

Credit River Township Board Meeting Notes

November 7, 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 Leroy Schommer, Supervisor Tom Kraft

Members Absent: Supervisor Al Novak

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. Chairman Lawrence added plowing of County 44 service road under New Business. Treasurer LeVoir added CSTS admin fee, GASB 54 updates, Gopher State update and Cress View escrow under Treasurer Report. Supervisor Kraft added Lynn Court and 195th Street shouldering under Road Report.

2 Consent Agenda

- 1) October 3, 2011 Board Meeting Notes
- 2) September 2011 Treasurer Report
- 3) October 2011 Developer's Escrow Statements

Supervisor Kraft made a motion to approve items 1-3 on the Consent Agenda . Supervisor Schommer offered a second, motion passed 4 – 0

3 Open Forum

Resident Carolyn Schulte thanked the Board for the job that they do.

4 Old Business

- 1) Territory remaining work agreement

Chairman Lawrence explained that the Board is on hold until we hear back from the PCA and this item will be placed on the December Board meeting Agenda. Greg Halling explained that Charly with the PCA will be sending a letter to the Board with her findings and recommendations. Then a permit will need to be completed by the Township. He further requested a meeting be scheduled with the two Supervisors, himself, Engineer Nelson and Ryan Brandt. Supervisor Kraft will coordinate a meeting for Tuesday, November 15th.

- 2) Cress View Estates cul-de-sacs

Chairman Lawrence provided an overview of the meeting with Scott County Commissioner Wolf, Lezlie Vermillion with Scott County and Ted Kowalski, the developer. He explained that the county received a bid of \$10,000 for this project and they would split this cost with the Township. Supervisor Schommer made a motion that the Township will not contribute any funds to the County right of way portion of the Cress View estates cul-de-sac. Supervisor Kraft offered a second, motion passed 4 – 0

3) Town Hall and parking lot usage

The Board discussed the request from the Republican Party to hold their caucus at the Town Hall and their decision to no longer make the Town Hall available for public use a couple years ago. Vice Chairman Nilsen made a motion that the Board will continue with the Policy that the Town Hall will not be open to the Public for non-Township business. Supervisor Schommer offered a second, motion passed 4 – 0

4) Treasurer six month review

Chairman Lawrence explained that a six month review has been completed for Treasurer LeVoor and explained that reviews will take place annually going forward. Chairman Lawrence made a motion to increase Treasurer LeVoor's compensation effective November 1, 2011 to \$26.00 an hour. Vice Chairman Nilsen offered a second, motion passed 4 – 0

5) MAT Annual Conference

Supervisor Schommer will be representing the Township at this conference.

6) LBAE training

The Board discussed the training that will be held in Scott County on November 17th and suggested all Board members who are available attend this training.

5 New Business

1) Approve Gill Encroachment Agreement

Supervisor Schommer made a motion to approve the Gill Encroachment Agreement, Supervisor Kraft offered a second, motion passed 4 – 0

2) Approve 2012 Liquor License Resolutions

Supervisor Schommer made a motion to approve the Scott County 2012 Liquor License Resolutions for Legends Golf Club and Heritage Links Golf Club. Vice Chairman Nilsen offered a second, motion passed 4 – 0

3) Creekside Circle road improvement request

Resident Dan Kuhl, 21591 Creekside Circle explained his request to have Creekside Circle repaved and provided a history of the condition of this road for the past 7 years. Resident Gary Schalegel, 21581 Creekside Circle provided additional history of the maintenance of this road. Vice Chairman Nilsen provided an explanation of the process involved with paving and overlaying a road. Supervisor Schommer explained we need a petition signed by at least 75% of the residents (3 of the 4) and present it at the December Board meeting.

4) Request for signs on Judicial Road

Clerk Haugh explained that a resident has requested no semi signs be placed on Judicial Road. The resident was not present at the meeting so there was no Board discussion at this time.

5) Meeting with Savage liaisons

Vice Chairman Nilsen provided an overview of a recent meeting he, Chairman Lawrence, Engineer Nelson and Clerk Haugh had with the City of Savage Mayor and City Manager. He explained that they discussed working with the City of Savage regarding doing some road repair work in the Township. Specifically patching the potholes on 170th Street. Vice Chairman Nilsen will be receiving some cost information in the next week and work with the Savage Engineer and report back to the Board.

6) 2012 CSTS budgets, contract

Chairman Lawrence updated the Board that Ryan Brandt will be working with Treasurer LeVoor reviewing actual costs and working on a 2012 proposed budget. He further explained the EcoCheck contract will be expiring in February 2012. The Board discussed the service provided by EcoCheck and the options going forward. Supervisor Schommer will discuss this further with Ryan and request a Request for Proposal from him for further discussion at the December Board meeting. Resident Rich Ernst suggested the Board send this out for competitive bid and the Board further discussed the process that took place during the previous contract renewal process explaining that a formal Request for Proposal took place and the Board discovered they were very limited to service providers interested in covering this area. The Board further discussed the grounds maintenance and costs and requirements associated with it. Resident Rich Ernst requested a budget to actual monthly report from Treasurer LeVoor and the Board discussed this request.

7) 2012 meeting schedule

Chairman Lawrence reviewed the Draft 2012 Board meeting schedule and requested Board approval. The Board discussed the Annual Meeting Continuation date. Supervisor Schommer suggested we continue to have the Annual Meeting Continuation Meeting on Monday, September 10, 2012.

Supervisor Schommer made a motion to approve the 2012 Board meeting schedule with the addition of the Monday, September 12, 2012 meeting date. Vice Chairman Nilsen offered a second, motion passed 4 – 0

8) Plowing of County Road 44 service road

Chairman Lawrence provided an overview of the snowplowing contract he received from Scott County for the County Road 44 service road. Chairman Lawrence and Supervisor Schommer will follow up Art Johnson Trucking and Scott County and take care of getting the contracts signed and returned to the Township.

Supervisor Kraft made a motion to approve Chairman Lawrence and Supervisor Schommer to review and accept the terms of the Contract from Scott County for Winter maintenance of the County Road 44 service road. Vice Chairman Nilsen offered a second, motion passed 4 – 0

6 Road Report

1) 167th Street E. update

Supervisor Kraft provided a final overview of this project and explained that it is now complete. He did suggest that a couple reflective signs should be placed by the culvert and he will work with Safety Signs to complete this work.

2) Lynn Court

Supervisor Kraft explained that there is leftover seal coating rock still on Lynn Court. The Board directed Engineer Nelson to request from Pearson Brothers that the rock be removed by Friday or the barricades will be put back up.

3) 195th Street Shouldering

Supervisor Kraft explained that he received a call that there are some shoulder washouts on 195th Street. Vice Chairman Nilsen will follow up on this and report back to the Board.

7 Engineer's Report

1) Scottview Acres Warranty final acceptance

Engineer Nelson reviewed the request for final acceptance and release of the Letter of Credit. He explained that everything has been completed and recommends Board approval for final acceptance.

Supervisor Kraft made a motion that the Board approve the Scottview Acres Warranty final acceptance and Release the Letter of Credit and escrow funds after all Township costs are satisfied. Vice Chairman Nilsen offered a second contingent on one final inspection by Engineer Nelson, motion passed 4 – 0

2) Krieger revised plan

The Board reviewed and discussed the recently submitted revised plan from Halling Engineering along with the work that continues to be done outside of any of the submitted plans. Engineer Nelson provided an overview of the changes to this most recent plan. The Board further discussed the specifics of the Encroachment Agreement and the process associated with this agreement. The final Encroachment Agreement will be further reviewed and submitted for approval in December.

Supervisor Kraft made a motion to table the Krieger revised plan and will revisit this at the December Board meeting. Vice Chairman Nilsen offered a second, motion passed 4 – 0

3) Boone/Highpoint pay estimate

Engineer Nelson explained the vendor deadline to request a check for payment was missed so the Board will approve and pay it at the December Board meeting.

4) Lynn, Monterey, 207th Street Feasibility Report

Engineer Nelson provided an overview of the updated Feasibility Report for Board discussion. The Board discussed the date for the Public Hearing and the Clerk's process for the notice to residents. The Board decided to schedule the Public Hearing for 7pm on Wednesday, December 7, 2011. The Board further discussed the Waiver of Appeal process and associated deadlines and date options for the Assessment Hearing and construction schedule.

Supervisor Kraft made a motion to approve the Feasibility Report and to schedule the Public Hearing for Wednesday, December 7, 2011 at 7pm. Vice Chairman Nilsen offered a second, motion passed 4 – 0

8 Treasurer's Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$5,000 from the savings account to the checking account. Vice Chairman Nilsen offered a second, motion passed 4 – 0

2) Velvet Green escrow

Treasurer LeVoir provided the Board with an update on the Velvet Green escrow account. The Board determined that an additional \$500 in escrow funds be requested from Kathryn Blume.

3) Krieger escrow

Treasurer LeVoir provided the Board with an update on the 19555 Oak Grove Avenue escrow account. The Board determined that an additional \$2,000 in escrow funds be collected through Mr. Krieger's attorney.

4) Boone/Highpoint Certifications

Treasurer LeVoir provided the Board with an update on the Boone / Highpoint Avenue project assessment certifications.

5) CSTS Admin Fees

The Board discussed a resident request to have her CSTS \$100 administration fee waived. Supervisor Kraft made a motion to waive the \$100 CSTS administration fee for 8830 Canter Lane. Supervisor Schommer offered a second, motion passed 4 – 0

6) GASB 54 updates

Treasurer LeVoi provided the Board with an update on the GASB 54 changes.

7) Gopher State update

The Board discussed the Gopher State/Private Underground billing and the correspondence that has been sent from the Township.

8) Cress View escrow

Treasurer LeVoi provided the Board with an update on the Cress View Estates escrow account.

9 Clerk's Report

1) Scott Co. SCENE article

Chairman Lawrence explained that the article is ready and will be submitted to Scott County.

10 Review and Pay Bills

Checks	Paid To	Amount	Comments
Paid Chk# 000108E	ANCHOR BANK	38.40	Banks Fees September 2011
Paid Chk# 000109E	EFTPS	1,068.35	FICA/Medicare/Fed WH
Paid Chk# 000110E	PERA	294.30	PERA
Paid Chk# 006392	AL NOVAK	705.26	October Srv pd in November
Paid Chk# 006393	BRENT LAWRENCE	863.30	October Srv pd in November
Paid Chk# 006394	BRUCE NILSEN	750.08	October Srv pd in November
Paid Chk# 006395	CATHY HAUGH	1,703.41	October Srv pd in November
Paid Chk# 006396	LEROY SCHOMMER	768.95	October Srv pd in November
Paid Chk# 006397	SARAH LEVOIR	1,480.08	October Srv pd in November
Paid Chk# 006398	TOM KRAFT	595.26	October Srv pd in November
Paid Chk# 006399	A MAAS CONSTRUCTION	792.00	NPDES Escrow Refund - 21575 Bi
Paid Chk# 006400	AL NOVAK	12.21	October Expense Reimbursement
Paid Chk# 006401	ART JOHNSON TRUCKING INC	2,894.13	Road Mtc
Paid Chk# 006402	BOHNSACK & HENNEN EX CAVATIN	3,180.00	Install Culverts Lower 167th S
Paid Chk# 006403	BRENT LAWRENCE	45.51	October Expense Reimbursement
Paid Chk# 006404	CATHY HAUGH	44.00	Exp Reimbursement - Postage
Paid Chk# 006405	CENTERPOINT ENERGY	21.54	Acct#519787-6 Townhall Gas
Paid Chk# 006406	CERTIFIED RECYCLING	65.00	Disposal of Furniture
Paid Chk# 006407	COURI & RUPPE, P.L.L.P.	2,083.75	October 2011 Legal Fees
Paid Chk# 006408	DENNIS KAROW	916.35	Townhall/Parks Mowing - October 2011
Paid Chk# 006409	ECM PUBLISHERS INC	77.00	Legal Publishings/Agendas
Paid Chk# 006410	GE CAPITAL	149.64	Copier Expense Billing ID 9013
Paid Chk# 006411	HAKANSON ANDERSON ASSOC INC	6,048.85	Engineering Fees September 2011
Paid Chk# 006412	INTEGRA TELECOM	510.96	Phone
Paid Chk# 006413	JB WOODFITTER AND ASSOCIATES	2,341.00	NPDES Escrow Refund - 21540 Ha
Paid Chk# 006414	LEROY SCHOMMER	11.10	October Expense Reimbursement
Paid Chk# 006415	METRO SALES , INC.	129.59	Copier Service Fee 06/27/11 th
Paid Chk# 006416	MIKES SEPTIC	235.00	Townhall Pumping
Paid Chk# 006417	MINNESOTA REVENUE MW5	51.46	State WH
Paid Chk# 006418	MVEC	559.60	Electricity
Paid Chk# 006419	NATURAL SYSTEMS UTILITIES MN	15,643.40	September and October 2011
Paid Chk# 006420	PRIVATE UNDERGROUND	63.00	Utility Locates
Paid Chk# 006421	ROVE PEST CONTROL	80.16	Quarterly Pest Control Service
Paid Chk# 006422	SARAH LEVOIR	50.00	October Expense Reimbursement Education Fee - 3rd qtr/Building Site
Paid Chk# 006423	SCOTT SOIL & WATER CONSV DIST	1,094.50	Inspections

Paid Chk# 006424	SOUTHWEST SUBURBAN PUBLISHING	341.59	Legal Publishings/Agendas
Paid Chk# 006425	THOMAS BEATTY	935.00	NPDES Escrow Refund - 20300 Ju
Paid Chk# 006426	WOODDALE BUILDER INC	2,445.00	Access Refund - 21425 Bitterbu
Paid Chk# 006427	XCEL ENERGY	13.08	Acct#51-6509820-6 St. Francis
Paid Chk# 006428	YORWAY CUSTOMER HOME BUILDERS	900.00	Access Refund - 6625 Oak Grove
Paid Chk# 006429	MINNESOTA REVENUE MW5	54.54	State WH 3rd Qtr underpaid

Total **50,056.35**

11 Adjourn

There being no further business before the Town Board. Vice Chairman Nilsen made a motion to adjourn the meeting. Supervisor Schommer offered a second. Motion passed 4 – 0. The meeting was adjourned at 10:26pm.

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

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