

Credit River Township Board Meeting Notes

December 5, 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, 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. Clerk Haugh requested that the November Board meeting notes be pulled from the Consent Agenda. Supervisor Schommer added discuss meeting with Scott County under Road Report.

2 Consent Agenda

- 1) November 7 & 21, 2011 Board Meeting Notes
- 2) October 2011 Treasurer Report
- 3) November 2011 Developer's Escrow Statements

Vice Chairman Nilsen made a motion to approve items 2 and 3 on the Consent Agenda. Supervisor Schommer offered a second, motion passed 5 – 0

3 Open Forum

County Commissioner Wolf provided a brief update on the County completed road projects as well as a heads up that a racetrack is being proposed in this area.

Resident Beverly Parrish asked who plows 170th Street and indicated it needs to be plowed better. Resident Jerry Maas explained that he also noticed 170th Street has scattered slippery spots.

4 Old Business

- 1) Territory remaining work agreement

Chairman Lawrence provided an overview from Faegre and Benson explaining that Tradition Development is no longer working with SA Group. He further reviewed the violation report from the MPCA and Ryan Brandt.

Attorney Peter Berrie with Faegre and Benson also provided an overview of this change to the Board and explained that they will be working with Community Development, Inc. He will send the Board a list of contact information for Community Development. Rob Waccholz is no longer involved with the Territory Homeowner's Association or SA Group. The Board's new SA Group contact is Daniel Nonnemacher with US Bank.

Engineer Nelson will work with Mr. Berrie to make sure he is aware of the outstanding issues in the remaining work agreement. Supervisor's Schommer and Kraft and Engineer Nelson will continue to work on the signage and the landscape protection plan and this item will be put on the January 2, 2012 Board meeting if necessary.

2) MAT Annual Conference Report

Supervisor Schommer provided a brief overview of the MAT Annual Conference he attended in November.

3) 2012 CSTS Budgets and Contract

Treasurer LeVoir is working on this and this item will be put on the January 3, 2012 Board meeting Agenda.

Chairman Lawrence provided an overview of the Master Services Agreement for the CSTS developments from Natural Systems Utilities and explained that there has been no rate increase with this contract.

Vice Chairman Nilsen made a motion to approve the Master Services Agreement which will authorize Natural Systems Utilities, LLC to perform operation services at Territory, Stonebridge, Monterey Heights/South Passage for 2012. Supervisor Kraft offered a second, motion passed 5 – 0

5 New Business

1) P.L.A.Y. field usage, Credit River Parks

Chairman Lawrence explained to the Board that he has received a request from P.L.A.Y. to use the Township parks. Randy Geister from P.L.A.Y. further provided information regarding the group's needs and would primarily like to use the Creekwood and Country Court parks for practice. He also explained that we could partner together on some costs. Supervisor Kraft suggested we put together a Park Plan.

Mary Beth Gorman, Oak Grove Avenue, mentioned that she thought the township student numbers were low.

Supervisor Schommer made a motion to approve P.L.A.Y. to use the Creekwood and Country Court parks for practice for April through September 2012. Supervisor Kraft offered a second, motion passed 5 – 0

2) Clerk Appointed Position

The Board discussed the advertisement and timeline for the Clerk's position. Supervisor Novak made a motion to run the Clerk position ad in the local papers and MNWorks.Net on December 10th and 17th. Chairman Lawrence offered a second, motion passed 5 – 0

6 Technology Report

1) Communication and Website

The Board discussed possible Township communication options including Facebook.

2) Security System

Supervisor Novak explained the current monitoring process. Resident Dave Brunello indicated he thinks the Board should do a cost benefit analysis.

Supervisor Schommer made a motion to approve Supervisors Novak and Kraft to do a security system cost analysis. Chairman Lawrence offered a second, motion passed 5 – 0

3) Clerk Computer

Supervisor Novak explained that he is working on upgrading the Clerk computer equipment.

7 Road Report

Chairman Lawrence and Supervisor Schommer provided an update on the recent snowplowing. Supervisor Schommer requested that he be authorized to sort out who is in charge of the maintenance facility so our contractors can always access salt, etc.

8 Engineer's Report

1) Creekwood Circle road improvement

The Board discussed the petition received with 2 of the 4 property owner signatures. Clerk Haugh will contact Mr. Kuhl and explain that the Board requires 3 signatures out of the 4 property owners.

2) Lynn, Monterey and 207th Street

Engineer provided an overview of the Project Summary presented to the Board. He further outlined the waiver process and explained that the signed waivers need to be submitted to the Clerk by 5pm on February 6, 2012.

Supervisor Schommer made a motion that the benefiting properties waiver percentage be 85% for the Lynn, Monterey and 207th Street. Chairman Lawrence offered a second, motion failed 2 – 2 Supervisor Novak recused himself from this vote. This amounts to 48 of the 56 properties.

Vice Chairman Nilsen made a motion that the benefiting properties waiver percentage be 90% for the Lynn, Monterey and 207th Street. There was no second. Motion failed. This amounts to 54 of the 56 properties.

Vice Chairman Nilsen made a motion that the benefiting properties waiver must be 50 of the 56 properties for the Lynn, Monterey and 207th Street. There was no second. motion failed.

Supervisor Kraft made a motion that the benefiting properties waiver percentage be 82% for the Lynn, Monterey and 207th Street. There was no second. motion failed. This amounts to 46 of the 56 properties.

Supervisor Schommer made a motion that the benefiting properties waiver percentage be 85% for the Lynn, Monterey and 207th Street. Vice Chairman Nilsen offered a second, motion passed 4 – 0 Supervisor Novak recused himself from this vote. This amounts to 48 of the 56 properties.

Treasurer LeVoir asked about interest being included in the \$12,800 and Engineer Nelson will verify this with Township attorney Ruppe.

3) Consider Krieger Encroachment Agreement

Engineer Nelson explained that the work has not been completed and we do not have the final construction plan from Engineer Halling. The Board did not approve the Encroachment Agreement at this time as they will not approve it until they receive the final construction plan.

4) Request to excavate pond at 18540 Legends Club Circle

Engineer Nelson provided an overview of this request. The resident has been directed to submit a \$3,000 escrow payment to the Clerk before Engineer Nelson will move forward on this.

5) Final acceptance of Thoroughbred Acres

Engineer Nelson explained that all warranty requirements have been met for Thoroughbred Acres and would like final acceptance from the Board and authorization to release the Letter of Credit. Treasurer LeVoir explained that there may be some outstanding attorney fees.

Vice Chairman Nilsen made a motion to accept the improvements and to release the Letter of Credit upon all Township costs being paid by December 16th. If the escrow balance is not at zero by December 16th, the Letter of Credit will be pulled. Supervisor Kraft offered a second, motion passed 5 – 0.

6) Brekke Update

Engineer Nelson explained that this project is on hold until Spring and the Treasurer will hold onto the escrow funds until Spring.

7) Boone and Highpoint Pay Estimate

Supervisor Schommer made a motion to authorize payment to Prior Lake Blacktop in the amount of \$61,203.58 for this project. Vice Chairman Nilsen offered a second, motion passed 5 – 0

9 Treasurer's Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$90,000 from the savings account to the checking account. Supervisor Schommer offered a second, motion passed 5 – 0

2) GASB 54 Policy / Resolution

Supervisor Novak made a motion to adopt the GASB 54 Fund Balance Policy dated December 5, 2011. Supervisor Schommer offered a second, motion passed 5 – 0

Vice Chairman Nilsen made a motion to pass Resolution 2011-16 Resolution Committing Specific Revenue Sources and Confirming Restrictions for Specified Purposes in Special Revenue Funds upon Treasurer LeVair's final review, Supervisor Schommer offered a second, motion passed 5 – 0

3) 2012 Budgeted Revenues / Expenditures

Supervisor Kraft made a motion to approve the proposed expenditure and revenues changes for the year ending 2012. Vice Chairman Nilsen offered a second, motion passed 5 – 0

4) Gopher State One Call Update

Treasurer LeVair provided an update on Gopher State One Call billing. Treasurer LeVair will send another email with a deadline of December 16th. If deadline is not met, Chairman Lawrence will contact the Public Utilities Commission with the State of Minnesota regarding this issue.

5) Merchants CD

Treasurer LeVair explained there is one CD left at Merchants Bank and it will renew at .35%.

Supervisor Kraft made a motion to move CD #75004408 from Merchants Bank to the Anchor Bank Savings Account. Supervisor Novak offered a second, motion passed 5 – 0

6) Audit Update

Treasurer LeVair explained that the auditors will be doing their preliminary audit on December 20th and she will confirm the final January audit dates. These dates are tentatively January 19th and 20th.

7) Escrow Update

Treasurer LeVair provided an escrow accounts update.

8) CSTS Cash on Hand

Treasurer LeVair provided an overview of the cash on hand accounts. Her recommendation is that the cash balances should be at least 3 months of expenses.

Supervisor Kraft made a motion that we carry cash on hand to cover 3 months of expenses for each of the 3 CSTS developments. Supervisor Novak offered a second, motion passed 5 – 0

9) Vacation Time

Treasurer LeVoir explained she will be on vacation from December 10th to the 16th and also from January 22nd to the 28th.

10 Review and Pay Bills

Checks	Paid To	Amount	Comments
Paid Chk# 000111E	ANCHOR BANK	54.52	Bank Fees October 2011
Paid Chk# 000112E	ANCHOR BANK	173.06	Townhall Expenses - postage/paper towels
Paid Chk# 000113E	EFTPS	1,248.34	FICA/Medicare/Fed WH
Paid Chk# 000114E	PERA	390.96	PERA
Paid Chk# 006430	AL NOVAK	693.47	November Srv Pd in December
Paid Chk# 006431	BRENT LAWRENCE	957.65	November Srv Pd in December
Paid Chk# 006432	BRUCE NILSEN	844.43	November Srv Pd in December
Paid Chk# 006433	CATHY HAUGH	1,703.41	November Srv Pd in December
Paid Chk# 006434	LEROY SCHOMMER	957.65	November Srv Pd in December
Paid Chk# 006435	SARAH LEVOIR	1,934.68	November Srv Pd in December
Paid Chk# 006436	TOM KRAFT	798.72	November Srv Pd in December
Paid Chk# 006437	AL NOVAK	21.09	November 2011 Expense Reimburs
Paid Chk# 006438	ART JOHNSON TRUCKING INC	2,376.00	November 2011 Road/Winter Road Mtc
Paid Chk# 006439	BANYON DATA SYSTEMS BOHNSACK & HENNEN EX CAVATIN	780.60	Banyon FA Software Support
Paid Chk# 006440		451.25	Shouldering 195th Street
Paid Chk# 006441	BRENT LAWRENCE	42.74	November 2011 Expense Reimburs
Paid Chk# 006442	BRUCE NILSEN	18.87	November 2011 Expense Reimburs
Paid Chk# 006443	CATHY HAUGH	26.40	November 2011 Expense Reimburs
Paid Chk# 006444	CENTERPOINT ENERGY	59.52	Acct#5179787-6 Townhall Gas
Paid Chk# 006445	COLLINS TREE	4,007.81	Tree trimming and removal Murp
Paid Chk# 006446	COURI & RUPPE, P.L.L.P.	103.67	Reimburse Ruppe - Cost of MAT Hotel - Schommer
Paid Chk# 006447	DB SERVICES	125.00	Townhall November 2011 Winter
Paid Chk# 006448	ECM PUBLISHERS INC	184.50	Legal Publishings
Paid Chk# 006449	GALLAGHERS	1,000.00	November 2011 Winter Road Mtc
Paid Chk# 006450	GE CAPITAL HAKANSON ANDERSON ASSOC INC	149.64	Copier Expense - Billing ID 90
Paid Chk# 006451		4,898.65	Engineering Fees October 2011
Paid Chk# 006452	INTEGRA TELECOM JB WOODFITTER AND ASSOCIATES	505.18	Phone
Paid Chk# 006453		2,497.00	NPDES Escrow Refund 18915 Mead
Paid Chk# 006454	KRAEMER & SONS INC	1,461.00	Access Escrow Refund 7785 Cres
Paid Chk# 006455	LEROY SCHOMMER	210.45	November 2011 Expense Reimburs
Paid Chk# 006456	MINNESOTA REVENUE MW5	65.31	State WH
Paid Chk# 006457	MVEC NATURAL SYSTEMS UTILITIES MN	589.29	Electricity
Paid Chk# 006458		16,212.60	November 2011
Paid Chk# 006459	PRIOR LAKE BLACKTOP, INC.	64,841.58	Boone/Highpoint Overlay and Pheasant Rd Repairs
Paid Chk# 006460	PRIVATE UNDERGROUND	70.50	November 2011 Utility Locates
Paid Chk# 006461	SARAH LEVOIR SCOTT SOIL & WATER CONSV DIST	59.44	November 2011 Expense Reimburs
Paid Chk# 006462		959.00	Building Site Inspection Fees
Paid Chk# 006463	TOM KRAFT	19.98	November 2011 Expense Reimburs
Paid Chk# 006464	WEBCETERA DESIGNS LLC	262.50	Website Service 6/14-11/29/201
Paid Chk# 006465	XCEL ENERGY	13.06	Acct#51-6509820-6 St. Francis
	Total	111,769.52	

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 5 – 0. The meeting was adjourned at pm.

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

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