mtg
Paid Chk# 006349	TOM KRAFT	38.85	August Expense Reimbursement
Paid Chk# 006350	WALTER AND ASSOCIATES	1,558.00	NPDES Escrow Refund 21090 Prai
Paid Chk# 006351	XCEL ENERGY	12.59	Acct #51-6509820-6 St. Francis

Total

295,132.47

10 Adjourn

There being no further business before the Town Board. Vice Chairman Nilsen made a motion to adjourn the meeting. Supervisor Novak offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:18pm.

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

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