

## **Credit River Township Board Meeting**

**Monday, April 2, 2012, 6pm**

### **Meeting Minutes**

**The April 2, 2012 Credit River Township Meeting was called to order at 6PM by Chairman Brent Lawrence.**

#### **Members Present:**

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

#### **Others Present:**

Township Clerk Lisa Quinn, Township Treasurer Sarah LeVoir.

**1) Approve or Amend Agenda:** Chairman Lawrence asked if any Board member would like to add or remove anything from the agenda. Township Treasurer S. LeVoir asked that "Clerks Cell Phone payment" be added to the Treasurer Report. The item was added as #5 under the Treasurer's report. Township Supervisor Tom Kraft asked that the "County Road 8 Corridor Master Plan" be added to the agenda under Old Business. The item was added as #3 to Old Business. Vice Chair Bruce Nilsen asked that "Boone & Highpoint Assessment" be added to Treasurers Report. The item was added as #6 under Treasurer's Report.

#### **2) Consent Agenda:**

- 1) March 5, 2012 Board Meeting Notes
- 2) March 19, 2012 Board Meeting Notes
- 3) February 2012 Treasurer's Report
- 4) March 2012 Developer's Escrow Statement

The April Consent Agenda was reviewed.

**Vice Chairman Bruce Nilsen made a motion to accept the Consent Agenda. The motion was seconded by Supervisor Al Novak. The motion was carried 5-0.**

### 3) Open Forum:

A resident, Mark Zweber, 12320 210<sup>th</sup> Street, identified himself and stepped up to the podium to address the board. His question had to do with the status of his application for a 429 assessment for his development project west of Territory. The CRT Board recommended that Mr. Zweber review his plans and make a decision on what level of development he wanted to present to the Board for review.

There were no other items here.

### 4) Old Business:

- 1) **Scott County Parks.** Mark Themig and Patty Freeman, representing Scott County Parks, were present to review current and future projects in Credit River Township. Mark Themig's brief presentation reviewed the County's plan for the possibility of a future trail along County 27 from County 44 south to County Road 21, which is in preliminary study at this time. He will return to the May CRT meeting to update the Board and interested residents on the Murphy Hanrehan Master Plan. Patty Freeman, a Scott County Parks and Natural Resources Planner, updated the Board on the Scott County Parks Master Plan, which is scheduled to be completed in the December 2012-January 2013 time frame. This plan will utilize citizen input via a citizen design team. If any residents are interested in this opportunity, Ms. Freeman can be contacted via the county or the parks website.
- 2) **Township Parks Update.** A discussion was conducted regarding the need for the portable restrooms to be installed for the season at Country Court and Creekwood Parks, due to P.L. A.Y. athletes using the parks for practice. This creates the need for portable restroom enclosures to be provided. After cost/benefit was discussed, it was decided that these would be provided.

**Vice Chair Bruce Nilsen made a Motion to authorize up to, but not to exceed \$1500 for portable restroom enclosures at Country Court and Creekwood parks. Supervisor Tom Kraft seconded the Motion. Motion carried 5-0.**

Additionally, a resident has stated that there is a need for more playground equipment at Creekwood Park, and a bench at Scottview Park needing repair was also discussed.

It was decided to investigate the possible costs involved for these improvements, and the items will be added to the May agenda for further review.

- 3) **County Road 8 Corridor Master Plan.** Supervisor Tom Kraft gave a brief update on the County Road 8 Master Plan. The CRT Board is interested in any resident feedback on the County Master Plan for this project. A County Road 8 Corridor update will be added to the May agenda.

#### **5) New Business:**

- 1) **SCTA Update.** Supervisor Al Novak offered a review on the recent Scott County Association of Township meeting, which was held on March 24, 2012 at the Spring Lake Town Hall. The issues presented at the meeting that Supervisor Novak touched on were: the positive economic markers of Scott County, which include foreclosures down 19% and County unemployment being at 5.5% (in the last year), pending road sign legislation, and the amount of discussion that was conducted at the SCTA meeting regarding the "Social Host" law.

Supervisor Novak will continue to monitor the Scott County Township's position on the "Social Host" law.

- 2) **Board Reorganization.** At this meeting, Credit River Township Board Reorganization was done.

First, the Board Chair was decided. It was decided by the CRT Board to retain Brent Lawrence as Chairperson of the CRT Board.

**Vice Chair Bruce Nilsen made a motion to appoint Brent Lawrence as CRT Board Chair. Supervisor Leroy Schommer seconded the motion. Motion carried 5-0.**

Secondly, the Board Vice Chair was decided. It was decided by the CRT Board to retain Bruce Nilsen as the Vice Chair.

**Supervisor Leroy Schommer made a motion to appoint Bruce Nilsen as Vice Chair. Supervisor Al Novak seconded. Motion carried 5-0.**

Additionally, the following positions were decided:

<u>Responsibility</u>	<u>Contacts (2012-2013)</u>
Communications	Brent Lawrence
Clerk Supervisor	Brent Lawrence
Treasurer Supervisor	Tom Kraft/ Al Novak
Treasurer's Report Committee	Rotates among 2
Chief Weed Inspector	Leroy Schommer/ Al Novak
Summer Roads	Leroy Schommer/Tom Kraft
Signs	Bruce Nilsen
Ditch Mowing	Leroy Schommer/ Tom Kraft
Road Sweeping	Bruce Nilsen/ Leroy Schommer
Winter Roads	Brent Lawrence/ Al Novak
Tree Issues	Leroy Schommer/ Tom Kraft
Debris Pick up	CRT Board
Parks Mowing	Brent Lawrence
Town Hall	Bruce Nilsen
Environmental/ Culverts	Leroy Schommer/ Tom Kraft
Technology	Al Novak
DRT Representative	Bruce Nilsen/ Al Novak
Driveway Inspections	Leroy Schommer/ Tom Kraft
CSTS Finance	Brent Lawrence/ Al Novak
CSTS Operations	Leroy Schommer
CSTS Mound Mowing	Leroy Schommer
Fire Contact	Brent Lawrence/ Bruce Nilsen
Savage/ Prior Lake Liaison	Brent Lawrence/ Bruce Nilsen
SCALE Representative	Al Novak
MS4 Contact	Leroy Schommer
Territory Escrows	Tom Kraft/ Bruce Nilsen

**Supervisor Leroy Schommer made a motion to adopt the 2012-2013 Board Member Area of Responsibility list. Vice Chair Bruce Nilsen seconded the motion. Motion was carried 5-0.**

The following pay rates were reviewed:

**Pay Rate Information:**

Supervisor Monthly Salary:	\$575
Supervisor Board Meeting attendance:	\$100 per meeting.
Supervisor "Other" meeting attendance:	\$60 per meeting.
Man and Truck per hour:	\$40
All "Other" Supervisor labor per hour:	\$25
Election Judge Hourly Wage:	\$12
Mileage Reimbursement:	IRS Guidelines

**Vice Chair Bruce Nilsen made a motion to keep 2012-2013 pay rates the same as the 2011-2012 pay rates. Supervisor Leroy Schommer seconded the motion. The motion passed 5-0.**

Other reorganization issues that were discussed included:

- A request by CRT Treasurer S. LeVoir for the Board to decide which of the two office staff members, the clerk or the treasurer, will be responsible for setting up and maintaining an account and ordering supplies for the Township Office. It was decided that this was most accurately a Clerk function. The clerk is to be responsible for this function going forward.

-The bank signors for the Anchor Bank checking account were discussed. Treasurer S. LeVoir reports that former clerk Cathy Haugh will be removed from the list of signors; and current CRT Clerk Lisa Quinn will be added. Resolution 2012-13, Resolution approving Bank Signors, was presented to the CRT Board with the list of the CRT Bank signors listed. Going forward, it will include Brent Lawrence, Board Chair; Bruce Nilsen, Board Vice Chair; Sarah LeVoir, CRT Treasurer; and Lisa Quinn, CRT Clerk.

**Supervisor Tom Kraft made a motion to accept Resolution 2012-13, Resolution Approving Bank Signors. Supervisor Leroy Schommer seconded the motion. The motion passed 5-0.**

## 6) Road Report:

- 1) **Fern & Birch.** Supervisor Bruce Nilsen discussed a contractor requesting a road weight variance for Birch. As a result of the discussion, it was recommended that the homeowner of the property, who has extensive work planned, request the variance for all of the work that will be performed. At this time it does not appear that the variance will be granted due to the fragile condition of that particular road. Half loads will be ordered. Lucerne Trail is posted at 5 ton.
- 2) **Opening bids on Hills of Credit River Project.** It was noted that the opening bids on The Hills of Credit River Project will be done on April 24, 2012 beginning at 10 AM.
- 3) **Other Road related discussion.** The CRT Board discussed the following pending CRT road issues: Signs at Sunset and Blaylock removed. Markers at Lower 167<sup>th</sup> removed. Arrow signs at 185<sup>th</sup> & Cedar Lane and at France Court and France Blvd. removed. Supervisors will continue to review any pending issues and assign maintenance if necessary.

In addition, it was mentioned that ruined signs and posts should be gathered from storage locations and taken in for scrap value.

## 7) Treasurer's Report:

- 1) **Claims.** A request from Treasurer LeVoir was made to transfer funds in the amount of \$30,000 from Anchor Bank Savings account to Anchor Bank Checking Account to pay current claims.

**A motion was made by Supervisor Tom Kraft to transfer \$30,000 to pay March claims and seconded by Supervisor Al Novak. The motion carried 5-0.**

- 2) **Lakeview Bank CD.** CRT Treasurer S. LeVoir discussed the Lakeview Bank CD which be maturing on April 7, 2012. CD interest rates have dropped very low, including this one. The current renewal interest rate of the Lakeview CD is .60% for a 12 month CD. The current Anchor Bank Savings account interest rate is .65%. A recommendation was put forth by CRT Treasurer LeVoir for the Board to consider moving the funds into the Anchor Bank Savings account, in order to gain the advantage of liquidity. The CRT Board discussed the recommendation and agreed.

**Board Chairman Brent Lawrence made the motion to take the Lakeview Bank CD when it matures on April 7, 2012, and move it to the Anchor Bank savings account. The motion was seconded by Leroy Schommer. The motion carried 5-0.**

- 3) **Escrow update.** CRT Treasurer S. LeVoir noted that the invoice sent to Scott County for CRT Attorney Bob Ruppe's charges on the Liberty Creek project remains unpaid and is past due. After brief discussion, it was decided by the CRT Board that a second invoice be sent by Treasurer S. LeVoir on April 10, 2012, if payment is not received. CRT Treasurer S. LeVoir provided an update on the balance of several escrow accounts. Additionally, per board discussions, CRT Treasurer S. LeVoir will zero out the Velvet Green (\$0.50) and Gill Encroachment (\$0.40) escrows for accounting purposes.

- 4) **Township financial advisor for Lynn/Monterey Bond Project.** CRT Treasurer S. LeVoir presented a summary on the two financial advisors who have made proposals to handle the Lynn Monterey Bond Project for the Township. After discussion on both advisors under consideration, a decision was made to go forward with Bruce Kimmel from Ehlers.

**Vice Chair Bruce Nilsen made a motion to use Bruce Kimmel from Ehlers as the CRT Financial Advisor for the Hills of Credit River Bond Project. The motion was seconded by Al Novak. The motion carried 5-0.**

5) **Clerk Cell phone payment:** The first payment on the new cell phone for the clerk is due on April 5, 2012. In order to pay this bill on time and avoid late fees, CRT Treasurer S. LeVoir requested permission to pay it this time by Township debit card. Into the future, an account has been set up so that statements can be printed and paid by check.

6) **Boone & Highpoint Assessment.** An issue concerning the Boone and Highpoint assessment was discussed. A resident had concerns that although he had the initial assessment estimate and the assessment went down, that he was not re-notified of the final assessment. After discussion it was decided that, going forward, when final assessment amounts were determined, a second mailing will go out to the residents affected which updates the estimate, and this mailing will also include some payment deadline information.

Chair Lawrence will follow up with the concerned resident.

#### 8) **Clerk's Report:**

- 1) **MAT Conference.** CRT Clerk L. Quinn reports she attended the MAT Conference Short Course in Mankato on March 21, 2012. She found it valuable and relevant to her position.
- 2) **Audit Report Update.** Upon research, it was determined that the Annual Audit is not required to be published in the newspapers as previously recommended. However, the report is available at the Town Hall and is on the Credit River Township website for anyone who would like to review it.
- 3) **MAT Paperwork.** Paperwork regarding update information on the current CRT Board from the Minnesota Association of Townships was passed around to be reviewed and updated, if necessary, by each board member.

- 4) **UND Alumni Association Charitable Gambling permit for the Legends Club- June 11, 2012.** Scott County has received a charitable gambling application from the University of North Dakota Alumni Association for a charity event to be held at the Legends Club on June 11, 2012. The County requests that the Township acknowledge the event via email. The application was reviewed by the CRT Board.

**Supervisor Leroy Schommer made a motion to acknowledge that the UND Alumni Association will have a charity event which will be held at the Legends Club on June 11, 2012. Vice Chair Bruce Nilsen seconded the motion. Motion was carried 5-0.**

## 9) Review and Pay Bills:

### Credit River Township Check Summary

Checks	Paid to	Amount	Comments
Paid Chk# 000127E	Anchor Bank	55.44	ACH/Check Scanner/Stop Payment Fees
Paid Chk# 000128E	Anchor Bank - Debit Card	92.13	Postage/Cell Phone Shipping
Paid Chk# 000129E	EFTPS	1,458.39	FICA/Medicare/Fed WH
Paid Chk# 000130E	PERA	572.33	PERA
Paid Chk# 000131E	MINNESOTA REVENUE MW5	108.60	State WH
Paid Chk# 006576	AL NOVAK	805.07	March Srv Pd in April
Paid Chk# 006577	BRENT LAWRENCE	787.82	March Srv Pd in April
Paid Chk# 006578	BRUCE NILSEN	957.65	March Srv Pd in April
Paid Chk# 006579	CATHY HAUGH	1,118.37	March Srv Pd in April
Paid Chk# 006580	LEROY SCHOMMER	910.48	March Srv Pd in April
Paid Chk# 006581	LISA QUINN	1,233.29	March Srv Pd in April
Paid Chk# 006582	SARAH LEVOIR	1,534.70	March Srv Pd in April
Paid Chk# 006583	TOM KRAFT	916.87	March Srv Pd in April
Paid Chk# 006584	ABDO EICK & MEYERS LLP	7,888.00	2011 Audit Final Payment
Paid Chk# 006585	AL NOVAK	11.66	March 2012 Expense Reimburseme
Paid Chk# 006586	ANDREA WALSH	84.00	Election Judge
Paid Chk# 006587	ART JOHNSON TRUCKING INC	2,471.75	Road Mtc
Paid Chk# 006588	BRENT LAWRENCE	50.56	March 2012 Expense Reimburseme
Paid Chk# 006589	BRUCE NILSEN	28.86	March 2012 Expense Reimburseme
Paid Chk# 006590	CATHY HAUGH	23.76	Lunch for Election Judges
Paid Chk# 006591	CENTERPOINT ENERGY	90.87	Town Hall Gas
Paid Chk# 006592	CHORES AND MORE BY HEIDI INC	112.22	Townhall Cleaning 03/27/12
Paid Chk# 006593	CHRIS KOSTIK	60.00	Annual Meeting Moderator
Paid Chk# 006594	COLLINS TREE	4,809.38	Tree trimming - various townsh
Paid Chk# 006595	COURI & RUPPE, P.L.L.P.	923.75	Legal Fees
Paid Chk# 006596	ECM PUBLISHERS INC	161.00	Legal Publishings
Paid Chk# 006597	GALLAGHERS	2,670.00	Repairs/Road Mtc
Paid Chk# 006598	GE CAPITAL	149.64	Copier Expense
Paid Chk# 006599	GOLIATH HYDRO-VAC INC	200.00	Jet Blast frozen culvert - Cty
Paid Chk# 006600	HAKANSON ANDERSON ASSOC INC	11,738.85	Engineering Fees
Paid Chk# 006601	INTEGRA TELECOM	544.25	Phone
Paid Chk# 006602	JAN PENNEY	66.00	Election Judge
Paid Chk# 006603	JERALD R MAAS	156.00	Election Judge
Paid Chk# 006604	JEROME MICHELS	114.00	Election Judge
Paid Chk# 006605	JULIE KELLER	60.00	Election Judge
Paid Chk# 006606	LEGENDS	75.00	Annual Meeting - Legends Rental
Paid Chk# 006607	LISA QUINN	79.79	March 2012 Expense Reimburseme
Paid Chk# 006608	MINNESOTA DEPT OF HEALTH MINNESOTA POLLUTION CONTROL	950.00	CSTS Well Monitoring Permits
Paid Chk# 006609	AG	1,515.00	CSTS Municipal Permits
Paid Chk# 006610	MVEC	603.17	Electricity
Paid Chk# 006611	PAUL E. NEWMAN	222.00	Election Judge
Paid Chk# 006612	PRIVATE UNDERGROUND	64.00	March 2012 Utility Locates

Paid Chk# 006613	SAFETY SIGNS	600.00	Street signs - township
Paid Chk# 006614	SARAH LEVOIR	50.00	March 2012 Cell Phone Reimburs
Paid Chk# 006615	SCOTT COUNTY TREASURER	1,005.03	Election Fees/Assessment Set Up Fees
Paid Chk# 006616	ST PAUL STAMP WORKS	28.16	Notary Stamp
Paid Chk# 006617	TIMOTHY/MOLLY RADAICH	900.00	Access Escrow Refund
Paid Chk# 006618	TOM KRAFT	63.83	March 2012 Expense Reimburseme
Paid Chk# 006619	WEBCETERA DESIGNS LLC	300.00	Website Services 11/29/11 - 03
Paid Chk# 006620	XCEL ENERGY	13.24	St. Francis Street Light

**Total      49,434.91**

**11) Adjourn.**

There being no more business before the Town Board, the motion to adjourn was made by Vice Chairman Bruce Nilsen, and seconded by Supervisor Leroy Schommer. The motion passed 5-0.

**The meeting was adjourned at 8:56 PM.**

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**Submitted by: Lisa Quinn  
Township Clerk  
Credit River Township**

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**Approved By: Brent Lawrence  
Chairman Board of Supervisors  
Credit River Township**