

**Credit River Township Board Meeting
Monday, April 1, 2013, 6pm**

Meeting Minutes

The April 1, 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; Supervisor Chris Kostik; Supervisor Leroy Schommer; Supervisor Al Novak.

Members Absent: Supervisor Tom Kraft.

Others Present:

Township Clerk Lisa Quinn, Township Treasurer Sarah LeVoir, Township Engineer Shane Nelson, Township Attorney Bob Ruppe.

Chairman Brent Lawrence opened the meeting by formally welcoming newly elected Credit River Township Supervisor Chris Kostik.

- 1) Approve or Amend Agenda:** Chairman Lawrence asked if anyone would like to add or remove anything from the agenda.

Supervisor Novak asked to add "Nuisance Ordinance" to Old Business as Item #6.

Clerk Quinn asked that "Town Hall Maintenance" and "Public Hearing- Zoning Ordinance" be added as Item #5 & 6 under Clerk's Report.

Items were added as requested.

Supervisor Schommer made a motion to approve the amended agenda. Supervisor Kostik seconded the motion. Motion carried 4-0.

- 2) Consent Agenda**

- 1) February 2013 Treasurers Report**
- 2) March 2013 Developer's Escrow Statement**
- 3) March 4, 2013 Board Meeting Minutes**
- 4) March 18, 2013 Special Meeting Minutes**

**Supervisor Schommer made a motion to approve the Consent Agenda.
Supervisor Novak seconded the motion. Motion carried 4-0.**

3) Open Forum

A resident, Mr. Chad Heitz, John Deere Drive, appeared before the Board to review an issue at his address regarding drainage problems resulting in significant flooding in his backyard. He is concerned that the water might damage his septic which is less than 2 years old.

Supervisor Schommer has looked at this problem two years in a row, and recommends bobcat work to build up the berm to maximize the draining. The homeowner is on the record and the Township Engineer will be looking at the situation and making a recommendation at the May 6, 2013 Board Meeting.

4) Presentation from Natural Systems Utilities-MN.

Mr. Shane Symmank, Project Manager from Natural Systems Utilities presented the 2013 Status Report from the three CSTS Systems located in Credit River Township.

The Status Reports included information on Successes & Highlights, 2012 Alarms, Compliance Summary, Flow Monitoring Information, as well as the Recommended Repairs, if any, for each of the three systems located in Credit River Township.

Highlights of the MHSP (Monterey Heights/ South Passage) report include new permit requirements that will require twice monthly influent sampling which will increase lab fees approximately \$1450 per year. Since the budget had already been set for 2013, Mr. Symmank has asked the MPCA to delay this requirement until 2014. This request has been granted. Also, it is expected that MHSP will receive an operations award from the Minnesota Pollution Control Agency in 2012 for substantially meeting compliance limits.

Finally, there is a concern that in MHSP some homes have their sump pumps connected to the system. This is a concern because it causes the system pump to run almost continuously on high. Credit River Township

will be notifying residents to please check to be sure that their pumps or any other water drainage is not connected to the system.

Territory CSTS highlights included some recommended repairs to the system to be made in 2013, and that overall alarms in Territory were down from previous years at the STEP and CSTS monitoring systems.

Stonebridge CSTS highlights include an overall reduction in the number of CSTS and STEP alarms, and that an AdvanTex fan at the site is failing and will need to be replaced in 2013.

In 2013 both Stonebridge and Territory CSTS licenses will be renewed, and it remains to be seen what, if any, additional monitoring costs will be applied to these systems due to the new MPCA monitoring requirements.

The status reports will be placed on the Credit River Township Website if any affected resident would like to review them, and also copies will be kept at the Town Hall and can be reviewed during business hours.

5) Old Business

1) Board Packet Alternative. The Credit River Township Board has 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 reports he is still researching a cost effective program to recommend. He would like to revisit the issue at the June 2013 Board Meeting.

1) Bike Path 170th Street Financing. At the March 18, 2013 Special Meeting a potential Bike Path lane on the North side of 170th Street was

discussed. Engineer Nelson has determined at this time, unless a connection can be made, there are not any grants available to assist in the financing of it.

By Board request, Township Treasurer LeVoir offered three options for the financing of this project. Township Engineer Nelson informed the Board that 170th Street would be eligible for Municipal State Aid if the Township was incorporated.

Township Attorney Ruppe outlined some legislation that supports long term financing of these types of projects.

The Board reviewed and discussed these options. In discussing the 5 year CIP in general, the Board directed the Township Treasurer and Engineer to meet in order to formulate a plan to balance the planned capital improvements and related financing.

Regarding the 170th Street Bike Path Chair Lawrence recommends waiting until the Public Hearing to see if the residents are supportive of the entire project.

2) Resolution Documentation. Township Attorney Ruppe determined that if there is any paperwork that would need to be produced due to missing files that at that time a deposition may become necessary. At this point there is no need to continue to pursue this paperwork.

3) Escrow Update. As there are multiple Territory related escrows and expenses, Treasurer LeVoir has identified a need for specific names to be used for each individual project. The Board requests that staff be specific when billing for Territory related time and expenses.

4) 19555 Oak Grove Avenue

Engineer Nelson reviewed a recently received “As Built” for the boulders in the pond at this address. If approved by the Board, it will be attached to the encroachment agreement that the resident has signed and is ready to be filed. Engineer Nelson is directed to do a final inspection, and if the project passes inspection, the Encroachment Agreement can be recorded.

Supervisor Schommer made a motion to authorize staff to record the Encroachment Agreement with the “As built” as an attachment, contingent upon Engineer Nelson’s passing inspection. Supervisor Novak seconded the motion. Motion passed 4-0.

6) Nuisance Ordinance.

Supervisor Novak will work with Attorney Ruppe to update the draft firearms nuisance ordinance. It will be presented to the Board at the next month’s meeting.

1) New Business

1) Urban Township Short Course. Chairman Lawrence, Supervisor Kostik, Treasurer LeVoir, and Clerk Quinn will be attending the Urban Short Course in Otsego, MN on Thursday, April 18.

Clerk Quinn will make the reservations early to save some fees.

2) SCTA (Scott County Township Association Meeting) Update. Chair Lawrence, Supervisor Novak, Supervisor Kostik, and Supervisor Kraft attended the SCTA Meeting on Saturday March 23, 2013. It was held at the New Market Town Hall.

Supervisor Kostik was elected as the District 3 Representative. He would like to offer some guidance so into the future the SCTA will become more relevant to Credit River Township.

3) Board Reorganization. The Credit River Town Board reorganizes responsibilities and discusses salaries at the April Board meeting every year. Changes were made to some previous assignments, and new Supervisor Kostik accepted assignments. No changes were made to Board salaries or expense reimbursements

In response to pay levels in surrounding communities, and in order to fairly compensate Credit River Township Election Judge staff, an adjustment to Election Judge pay was made. Going forward, election judge pay has been increased to \$14/ hr. and Head Election Judge to \$16/ hr. The Meeting Moderator position was added to the list at the previous rate of \$60 per meeting.

A copy of the 2013 reorganization will be posted in the Town Hall for informational purposes, and a summary placed on the Credit River Township Website.

Supervisor Kostik made a motion to approve the 2013 Board Member Area of Responsibility and Payment Schedule for 2013-2014. Supervisor Novak seconded the motion. Motion passed 4-0.

4) Employee Review. The Treasurer and Clerk received their yearly review during the last month. Both employees received exemplary reviews. The amount of their possible salary increase will be discussed during the next month and reviewed at the next meeting.

5) CSTS Territory –Changing Inactive to Active.

Based upon updates to the Developers Agreement, the Board is in control of the CSTS, and can bill lots in a fair, yet discretionary manner. The Board will bill all lots at a full active amount starting with the May billing.

6) Road Report

- 1) **Gravel Road Maintenance.** Engineer Nelson sent an email to Mark Themig at Scott County / Three Rivers Parks to ask if they would consider cost sharing the dustcoating for Credit River Township gravel roads. No response had been received by the time of the Board meeting.
- 2) **Summer Roads: Graveling, Hauling, Dustcoating.** The gravel required for this is approximately 3,000 tons. Kramer's will be supplying, hauling. Art Johnson Trucking will be hauling & grading it. Dustcoating was discussed under "Gravel Road Maintenance."

7) Engineer's Report

- 1) **2013-2017 Capital Improvement Plan (CIP).** Engineer Nelson reviewed the 2013-2017 Capital Improvement Plan. The Board discussed moving some of the projects around to take advantage of bonding efficiencies in doing so. Treasurer LeVoir and Engineer Nelson will meet to try and create a schedule that reflects advantageous financing options.

8) Treasurer's Report

- 1) **Transfer Funds.** Treasurer LeVoir reports that Anchor Bank has put a Municipality Specialist in place to serve as the account service representative for Credit River Township.
Treasurer LeVoir will do some research on C. D.'s to check current rates in comparison with the savings account rates and update at the Board Meeting in May.
Treasurer LeVoir requests a transfer of \$40,000.00 from savings to checking to pay claims.

Supervisor Novak made a motion to transfer \$40,000.00 from savings to checking. Supervisor Kostik seconded. Motion carried 4-0.

- 1) Bank Signors.** Treasurer LeVoir reports that since Bruce Nilsen is no longer on the Board, he will be removed as a signor. Newly assigned Vice Chair Tom Kraft will be added.

Supervisor Schommer made a motion to remove Bruce Nilsen's name as a signatory to the Anchor Bank Savings & Checking Accounts. Supervisor Novak seconded the motion. Motion passed 4-0.

Supervisor Kostik made a motion to add Vice Chair Tom Kraft's name as a signatory on the Anchor Bank Savings & Checking Accounts. Supervisor Schommer seconded the motion. Motion passed 4-0.

9) Clerk's Report

- 1) Election 2013 Update.** Clerk Quinn reviewed the Township Election that was held on March 12, 2013. Supervisors Kraft, Schommer and Chairman Lawrence assisted the Clerk in setting up the room. Election process went very smoothly.
- 2) Estimated M100 Machine Cost.** Scott County has determined that the M100 machines have reached the end of their useful life. Scott County Election Administrator Lisa Shadick has sent an email to the Scott County Township and City Clerks to let them know what the approximate cost for a new M100 machine would be. The per unit hardware cost of these machines is estimated to be \$5100, this does not include programming costs which are unknown at this time and will be an additional cost. Because the programming costs are currently unknown, but expected to be substantial, the Board recommends budgeting \$15,000.00 for the scheduled

M100 replacement for 2014. Unless additional information is received, the Automark will be budgeted for in the 2015 forecast.

- 3) MAT Paperwork.** Paperwork from MAT was passed around for Supervisors to verify and sign. Paperwork for Scott County was also passed around for the Supervisors to review and initial.
- 4) Disposal of Surplus Township Furniture.** There are several items of old office equipment around the Town Hall that are not being used. The Board would like some items removed so the Town Hall can be cleaned up.
- 5) Town Hall Maintenance.** Supervisor Kostik is working on some Town Hall maintenance items. He will update the Board as things are completed.
- 6) Public Hearing –Zoning Ordinance.** Scott County is having a Public Hearing to notify residents that they are considering an amendment to Scott County Zoning to modify the minimum amount of Fruits / Vegetables for Winery & Vineyards on April 8, 2013. Supervisor Schommer will be attending on behalf of the Township.

10) Review and Pay Bills

Check s	Paid to	Amount	Comments
Paid Chk# 000187E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000188E	ANCHOR BANK - DEBIT CARD	738.51	Clerk Cell Phone/Office & Election Supplies/Postage
Paid Chk# 000189E	EFTPS	1,865.00	FICA/Medicare/Fed WH
Paid Chk# 000190E	PERA	802.68	PERA
Paid Chk# 000191E	MINNESOTA REVENUE MW5	164.72	State WH
Paid Chk# 007127	AL NOVAK	836.91	March 2013 Srv Pd in April 2013
Paid Chk# 007128	BRENT LAWRENCE	937.35	March 2013 Srv Pd in April 2013
Paid Chk# 007129	BRUCE NILSEN	566.94	March 2013 Srv Pd in April 2013
Paid Chk# 007130	CHRIS KOSTIK	315.41	March 2013 Srv Pd in April 2013
Paid Chk# 007131	LEROY SCHOMMER	955.82	March 2013 Srv Pd in April 2013
Paid Chk# 007132	LISA QUINN	XXXX	March 2013 Srv Pd in April 2013
Paid Chk# 007133	SARAH LEVOIR	XXXX	March 2013 Srv Pd in April 2013
Paid Chk# 007134	TOM KRAFT	806.31	March 2013 Srv Pd in April 2013
Paid Chk# 007135	BARBARA J STARKEY	128.36	Election Judge Wages and Mileage
Paid Chk# 007136	BEVERLY SMITH	107.20	Election Judge Wages and Mileage
Paid Chk# 007137	JANE M. RUGG	69.86	Election Judge Wages and Mileage
Paid Chk# 007138	JOHN SCHULTE	99.40	Election Judge Wages and Mileage
Paid Chk# 007139	KATHRYN VIOLA	102.00	Election Judge Wages and Mileage

Paid Chk# 007140	KENNETH W RODNING	113.52	Election Judge Wages and Mileage
Paid Chk# 007141	LLOYD ERBAUGH	262.88	Election Judge Wages and Mileage
Paid Chk# 007142	RICHARD SEGERS	115.56	Election Judge Wages and Mileage
Paid Chk# 007143	WANDA WERNER	266.85	Election Judge Wages and Mileage
Paid Chk# 007144	ABDO EICK & MEYERS LLP	3,250.00	Final Payment - 2012 Annual Report
Paid Chk# 007145	AL NOVAK	160.06	March 2013 Expense Reimbursement
Paid Chk# 007146	ART JOHNSON TRUCKING INC	9,712.95	Winter Road Mtc
Paid Chk# 007147	BRENT LAWRENCE	83.50	March 2013 Expense Reimbursement
Paid Chk# 007148	BUSINESS FORMS & ACCOUNTING	154.57	Utility Billing Postcards
Paid Chk# 007149	CENTERPOINT ENERGY	107.28	Town Hall Gas
Paid Chk# 007150	CHORES AND MORE BY HEIDI INC	105.00	Town Hall Cleaning 02/26/2013
Paid Chk# 007151	CITY OF LAKEVILLE	605.30	January 2013 Judicial Winter Road Mtc
Paid Chk# 007152	COURI & RUPPE, P.L.L.P.	2,771.25	Legal Fees
Paid Chk# 007153	DB SERVICES	1,075.00	Winter Mtc
Paid Chk# 007154	DEB VOKAC	50.00	Mailbox Reimbursement
Paid Chk# 007155	ECM PUBLISHERS INC	602.00	Legal Publishings
Paid Chk# 007156	FINANCE & COMMERCE, INC.	145.92	Seal Coat Bid Ad
Paid Chk# 007157	GALLAGHERS	12,827.50	March 2013 Winter Road Mtc
Paid Chk# 007158	GE CAPITAL	130.38	Copier Expense
Paid Chk# 007159	GOLIATH HYDRO-VAC INC	450.00	Culvert Mtc
Paid Chk# 007160	HAKANSON ANDERSON ASSOC INC	8,946.75	Engineering
Paid Chk# 007161	INTEGRA TELECOM	552.57	Phone

Paid Chk# 007162	KEVIN OLSON	50.00	Mailbox Reimbursement
Paid Chk# 007163	KRAEMER MINING& MATERIALS INC	967.68	March 2013 Winter Road Mtc
Paid Chk# 007164	LEGENDS	100.00	Legends Club Rental Annual Mtg
Paid Chk# 007165	LISA QUINN	117.92	March 2013 Expense Reimbursement
Paid Chk# 007166	MIKE OBRIEN	50.00	Mailbox Reimbursement
Paid Chk# 007167	MIKES SEPTIC MINNESOTA ASSOCIATION OF TWNESH	260.00	Town Hall Septic Pumping 3/11/13
Paid Chk# 007168		50.00	Quinn - 2013 Spring MAT Short Course
Paid Chk# 007169	MVEC	622.55	Electricity
Paid Chk# 007170	NATURAL SYSTEMS UTILITIES MN	6,894.07	CSTS Monitoring
Paid Chk# 007171	RAPID PRESS	100.00	Township Receipt Books
Paid Chk# 007172	SAFETY SIGNS	150.00	Street Signs
Paid Chk# 007173	SARAH LEVOIR SOUTHWEST SUBURBAN PUBLISHING	50.00	March 2013 Expense Reimbursement
Paid Chk# 007174		264.39	Legal Publishings
Paid Chk# 007175	TOM KRAFT	32.75	March 2013 Expense Reimbursement
Paid Chk# 007176	XCEL ENERGY	13.55	St. Francis Light

Total
64,543.9
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11)Adjourn. There being no further business before the Town Board, a motion to adjourn was heard.

Supervisor Kostik made a motion to adjourn the April 1, 2013 Credit River Township Board Meeting. Supervisor Novak seconded the motion. Motion passed 4-0.

Meeting was adjourned at 9:56 P. M.

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

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