

Credit River Township Board Meeting Notes

February 6, 2012, 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, 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. Chairman Lawrence changed #7 on the Engineer's Report to read Creekside Circle and not Creekwood Circle. He further removed Cress View Developer's Agreement from Old Business. Engineer Nelson added Territory Inquiry under Engineer's Report. Treasurer LeVoir changed Treasurer's Report #3 to read EFT not ACH. She further removed #4 and added Discussion of Escrow to the Treasurer's Report.

2 Consent Agenda

- 1) January 24, 2012 Board Meeting Notes
- 2) December 2011 Treasurer Report
- 3) January 2012 Developer's Escrow Statements

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

3 Open Forum

No items were added here.

4 Old Business

- 1) Liberty Creek Development Scott Co. Update

Brad Davis with Scott County contacted the Board and asked to provide an overview of the project status and a review of the preliminary plat currently with Scott County. Michael Thompson, Scott County Assessor's, was introduced to the Board as a resource for property tax questions. The Board discussed Township liability, the Township's role with the 429 road assessment process, Letter of Credit options and the imminent domain process. The County would assume responsibility and the Township would have an Agreement with the County that would include language that says any 429 funds the Township receives would be rebated back to the County.

Commissioner Wolf will work with the Town Clerk to arrange a workshop with the County staff and Town Board to discuss this concept further.

- 2) 2012 CSTS Budgets

Chairman Lawrence updated the Board on he, Supervisor Novak and Treasurer's LeVoir's recent rate update meetings with the 3 CSTS subordinate service districts. They determined that Territory and Stonebridge rates are fine for now. They further determined that a rate hearing needs to be held for Monterey Heights/South Passage. Attorney Ruppe will work with Treasurer LeVoir to put the notice together and get the mailing list so his office can mail the notice out.

Supervisor Schommer made a motion to hold a CSTS rate hearing for Monterey Heights/South Passage on Tuesday, February 21, 2012 at 6pm, Vice Chairman Nilsen offered a second, motion passed 5 – 0

Supervisor Kraft made a motion to leave the Territory CSTS monthly billing rate at \$60.00 and the Stonebridge CSTS monthly billing rate of \$95.00, Supervisor Schommer offered a second, motion passed 5 – 0

Supervisor Kraft made a motion to approve the Territory, Monterey Heights/South Passage and Stonebridge 2012 budgets. Supervisor Schommer offered a second, motion passed 5 – 0

3) Gopher State One Call Update

The Board discussed other utility company processes and Treasurer LeVoor explained that the current bill has been processed for Board approval and payment tonight. Vice Chairman Nilsen will check with Spring Lake Township on whether or not they have encountered this problem. Chairman Lawrence and Vice Chairman Nilsen will set up a meeting the Public Utilities Commission and report back to the Board at the March 5, 2012 Board meeting.

4) Town Hall Security Alarm Update

Supervisor Novak will check with Trans Alarm on the cost to monitor the Town Hall security system and report back to the Board at the March 5, 2012 Board meeting.

5 New Business

1) Country Court/Prior Lake Development

Vice Chairman Nilsen provided an overview of his and Chairman Lawrence's recent meeting with the Cities of Prior Lake and Savage regarding a recent request for development in Country Court. He explained that escrow funds have been requested for the Board to review this any further.

Resident Jay Saterbak provided a history of the water flow in this neighborhood.

6 Road Report

Chairman Lawrence reported on snowplowing to date.

7 Engineer's Report

1) 19555 Oak Grove Avenue Update

Engineer Nelson explained that the letter has been mailed out and we are waiting to receive the escrow funds requested.

2) Creekside Circle Improvement Update

Engineer Nelson provided an overview of the preliminary construction estimates for this project. The Board determined that these numbers should be given to the residents to see if they are still interested in going forward with the project.

Clerk Haugh will forward Engineer Nelson's construction estimates letter to the 4 residents on this road.

3) Territory Inquiry

Engineer Nelson reviewed a letter received by Chairman Lawrence requesting return of retainage funds in the amount of approximately \$565. Treasurer LeVoor has prepared the claim for Board approval and payment tonight.

8 Treasurer's Report

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$40,000 from the savings account to the checking account. Supervisor Schommer offered a second, motion passed 5 – 0

2) Audit Update

Treasurer LeVoir provided an update and the auditor’s visit and we should receive a report this week. The audit firm will present the report at the March 5, 2012 Board meeting.

3) Pay MN W/H Via EFT

Treasurer LeVoir requested that the MN withholding payment be made via EFT going forward. Vice Chairman Nilsen made a motion to authorize the Treasure to pay MN W/H via EFT, Supervisor Schommer offered a second, motion passed 5 – 0

4) Capital Fund 401 Transfer

Treasurer LeVoir provided an overview of this fund transfer and requested approval of Resolutions

Supervisor Kraft made a motion to approve Resolution 2012-3 Resolution Approving Transfer of Funds to transfer \$195,513 from the Road and Bridge Fund (Fund 201) to the Capital Improvements Fund (Fund 401), Supervisor Schommer offered a second, motion passed 5 – 0

Supervisor Novak made a motion to approve Resolution 2012-4 Resolution Approving Transfer of Funds to transfer \$270,000 from the Road and Bridge Fund (Fund 201) to the Capital Improvement Fund (Fund 401), Vice Chairman Nilsen offered a second, motion passed 5 – 0

5) Donation Resolution

Treasurer LeVoir explained the request for this Resolution.

Supervisor Schommer made a motion to approve Resolution 2012-5 Resolution 2012-5 Resolution Accepting Donation, Supervisor Novak offered a second, motion passed 5 – 0

6) Discussion of Escrow

Treasurer LeVoir provided an overview of the escrow accounts.

9 Clerk’s Report

1) March 2012 Election Update

Clerk Haugh updated the Board on the March 2012 election. Clerk Haugh will mail the 2011 Annual Meeting Agenda to the Board for review.

2) Clerk Appointed Position Update

Chairman Lawrence explained that as requested by the Town Board, he contacted the references provided by each of the potential Township Clerk candidates as well as caused a background check to be performed. He further stated that the background check on each candidate came back negative.

Chairman Lawrence made a motion that the Town Board rescind its previous motion to employ Candidate B as the Town Clerk contingent on a negative background check and positive recommendations from her references and that the Town Board hire as the Town Clerk Candidate C who received positive comments from all of her references and if Candidate C declines the Board will direct the Clerk to repost the position advertisement, Supervisor Kraft offered a second, motion passed 4 – 1 Supervisor Schommer was opposed.

The Board directed Chairman Lawrence to offer the position to Candidate C on Tuesday morning.

3) Town Hall Cleaning Update

Clerk Haugh provided an update on the Town Hall cleaning schedule.

10 Review and Pay Bills

Checks	Paid to	Amount	Comments
Paid Chk# 000119E	Anchor Bank	38.64	ACH Fees/Check Scanner Fees
Paid Chk# 000120E	EFTPS	1,334.38	FICA/Medicare/Fed WH
Paid Chk# 000121E	PERA	418.67	PERA
Paid Chk# 006498	AL NOVAK	867.34	January 2012 Srv Pd in Februar
Paid Chk# 006499	BRENT LAWRENCE	1,033.13	January 2012 Srv Pd in Februar

Paid Chk# 006500	BRUCE NILSEN	1,042.57	January 2012 Srv Pd in Februar
Paid Chk# 006501	CATHY HAUGH	1,708.32	January 2012 Srv Pd in Februar
Paid Chk# 006502	LEROY SCHOMMER	929.35	January 2012 Srv Pd in Februar
Paid Chk# 006503	SARAH LEVOIR	2,095.89	January 2012 Srv Pd in Februar
Paid Chk# 006504	TOM KRAFT	823.46	January 2012 Srv Pd in Februar
Paid Chk# 006505	ABDO EICK & MEYERS LLP	10,000.00	2011 Audit Progress Payment
Paid Chk# 006506	ART JOHNSON TRUCKING INC	4,506.06	January 2012 Winter Road Mtc
Paid Chk# 006507	BRENT LAWRENCE	26.64	January 2012 Expense Reimburse
Paid Chk# 006508	CATHY HAUGH	44.00	January 2012 Expense Reimburse
Paid Chk# 006509	CENTERPOINT ENERGY	117.25	Acct#5179787-6 Townhall Gas
Paid Chk# 006510	CERTIFIED RECYCLING	45.00	Disposal Couch
Paid Chk# 006511	CHORES AND MORE BY HEIDI INC	140.27	Monthly Townhall Cleaning - Ja
Paid Chk# 006512	CITY OF LAKEVILLE	1,206.40	Judicial Road Mtc
Paid Chk# 006513	CONSTRUCTION SERVICES INC	566.75	Pay Retainage Owed
Paid Chk# 006514	COURI & RUPPE, P.L.L.P.	1,795.00	Legal Fees
Paid Chk# 006515	DB SERVICES	450.00	January 2012 Townhall Parking Lot Winter Mtc
Paid Chk# 006516	ECM PUBLISHERS INC	35.00	Agenda 1/17/12 Board Mtg
Paid Chk# 006517	FAHRENKAMP & CAMERON	260.00	2011 Fees federal/state qtrly
Paid Chk# 006518	FRANZ HOMES	1,428.00	NPDES Escrow Refund 18810 Edge
Paid Chk# 006519	GALLAGHERS	8,310.00	January 2012 Winter Rd Mtc
Paid Chk# 006520	GE CAPITAL	149.64	Copier Expense Billing ID 9013
Paid Chk# 006521	GOPHER STATE ONE CALL	208.75	2012 Annual Fee/Utility Locates
Paid Chk# 006522	HAKANSON ANDERSON ASSOC INC	5,640.35	Engineering Fees
Paid Chk# 006523	INTEGRA TELECOM	544.25	Phone
Paid Chk# 006524	JAY OF ALL TRADES, LLC KRAEMER MINING& MATERIALS INC	487.00	NPDES Escrow Refund 9640 Tower
Paid Chk# 006525	INC	387.93	Lime Chips - Winter Rd Mtc
Paid Chk# 006526	METRO SALES , INC.	47.00	Quarterly Serv Contract Copier
Paid Chk# 006527	MIKES SEPTIC	735.00	Septic Pumping
Paid Chk# 006528	MINNESOTA REVENUE MW5	70.00	State WH
Paid Chk# 006529	MVEC	626.72	Acct#777628301 Electricity
Paid Chk# 006530	NATURAL SYSTEMS UTILITIES MN	7,485.78	CSTS Monitoring/Mtc Fees
Paid Chk# 006531	PEARSON BROS INC	2,500.00	Pay Retainage for 2011 Seal Co
Paid Chk# 006532	PRIVATE UNDERGROUND	21.50	Utility Locates
Paid Chk# 006533	ROVE PEST CONTROL	80.16	Quarterly Pest Control Service
Paid Chk# 006534	SARAH LEVOIR	50.00	January 2012 Cell Phone Reimbu
Paid Chk# 006535	SCOTT COUNTY TREASURER SCOTT SOIL & WATER CONSV DIST	5,281.63	TNT Charges/Salt Purchase
Paid Chk# 006536	SOUTHWEST SUBURBAN PUBLISHING	891.50	4th Quarter Scott Cty Joint St/Insp
Paid Chk# 006537	PUBLISHING	849.38	Legal Publishings
Paid Chk# 006538	TOM KRAFT	11.10	January 2012 Expense Reimburse
Paid Chk# 006539	XCEL ENERGY	13.63	Acct#51-6509820-6 St Francis L
	Total	65,303.44	

11 Adjourn

There being no further business before the Town Board. Supervisor Schommer made a motion to adjourn the meeting. Vice Chairman Nilsen offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:03pm.

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

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