

Credit River Township Board Meeting
Monday, January 6, 2014, 6pm
Meeting Minutes

The January 6, 2014 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6PM by Chairman Brent Lawrence.

Chairman Brent Lawrence opened the meeting with a moment of silence for the Kostik Family on the loss of their daughter Emily, age 7; and also Township Contractor Denny “Dennis” Karow, who passed away this week.

Members Present:

Chairman Brent Lawrence; Vice Chair Tom Kraft; Supervisor Al Novak; Supervisor Leroy Schommer.

Members Absent:

Supervisor Chris Kostik

Others Present:

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

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

Chairman Lawrence asked to have “Scott County Soil & Water” as Item #2 under New Business; “County Road Projects” as Item #3 under New Business; “Deposition pay” added as Item #4 under New Business, and “Funerals” as Item #5 under New Business.

Treasurer LeVoir asked that "Fire Contract Update" be added to Treasurer's Report as Item #4.

Clerk Quinn asked if the listing as Item #1 under Clerk's Report be changed from "Resolution 2014-01" to "Resolution 2014-02."

Supervisor Schommer made a motion to approve the amended agenda.

Supervisor Novak seconded the motion. Motion carried 4-0.

Items were added or changed as requested.

2) Consent Agenda

1) November 2013 Treasurer's Report

2) December 2013 Developer's Escrow Statement

3) December 2, 2013 Board Meeting Minutes

Supervisor Novak made a motion to approve the Consent Agenda. Vice Chair

Kraft seconded the motion. Motion carried 4-0.

3) Open Forum

No items added here.

4) Old Business

No items added here.

5) New Business

1) Staff Reviews. Supervisor Novak reports that Staff Reviews will be done in the month of February. Chair Lawrence said that he would like to offer comments on the Clerk's review as the Chair & Clerk work closely together throughout the year.

- 2) **Scott Soil & Water.** Diane Hrabe, a Scott Soil & Water County Official, would like to have a meeting at the Credit River Town Hall to present a cost sharing opportunity on rain gardens that Scott County is offering to Scott County residents.

- 3) **County Road Projects.** Jeanne Briol, Scott County Transportation Official, would like to meet on an informal basis with two members of the Board to discuss their preferred design option for the connection at Lucerne & CR 8. Scott County Transportation Official Andy Hingeveld would also like to meet concerning CR 27.

- 4) **Deposition Pay.** Because of a pending lawsuit which is going to require Current and former Board Members to take part in a lengthy deposition, Chairman Lawrence would like to make a determination about Deposition Pay for the former Board member. After discussion, the Board decided that the former Board Member who will be required to take part in a deposition about events that occurred when he was a Township Official be compensated at the level of the actual salary he will forgo in order to be able to do this, plus standard government mileage. Current Board Members will claim meeting pay; and all expenses will be added to the countersuit per the original Developer's Agreement.

Chairman Lawrence made a motion that the pay for the deposition the Former Township Official be at the same rate as his regular salary rate; and that he be paid drive time and standard government mileage. Supervisor Novak seconded the motion. Motion carried 4-0.

Vice Chair Kraft asked that all expenses be kept track of as it may be part of the Developers agreement that these expenses be charged back to the Developer per the Developer's Agreement.

6) Funerals. As Supervisor Kostik's family recently suffered the loss of their daughter Emily, the Board would like to send a floral arrangement memorial to the Kostik funeral services.

As the Township Contractor Dennis Karow recently passed, the Board would like to send a floral memorial to the Karow funeral services.

Supervisor Schommer made a motion to send a floral memorial to the Kostik & Karow Services, not to exceed \$100.00 each. Supervisor Novak seconded the motion. Motion passed 4-0.

7) Road Report.

Chairman Lawrence reported that feedback on the township snowplowing services so far this year has been positive.

However, a few mailbox reimbursements have been paid out.

8) Engineer's Report.

1) Feasibility Report for 2014 Overlay Project

Township Engineer Nelson presented the feasibility report for the 2014 Overlay Project on Cedar Lane, Cedar Court, Elm Court, Frontier Lane, Crimson Court, and Stoneridge Court and a portion of Lynn Drive.

Township Engineer Nelson presented the Feasibility report for the 2014 Overlay Project on Hampshire Court.

As the Township policy is to pay 50% of Overlays, the proposed assessment totals are:

For the Cedar Lane, Cedar Court, Elm Court, Frontier Lane, Crimson Court, Stoneridge Court, and portions of Lynn Drive project, the assessment per unit is estimated and proposed to be \$2960.00.

For Hampshire Court Properties, the assessment is estimated and proposed to be \$3920 per unit, with the exception of the property known as #4, and that property is proposed to be assessed in the amount of \$7,840.00, due to a double road frontage.

Vice Chair Kraft made a motion to approve Resolution 2014-01, Resolution Receiving Feasibility Study, Ordering Improvement Hearing and Ordering Preparation of Plans and Specifications for the 2014 Overlay Projects. Supervisor Schommer seconded. Motion carried 4-0.

Engineer Nelson said that he will work with the Clerk to send out the FAQ's on the project, and also the Public Improvement Hearing Notices will be mailed in the next week or so.

2) 2010-2013 Gravel Road Maintenance Costs

Engineer Nelson presented the actual expenses for Credit River Township Gravel Road Maintenance.

The Board will discuss these figures in more detail at the Road Workshop to be held on January 21, 2014 at 5 PM.

3) MS4 Permit Update

Engineer Nelson reported that the SWPPP Application for reauthorization has been submitted to the MPCA.

6) Treasurer Report

1) Transfer Funds.

Treasurer LeVoir recommended the transfer of \$250,000.00 from the Township savings to checking account to pay claims.

Supervisor Schommer made a motion to transfer \$250,000.00 from Township savings to the Township checking account. Supervisor Novak seconded the motion. The motion carried 4-0.

4) Escrow Update

There is one escrow that is currently at a negative \$9 balance. The standard Township replenishment request will go out this week.

Supervisor Schommer asked about the Liberty Creek (LC) and Estates of Liberty Creek (ELC) Escrows. Treasurer LeVoir reports the LC Escrow is currently \$856.75. ; ELC has \$178.77.

Vice Chair Kraft inquired about the Cedarwood Estates Escrow. Treasurer LeVoir reports that CWE has \$1917.99.

3) Audit Update.

Treasurer LeVoir reports that the Auditors will be on site for their review on January 20 & 21, 2014.

5) Fire Contract update. Treasurer LeVoir reports that the preliminary estimate for services was \$195, 918.00. The actual figure is \$206, 312.00 due to an unexpected expense to the Prior Lake Fire Department. Credit River Township is responsible for absorbing its share of this expense.

9) Clerk's Report

1) Resolution 2014-02: Resolution Appointing Election Judges. It is time to appoint the election judges for the first half of 2014. The Election Judge Certification Training cycle renewal period will be held in June & July 2014, and at that time a new list of judges will need to be appointed for remaining 2014, 2015, and first half 2016 Election judge duties. A list of the currently qualified Credit River Township Election Judges was submitted for Board Review and approval. Chairman Lawrence, as he has filed for Town Office and thus will be on the ballot in the March election, was not included on the list that is to be approved at this time.

Vice Chair Kraft made a motion to approve Resolution 2014-02, Resolution Appointing Election Judges 2014. Supervisor Schommer seconded the motion. Motion carried 4-0.

2) Clerk- Treasurer Meeting- January

Clerk Quinn reports that, with the Board's approval, the January Scott County Clerk-Treasurer Meeting will be held at the Credit River Town Hall on Monday evening, January 13, 2014 at 7 PM.

Vice Chair Kraft made a motion to approve the use of the Credit River Town Hall for the Clerk-Treasurer Meeting on January 13, 2014 and to allow the Clerk to provide refreshments for the meeting, not to exceed \$75. Supervisor Schommer seconded the motion. Motion passed 4-0.

3) Review & Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000232E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000233E	ANCHOR BANK - DEBIT CARD	237.21	Clerk Cell Phone/Postage/Office Supplies
Paid Chk# 000234E	EFTPS	1,037.84	FICA/Medicare/Fed WH
Paid Chk# 000235E	PERA	488.75	PERA
Paid Chk# 000236E	MINNESOTA REVENUE MW5	66.32	State WH
Paid Chk# 007515	AL NOVAK	542.55	December 2013 Srv Paid in January 2014
Paid Chk# 007516	BRENT LAWRENCE	743.42	December 2013 Srv Paid in January 2014
Paid Chk# 007517	CHRIS KOSTIK	583.78	December 2013 Srv Paid in January 2014
Paid Chk# 007518	LEROY SCHOMMER	623.36	December 2013 Srv Paid in January 2014
Paid Chk# 007519	LISA QUINN	XXXX	December 2013 Srv Paid in January 2014
Paid Chk# 007520	SARAH LEVOIR	XXXX	December 2013 Srv Paid in January 2014
Paid Chk#	TOM KRAFT	583.78	December 2013 Srv Paid in

007521		January 2014
Paid Chk#	ABDO EICK &	3,500.00 YE2013 Audit Progress
007522	MEYERS LLP	Payment
Paid Chk#	AL NOVAK	5.65 December 2013 Expense
007523		Reimbursement
Paid Chk#	ART JOHNSON	8,436.08 December 2013 Winter Road
007524	TRUCKING INC	Mtc
Paid Chk#	BOND TRUST	106,663.75 2012 GO Bond Principal &
007525	SERVICES CORP	Interest Payment
Paid Chk#	BRENT LAWRENCE	44.46 December 2013 Expense
007526		Reimbursement
Paid Chk#	BRIAN FETTE	50.00 Mailbox Reimbursement
007527		
Paid Chk#	C L A	2,482.00 NPDES Escrow Refund - 19040
007528	CONSTRUCTION INC	Foxfield
Paid Chk#	CENTERPOINT	117.13 Town Hall Gas
007529	ENERGY	
Paid Chk#	CERTIFIED	150.00 Disposal Misc Items
007530	RECYCLING	
Paid Chk#	CHORES AND MORE	190.00 Town Hall Cleaning 11/19/2013
007531	BY HEIDI INC	& 10/29/2013
Paid Chk#	COURI & RUPPE,	1,650.00 Legal Fees
007532	P.L.L.P.	
Paid Chk#	DB SERVICES	0.00 Check Voided
007533		
Paid Chk#	ECM PUBLISHERS	148.00 Town Board Election Filing
007534	INC	Notice/Publishing
Paid Chk#	FRANK DRIVER	50.00 Mailbox Reimbursement
007535		
Paid Chk#	GALLAGHERS	17,906.00 December 2013 Winter Road

007536		Mtc
Paid Chk#	GE CAPITAL	140.01 Copier Expense
007537		
Paid Chk#	GOPHER STATE ONE	17.40 November 2013 Utility Locates
007538	CALL	
Paid Chk#	HAKANSON	9,798.12 Engineering
007539	ANDERSON ASSOC INC	
Paid Chk#	HOMES BY	1,595.00 NPDES Escrow Refund - 21405
007540	TRADITION, LLC	Bitterbush Pass
Paid Chk#	INTEGRA TELECOM	558.19 Phone
007541		
Paid Chk#	JARED NYPEN	50.00 Mailbox Reimbursement
007542		
Paid Chk#	KRAEMER MINING& MATERIALS INC	2,384.97 December 2013 Winter Road Mtc
007543		
Paid Chk#	LISA QUINN	19.78 December 2013 Expense Reimbursement
007544		
Paid Chk#	MINNESOTA DEPT OF HEALTH	300.00 MHSP Monitoring Well Permits
007545		
Paid Chk#	MVEC	620.73 Electricity
007546		
Paid Chk#	NATURAL SYSTEMS UTILITIES MN	16,392.05 CSTS Monitoring
007547		
Paid Chk#	NORTHERN TECHNOLOGIES, INC	807.00 Monterey, Lynn & 207th St Reconstruct Srvs
007548		
Paid Chk#	SARAH LEVOIR	50.00 December 2013 Expense Reimbursement
007549		
Paid Chk#	SCOTT COUNTY TREASURER	482.75 TNT Cost/Postage Allocation
007550		

Paid Chk#	SCOTT SOIL &	2,070.00 Building Site Inspections Oct -
007551	WATER CONSV DIST	Dec
Paid Chk#	SOUTHWEST	132.20 Legal Publishings
007552	NEWSPAPERS	
Paid Chk#	TRANS-ALARM	89.85 Town Hall Alarm Monitoring Srv
007553		
Paid Chk#	WELLS FARGO	87,065.00 2009 GO Bond Principal &
007554	CORPORATE TRUST	Interest Payment
Paid Chk#	XCEL ENERGY	13.19 St. Francis Light
007555		

Total \$271.013.84

9) Adjourn.

There being no further business before the Town Board, a motion to adjourn was heard.

Supervisor Al Novak made a motion to adjourn the January 6, 2014 Credit River Township Board Meeting. Supervisor Leroy Schommer seconded the motion. Motion carried 5-0.

Meeting adjourned at 7:39 PM.

Recorded by:

Lisa Quinn, Township Clerk

Approved by:

Tom Kraft, Vice Chairman, Credit River Township

