

**Credit River Township Board Meeting
Monday, March 4, 2013, 6pm**

Meeting Minutes

The March 4, 2013 Credit River Township Meeting was called to order with the Pledge of Allegiance 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, 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 from the agenda.

Supervisor Kraft asked to add "County Road 8 Corridor Study" to Road Report.

Clerk Quinn asked that "Deputy Clerk" be added as Item #3 under Clerk's Report.

Items were added as requested.

Vice Chair Nilsen made a motion to approve the amended agenda. Supervisor Schommer seconded the motion. Motion carried 5-0.

- 2) **Consent Agenda**

- 1) **January 2013 Treasurers Report**
- 2) **February 2013 Developer's Escrow Statement**
- 3) **February 4, 2013 Board Meeting Minutes**
- 4) **2013 Board of Audit Minutes**
- 5) **February 13, 2013 Special Meeting Minutes**

Supervisor Kraft made a motion to approve the Consent Agenda. Supervisor Novak seconded the motion. Motion carried 5-0.

3) Open Forum

No items were added here.

4) Audit Report.

Brad Falteysek, a partner in Abdo, Eick & Meyers, LLP. went over the Credit River Township Annual Audit. It was noted that the Township financials for the year ended December 31, 2012, were in good order. Township Treasurer LeVoir was recognized for her good work in the year ended 2012.

5) Old Business

1) Scott County Building Permit Officials. Ms. Lezlie Vermillion, Mr. Marty Schmitz, and Mr. Dave Peterson, officials representing Scott County Building Permit Operations, were present at the meeting to discuss the progress so far regarding their Building Permit Initiative, "Life of a Parcel." They presented a draft of their initial report in reference to the specific Credit River Township findings.

Chairman Lawrence recommended that the two Board Members originally involved along with the Town Engineer and the Town Clerk, review the materials and recommend any modifications to the draft. Ms. Vermillion asked for an end of March deadline for this information to be presented to them so that they can incorporate that information. Chairman Lawrence, Supervisor Kraft, Town Engineer Nelson, and Clerk Quinn will schedule this meeting, preferably on a Tuesday during staff hours.

2) Territory Third Addition. Township Attorney Bob Ruppe introduced the Territory Third Addition First Amendment, explaining that the Developer, Mr. James Deanovic, preferring to put the available funds into the needs that will require a higher commitment of resources, is requesting an amendment to the Territory Third Addition Developers Agreement. The developer is asking to remove some of the Scott County required amenities under the former agreement. The intention of this is to concentrate on the wells in the development.

Supervisor Schommer made a motion to approve the Territory First Addition Developers Agreement First Amendment, subject to attorney review. Vice Chair Nilsen seconded the motion. Motion passed 5-0.

Although the Territory wells are not a Township improvement but actually an HOA improvement, Engineer Nelson wanted to make the board aware that he expects that Mr. Deanovic will likely begin working on them soon.

1) Quotes for Township Park & Town Hall Mowing.

Mr. Dennis Karow, the former mowing contractor, submitted the only quote for the Mowing, Spraying and Trimming contract to be valid from the 2013 and 2014 growing seasons. There was no increase in price in his quote.

Vice Chair Nilsen made a motion to accept the mowing quote as presented by Dennis Karow. Supervisor Schommer seconded the motion. Motion passed 5-0.

2) Board Packet Alternative. The Board discussed providing the Supervisors with a notebook type device to use in place of printed materials. An overall cost savings within a year is expected because of current printing and copier costs.

Supervisor Novak will bring a cost analysis with him at the next meeting.

5) Nuisance Ordinance

Attorney Ruppe explained and disseminated a draft firearms ordinance for the Credit River Township Board's review. After discussion, the Board decided to review the draft ordinance and recommend a few changes to Attorney Ruppe. The ordinance will be kept in queue until such time as it needs to be adopted. The area residents who originally requested action in this matter expressed that they felt the Boards direction was reasonable. The resident who is believed to of been responsible for the shooting will also be informed about the possibility of a legally enforceable option.

6) All Territory Update.

Credit River Board discussed the County's Board's plan to amend the Conditional Use Permit for Territory Open Space Design Development. Two Credit River Township Supervisors plan on attending Scott County Planning Authority to keep track of the situation.

5) New Business

1) Parkland Lease. Vice Chair Nilsen recommended asking Credit River Township landowners with unused land if they are interested in leasing land

to the Township for parkland “green space” i.e. soccer and Lacrosse fields. This way the Township could make a shorter term commitment to fulfilling the need for this kind of use. If after a shorter term lease (5 to 10 years, for example) the need doesn’t match the demand, the lease would not be renewed.

Credit River Township Resident and Scott County Commissioner Tom Wolf spoke in support of the current demand for these fields, reassuring the Board that there is truly a need for this.

Chair Lawrence will contact a P.L.A.Y. official and make sure they are still looking for space of this nature.

- 2) **March MAT Short Course.** Chair Lawrence reminded the Staff and Board that the MAT Spring Short Course dates are approaching. He states that he is planning on attending, and recommended that the newly elected supervisor attend as well.
- 3) **Scott County Township Association Spring Meeting.** Scott County Association of Townships Spring Meeting is scheduled for Saturday, March 23, 2013 at 8 AM. It will be at New Market Town Hall.
- 4) **Local Recycling Grant.** Credit River Township is receiving Local Recycling Grant Dollars. Chair Lawrence recommends transferring the funds to Savage and inviting the Credit River Township Residents to drop their items off at the Savage recycling location.
Credit River Township will place ads to inform residents that the recycling opportunity is available.

Supervisor Schommer made a motion to approve the transfer of the Credit River Township portion of the Local Recycling Grant to Savage, and to approve an expenditure of up to \$500 for ads to direct Credit River residents to the Savage operation. Vice Chair Nilsen seconded the motion. Motion passed 5-0.

- 5) **Meeting with Savage: Water Study and Hampshire Avenue.**
Engineer Nelson reviewed an initiative that the City of Savage is doing regarding a water study. One of the items they are studying is a water connect to Credit River Township. Under the Joint Powers Agreement, Credit River and Savage have previously agreed to do individual studies. For

this reason, Savage has asked Credit River to provide them with some water usage information.

The Board felt that it was appropriate to use the Incorporation funds for the study. After discussion, a motion was made.

Supervisor Kraft made a motion to authorize Engineer fees for a water study in coordination with the City of Savage under the JPA, not to exceed \$8000. Vice Chair Nilsen seconded the motion. Motion passed 5-0.

Chairman Lawrence also discussed the Hampshire Ave. snowplowing. For a number of years the City of Savage has been snowplowing Hampshire Ave. The need for an agreement was discussed by the Board to ensure consistency & understanding of responsibilities. The City of Savage is not interested in maintaining the surface, however. Since Credit River has been dustcoating Murphy Lake Road to 154th, it was felt that an agreement may be necessary. Chair Lawrence will contact the City of Savage to discuss how to proceed.

- 6) **MH/SP SDS Permit.** Shane Symmank from Natural Systems Utilities is working on the Permit renewal for MH/SP (Monterey Heights/ South Passage) CSTS System. He will let the Township know when that is finished and what the changes will consist of. There will be some changes to sampling which may increase the costs.
- 7) **Annual Meeting Agenda.** The Board reviewed the draft Annual Meeting Agenda and suggested a few changes. The Annual Meeting Agenda will be published in the papers tomorrow.

6) Road Report

- 1) **County Road 8 Corridor Study.** Supervisor Kraft reports that the County Road 8 Corridor Study Open House will be held March 18, 2013 from 4-6 PM at Spring Lake Town Hall. The Credit River Board plans on attending and the meeting will be posted on the Town Hall Board and the Township Website. A letter is being sent out by the County to all the affected residents along CR 8 in Scott County.

2) **Country Court and 44 and St. Francis and 44 Complaints.** Some drainage complaints have been reported to the Township along the CR 44 Frontage Road. Chair Lawrence has passed it along to the responsible party, Scott County. Lezlie Vermillion, Assistant Scott County Administrator, has assured him that it will be taken care of.

3) **Snowplowing.** Vice Chair Nilsen reports that piles of snow have been left around corners. Vice Chair Nilsen made a recommendation that the snowplowing contractor be reminded that those piles should be pushed off to the side.

7) **Engineer's Report**

1) **Gravel Road Maintenance.** Supervisor Kraft had Engineer Nelson do some research on Gravel Road Maintenance. A report was presented for Board Review. The focus of the report is the cost of dustcoating. He found that assuming that 2" of gravel is added annually to a 24' road, the cost of that is \$6374.00 per mile of gravel roads. For the 12 miles of Credit River Township Roads, that amounts to \$76,500.00.

The cost per mile with dustcoating is calculated to be about equal, perhaps slightly higher, but the numbers are very close.

After discussion of the various options and the cost benefit ratio, the Board directed Supervisor Kraft to discuss a cost sharing arrangement with Murphy Hanrehan Park Official Mark Themig. Since he will be absent from the April Board Meeting, he will pass along the information to Supervisor Schommer to inform the Board.

2) **2013 Seal Coat.** Engineer Nelson introduced the plans and specs for the 2013 Seal Coat Projects.

After brief discussion, he presented Resolution 2013-04, Resolution Approving Plans and Specs and Ordering Advertisements for Bids.

Supervisor Kraft made a motion to approve Resolution 2013-04, Resolution Approving Plans and Specs and Ordering Advertisements for Bids for the 2013 Seal Coating Projects. Supervisor Schommer seconded the motion. Motion carried 5-0.

3) **2013 Overlay.** Engineer Nelson introduced the feasibility report for the 2013 Overlays. The Overlays were divided into two groups, a residential group and

a collector road group. Based upon how the feasibility report is currently set up, the amount of the estimate for each benefitting property in the residential group is \$2,445 per full unit, (over 10 years), \$610 per “quarter unit.” For the collector group, the initial estimate per full benefitting unit is \$1,500, and \$375 per quarter unit.

The Board reviewed the map with the benefitting properties listed. They made some research recommendations to the Engineer regarding lot splits and possible non-benefitting properties.

Engineer Nelson suggested that upon Board suggestions that an amended feasibility report be prepared. The Board also confirmed that the projects should remain in two parts.

Engineer Nelson also asked the Board to consider the bike path that the Board wanted him to estimate. The total cost of this project, if adopted, would be covered by the Park fund.

The Board asked Treasurer LeVoir to prepare reports to project the availability of the funds needed for these projects.

Engineer Nelson reviewed the timeline for the required hearings with the Board. The Board decided that a second March meeting would be necessary to get the project on track, so they scheduled that for March 18, 2013 at 6:30 PM.

- 4) **Capital Improvement Plan (CIP).** Engineer Nelson would like to review the Territory and Thoroughbred Acres projects with Supervisor Schommer and Supervisor Kraft to determine if a short delay might make sense due to some increased construction in the area.

8) **Treasurer Report**

- 1) **Transfer Funds.** Treasurer LeVoir reports interest rate adjustments. The Township checking account went from .43% to .38%. The interest rate on the Township savings account from .50% to .45%.
Treasurer LeVoir requests a transfer of \$25,000.00 from savings to checking to pay claims.

Supervisor Schommer made a motion to transfer \$25,000.00 from savings to checking. Supervisor Novak seconded. Motion carried 5-0.

- 2) **Road & Bridge Gas Tax.** Treasurer LeVoir reports in February the Road and Bridge Gas Tax refund was received in the amount of \$37,442.00, an increase of \$1400 from 2012.

- 3) **MN Sales Tax Update.** Treasurer LeVoir reports that the MN Department of Revenue has updated certificate of exemption form that she has provided previously. She is providing each Supervisor and purchasing staff member with an updated form.
- 4) **Forms of Payment.** Treasurer LeVoir contacted the City of Prior Lake to see what forms of payment are accepted for payment on Utilities Permits. They currently only accept cash or checks for fees associated with these permits. Credit River Township will continue with business of usual on Utility Permit Fees.

9) **Clerk's Report**

- 1) **Election 2013 Room Set Up.** Clerk Quinn is requesting assistance on the room set up for the Township Election being held on March 12, 2013. Supervisors Kraft and Chairman Lawrence will assist the Clerk in picking up the ballots and setting up the room.
- 2) **Election Judge Pay Study.** A chart detailing the neighboring cities and Township election judge pay rates was provided to the Supervisors. It was noted by the Supervisors that Credit River Township was in the low to middle range of neighboring Townships. Supervisors feel that the Election Judge Pay Rates will be reviewed in April at Reorganization.
- 3) **Deputy Clerk.** Due to the sudden unavailability of the previously selected Deputy Clerk, Clerk Quinn has selected another person for the Annual Meeting Deputy Clerk duties. She has asked Ms. Renee Schommer to assume those duties. There was no dissent from the Board on this selection.

10)Review and Pay Bills

Checks	Paid to	Amount	Comments
Paid Chk# 000182E	ANCHOR BANK	38.28	ACH/Check Scanner Fees
Paid Chk# 000183E	ANCHOR BANK - DEBIT CARD	60.60	Clerk Cell Phone/Office Supplies/Election Supplies
Paid Chk# 000184E	EFTPS	1,527.49	FICA/Medicare/Fed WH
Paid Chk# 000185E	PERA	666.28	PERA
Paid Chk# 000186E	MINNESOTA REVENUE MW5	122.17	State WH
Paid Chk# 007091	AL NOVAK	634.90	February 2013 Srv Pd in March 2013
Paid Chk# 007092	BRENT LAWRENCE	817.30	February 2013 Srv Pd in March 2013
Paid Chk# 007093	BRUCE NILSEN	678.77	February 2013 Srv Pd in March 2013
Paid Chk# 007094	LEROY SCHOMMER	678.77	February 2013 Srv Pd in March 2013
Paid Chk# 007095	LISA QUINN	XXXX	February 2013 Srv Pd in March 2013
Paid Chk# 007096	SARAH LEVOIR	XXXX	February 2013 Srv Pd in March 2013
Paid Chk# 007097	TOM KRAFT	675.41	February 2013 Srv Pd in March 2013
Paid Chk# 007098	AL NOVAK	52.45	February 2013 Expense Reimbursement
Paid Chk# 007099	ART JOHNSON TRUCKING INC	10,774.11	Winter Road Mtc
Paid Chk# 007100	BRENT LAWRENCE	17.52	February 2013 Expense Reimbursement
Paid Chk# 007101	BRIAN FETTE	50.00	Mailbox Reimbursement
Paid Chk# 007102	BURT DAHLBERG	50.00	Mailbox Reimbursement
Paid Chk# 007103	CENTERPOINT ENERGY	63.76	Town Hall Gas
Paid Chk# 007104	CERTIFIED RECYCLING	65.00	Disposal queen mattress and box spring
Paid Chk# 007105	DARYL KAMPA	50.00	Mailbox Reimbursement
Paid Chk#	ECM PUBLISHERS	91.00	Agenda - 2/4/13 Board Meeting

007106	INC	
Paid Chk#	GALLAGHERS	16,903.75 February 2013 Winter Road Mtc
007107		
Paid Chk#	GE CAPITAL	149.64 Copier Expense
007108		
Paid Chk#	GOPHER STATE ONE	5.80 Utility Locates
007109	CALL	
Paid Chk#	HAKANSON	4,175.00 Engineering
007110	ANDERSON ASSOC INC	
Paid Chk#	INTEGRA TELECOM	552.90 Phone
007111		
Paid Chk#	KATHLEEN MARTINS	50.00 Mailbox Reimbursement
007112		
Paid Chk#	KRAEMER MINING& MATERIALS INC	2,233.45 February 2013 Winter Road Mtc
007113		
Paid Chk#	LISA QUINN	16.39 February 2013 Expense Reimbursement
007114		
Paid Chk#	MINNESOTA POLLUTION CONTROL AG	1,515.00 Municipal Permit Annual Fees
007115		
Paid Chk#	MVEC	654.83 Electricity
007116		
Paid Chk#	NATURAL SYSTEMS UTILITIES MN	5,525.63 CSTS Monitoring
007117		
Paid Chk#	OWENS HOLDINGS, INC	1,324.00 Release of Escrow
007118		
Paid Chk#	PRIVATE UNDERGROUND	35.50 Utility Locates
007119		
Paid Chk#	RICK PETERSON	50.00 Mailbox Reimbursement
007120		
Paid Chk#	ROADKILL ANIMAL CONTROL	76.00 Roadkill/Deer Disposal; 4/17/12
007121		
Paid Chk#	SARAH LEVOIR	50.00 Cell Phone Expense Reimbursement
007122		
Paid Chk#	SCOTT COUNTY TREASURER	495.00 Audit Fees/Special Assessment Set Up Fees
007123		
Paid Chk#	SOUTHWEST SUBURBAN PUBLISHING	56.66 Agenda - 1/7/13 Board Meeting
007124		
Paid Chk#	WELLS FARGO BANK	375.00 GO Bond 2009 Fiscal Agent Fee
007125		
Paid Chk#	XCEL ENERGY	13.79 St Francis Light
007126		

Total 54,736.02

- 5) **Adjourn.** There being no further business before the Town Board, a motion to adjourn was made.

Vice Chair Nilsen made a motion to adjourn the March 4, 2013 Credit River Township Board Meeting. Supervisor Schommer seconded the motion. Motion passed 5-0.

Meeting was adjourned at 10:09 PM.

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

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