

Credit River Township Meeting Minutes July 6, 2010

Call to Order:

Chairman Leroy Schommer called the meeting to order at 6:00 pm.

Members Present:

Chairman Leroy Schommer, Vice Chairman Brent Lawrence, Supervisor Al Aspengren, Supervisor Bruce Nilsen, Supervisor Tom Kraft

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Holly Batton

1. Consent Agenda

- 1) Approve Minutes from June 7, 2010
- 2) Approve May 2010 Treasurer Report
- 3) Approve June 2010 Developer's Escrow Report
- 4) Approve Year to Date Building Permit Report

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. There being none, Supervisor Kraft made a motion to approve the 4 Consent Agenda items, Supervisor Aspengren offered a second, motion passed 5 – 0

2. Resident Open Forum

Carolyn Schulte, Bridle Path, asked what was being done on the Loehrer property where some kind of stand is being built. Chairman Schommer explained that vegetables are going to be sold there.

Beverly Parrish, Whitewood Avenue, reported that the new grass seeding is being watered properly and is coming along nicely.

3. Old Business

- 1) Update on cable television

Supervisor Lawrence reported that he met this morning with Integra's General Manager and explained that, as part of the franchise agreement, Credit River Township will receive a 5% franchise fee for each subscriber bill and he asked that we receive this payment from Integra on a quarterly basis rather than annually. Both the cities of Prior Lake and Savage receive their payment on a quarterly basis as well. He further explained there is also a PEG (Public Education or Government Access) fee which is around \$1 per subscriber each month and all of that goes back to the government to maintain a government access channel. Integra will be running fiber optic to the Town Hall for future use of a government channel if the Board decides to do that. He further reported there will also be a community channel that will be available to make government related announcements free of charge. He said the goal is for Integra to make the changes regarding the payment process and to have something approved by Bob Vose for the Board to review some time in August.

- 2) Update on City of Savage Joint Powers Agreement

Supervisor Lawrence distributed a new Draft of the Joint Powers Agreement (JPA) (attached) being prepared by the City of Savage and township consultant Dean Johnson. He explained that this JPA is still being reviewed by staff and has not been presented to the Savage City Council yet. Supervisor Lawrence proposed that he report back to Dean Johnson that this new Draft looks good to the Board and

that the Board feels the feasibility study process should be started next year. He will also ask Dean to call Supervisor Aspengren to provide additional clarification on the two separate areas outlined in the JPA. He asked the Board to review this new Draft JPA and the memo from Dean Johnson dated June 17, 2010 (attached) responding to the Board comments from the previous Draft.

3) Update on Prior Lake Fire Contract

Supervisors Lawrence and Nilsen met with representatives from the Prior Lake Fire Department, City of Prior Lake and Spring Lake Township to discuss the 2011 Prior Lake Fire Department budget. One of the things discussed was that they have been under spending their fire budget over the years. In 2009 they under spent their entire fire department budget by a little over \$200,000. Credit River's share of this amounts to about \$41,000. He read an email submitted to the Board by Prior Lake City Manager Frank Boyles (attached) in response to questions about this under spending and further explained that Mr. Boyles will provide projected budget numbers for the Board to review.

Resident Dave Brunello, Lynn Drive, asked if the fire department itemizes all of their capital expenses. Supervisor Lawrence confirmed that they do.

Supervisor Kraft stated he would like to see the projected numbers. Supervisor Lawrence clarified that he will contact Frank Boyles and let him know the Board would like to see the fire department's projected annual budget amounts and then the Board will determine the next step.

4) Update on Territory Projects

Supervisor Aspengren reported that he and Supervisor Kraft have met a few times with Rob Waccholz with Traditions during the month of June. He explained a bill has been submitted, reviewed and revised by himself, Supervisor Kraft and Treasurer Batton to omit the work that has not yet been completed based on the inspection completed by Supervisor Kraft.

Chairman Schommer made a motion to use MN Sod to complete the work as they are currently under contract with the Township and there will not be a need for any additional inspections. Supervisor Nilsen offered a second, motion passed 5 – 0

Supervisors Kraft and Aspengren will review anything outstanding and report back to the Board at the August meeting.

5) Stonebridge update

Supervisor Kraft distributed a financial handout prepared by Engineer Shane Nelson (attached) and explained that there is \$5,470 of warranty work left to be completed.

Supervisor Nilsen made a motion to approve an expenditure up to \$6,500 to complete the additional warranty items. Supervisor Lawrence offered a second, motion passed 5 – 0

Treasurer Batton explained that there are two additional invoices that have been prepared for payment approval at this meeting; Gallagher, Inc. for \$4,205 and Goliath Hydro-Vac for \$437.50. Supervisor Nilsen made a motion to authorize payment to Goliath Hydro-Vac in the amount of \$437.50 and Gallagher, Inc. in the amount of \$4,205. Supervisor Aspengren offered a second, motion passed 5 – 0

6) Monterey Heights / South Passage CSTS update

Supervisor Kraft reported that there are 27 trees that are part of the CSTS that need to be moved in addition to 17 other trees that the Homeowner's Association (HOA) will need to move. The HOA would like to coordinate moving all of the trees at the same time. He explained that late August is the best time to move the trees and he will get 2 vendors to provide quotes to be presented at the August 2nd Board meeting.

4. Park Report

Supervisor Lawrence reported that the new backstop in Casey Park is in and looks great. He is still working with Jason Hand to schedule the 2 new basketball hoop footings.

Treasurer Batton asked if something could be done about the weeds in the infield in Scottview Park. Supervisor Lawrence explained that Denny Karow is licensed to spray for weeds and he will talk with him about it.

5. Clerk's Report

1) Newsletter

Clerk Haugh asked for clarification on the timeline for the next township newsletter. Supervisor Lawrence confirmed that the annual meeting is scheduled for Tuesday, September 7th and his recommendation would be to mail a newsletter the week of August 23rd. He further explained that he will be working with the Clerk on newsletter items. The Clerk will submit a Draft to the Board the first week of August.

2) Meeting with Scott County on August 2nd

Clerk Haugh reminded the Board that the August 2nd Board meeting will begin at 5pm with a quarterly update meeting with Commissioner Wolf and Administrator Gary Shelton.

3) Mediacom Utility Permit

Clerk Haugh explained that she, Supervisors Lawrence and Kraft and Engineer Nelson met to discuss the permit fee regarding a large Utility Permit recently submitted by Mediacom. Supervisor Lawrence explained the \$150 permit application fee does not properly cover administrative fees for a project this large and his recommendation is that we collect an additional \$1,000 escrow fee from Mediacom to cover administrative costs associated with a project this size. Chairman Schommer directed Clerk Haugh to contact Mediacom and request this escrow payment.

Supervisor Lawrence explained that he spoke with Bill Jensen, Regional VP of Mediacom. He explained that the day Mediacom contacts Gopher One-Call to let them know they are going to begin digging, they send a letter to all of the residents explaining what they are doing in the area. There is also a hotline number provided that residents may call for questions.

Clerk Haugh provided the Board with an election update. She reported that there are approximately \$80 in attorney fees and approximately \$72 in consultant fees. Supervisor Lawrence suggested that Supervisors Kraft and Aspengren determine what budget item these charges should be taken out of. Clerk Haugh presented an election judge list and asked for Board approval by signature.

Clerk Haugh distributed a Scott County Township Association banquet survey and asked the Board to complete it and return it to Treasurer Batton.

6. Treasurer's Report

1) Transfer funds

Treasurer Batton requested Board approval to transfer \$265,000 from savings to checking and explained this amount includes the 2nd fire contract payment of \$105,000. Supervisor Nilsen made a motion to transfer \$265,000 from the savings to checking account. Supervisor Lawrence offered a second, motion passed 5 – 0

2) CD renewal 7/17/10

Treasurer Batton explained that a CD is renewing at Anchor Bank on July 17th. She explained that she looked into CD rates available to us and is recommending to the Board that the Anchor Bank CD and interest be rolled in to the Anchor Bank checking account on July 17th. She requested Board approval and signature of a claim to open up a CD at Merchants Bank at a rate of 1.65 which is significantly higher than the Anchor Bank rate of .75.

Supervisor Lawrence made a motion to take the current Anchor Bank CD and interest and deposit it in the Anchor Bank checking account upon maturity on July 17, 2010 and deposit that amount plus interest in a CD at Merchants Bank at an annual rate of 1.65. Supervisor Aspengren offered a second, motion passed 5 – 0

3) Budget plan

Treasurer Batton requested the Board review the budget and start thinking about upcoming expenses in their areas of supervision. She also suggested that the Board have a budget review meeting on August 25th.

4) Insurance for parks

Treasurer Batton provided an overview of the current park insurance policy. Supervisor Nilsen made a recommendation to leave the existing policy the way it is.

5) Update on Anchor bank electronic deposit

Treasurer Batton explained that Supervisors Kraft and Aspengren approved the Anchor Bank remote deposit scanner expense of \$25 per month and it has been installed.

6) Update on CSTS emergency service billing

Treasurer Batton stated that some EcoCheck emergency service charges are being contested. Supervisor Aspengren explained that the township will not get involved and most likely the bill in this particular case will be split three ways amongst EcoCheck, the vendor and homeowner.

Treasurer Batton reported that the Elmwood Road vacation escrow account is -\$631.75. Chairman Schommer instructed Clerk Haugh to request an additional \$1,500 escrow payment from Mark Jensen and to inform attorney Ruppe that additional escrow funds are needed.

Supervisor Lawrence requested an actual versus budget report for the first half of this year.

7. Road Report

1) Update on Hills of Credit River resident meeting

Supervisor Kraft explained that Supervisor Lawrence is drafting handouts for Board review prior to the resident meeting on July 19th at 7pm.

2) Road repair projects update

Supervisor Kraft provided a report on the current road repair projects (attached).

3) Crack filling and seal coating update

Supervisor Kraft explained that Engineer Nelson has requested approval for 2 supervisors to review and award the crackfilling quote on July 16th so that the work schedule can continue to move along. Supervisor Aspengren made a motion to hold a special meeting on July 19th for the Board to review and to award the quote. Supervisor Lawrence offered a second. Motion denied 2-3. Chairman Schommer and Supervisors Kraft and Nilsen were nays. Chairman Schommer made a motion for Supervisors Kraft and Nilsen to receive and approve quotes for crackfilling on July 16th. Supervisor Kraft offered a second, motion passed 3 – 2. Supervisors Lawrence and Aspengren were nays.

Supervisor Kraft provided an overview of the seal coating projects. The Board determined that the 195th Street project will not be seal coated this year.

8. New Business

1) NPDES

Chairman Schommer asked if the NPDES educational flyer could be included in the Newsletter. Supervisor Lawrence instructed Clerk Haugh to add this to the list of newsletter topics.

2) Mowing

Supervisor Aspengren reported that he has contacted the ditch mowing contractor, Tom Headman, to instruct him to make sure to mow all areas 6 ft. and that he has been observed going too fast. Supervisor Lawrence reported he measured 4 ½ ft. in some areas. Chairman Schommer reported that a couple streets in Harvest Hills were missed. Supervisor Aspengren will contact Tom Headman again about this.

3) County highway project-Savage

Supervisor Lawrence reported that he received a call from Barry Stock with the City of Savage. The County Plan for 2017 includes an \$18 million project widening an area of County Road 42 to six lanes. The City of Savage is suggesting to Scott County that the \$18 million be used to widen County Road 27 instead and would like comments from the Board. Supervisor Lawrence will respond back to Barry Stock that the Board is in support of this suggestion to Scott County.

4) Proposed County Nuisance Ordinance

Marty Schmitz with Scott County distributed a memo (attached) and explained that the Scott County Planning Commission will be reviewing a proposed County Nuisance Ordinance which includes outdoor wood burning stove usage, outdoor refuse storage and salvaged vehicle requirements at 6:30pm on Monday, July 12, 2010.

9. Review and Pay Bills

Check #	To	Amount	Comments
Paid Chk# 005635	AL ASPENGRN	921.47	Payroll
Paid Chk# 005636	BRENT LAWRENCE	780.36	Payroll
Paid Chk# 005637	BRUCE NILSEN	678.77	Payroll
Paid Chk# 005638	CATHY HAUGH	1,991.46	Payroll
Paid Chk# 005639	HOLLY BATTON	2,229.46	Payroll
Paid Chk# 005640	LEROY SCHOMMER	992.76	Payroll
Paid Chk# 005641	TOM KRAFT	898.18	Payroll
Paid Chk# 005642	ADVANTAGE SIGNS AND GRAPHICS	0.00	VOID
Paid Chk# 005643	AL ASPENGRN	86.00	June Expense Reimbursement
Paid Chk# 005644	ART JOHNSON TRUCKING INC	1,804.00	Blade Gravel Roads
Paid Chk# 005645	BRENT LAWRENCE	67.06	June Exp Reimbursement
Paid Chk# 005646	CENTERPOINT ENERGY	19.72	Town Hall Gas Utility
Paid Chk# 005647	CITY OF LAKEVILLE	514.41	Judicial Rd Mtc
Paid Chk# 005648	CITY OF PRIOR LAKE	105,981.00	Fire Contract Second Half
Paid Chk# 005649	CONSTRUCTION SERVICES INC	0.00	VOID
Paid Chk# 005650	COURI MACARTHUR & RUPPE	1,201.25	June Legal Service
Paid Chk# 005651	DENNIS KAROW	1,145.43	Mowing
Paid Chk# 005652	ECM PUBLISHERS INC	91.00	Legal Publishing
Paid Chk# 005653	FENC-CO INC	3,725.00	Casey Park backstop
Paid Chk# 005654	GALLAGHERS	4,205.00	Stonebridge Warranty Work
Paid Chk# 005655	GE CAPITAL	149.64	Copier Lease payment
Paid Chk# 005656	GOLIATH HYDRO-VAC INC	437.50	Stonebridge Warranty Work
Paid Chk# 005657	GOPHER STATE ONE CALL	23.20	June Utility Locates
Paid Chk# 005658	HAKANSON ANDERSON ASSOC INC	7,286.00	May Engineering
Paid Chk# 005659	HOLLY BATTON	175.41	June Exp Reimbursement
Paid Chk# 005660	INTEGRA TELECOM	581.30	Phone Service
Paid Chk# 005661	JERALD R MAAS	72.00	June Election Consulting

Paid Chk# 005662	KENNEDY & GRAVEN, CHARTERED	77.50	Integra Franchise Legal Svc
Paid Chk# 005663	LAURA LOVEGREN	1,857.00	Refund NPDES Escrow for 9360 Credit River Blvd
Paid Chk# 005664	LENNAR CORPORATION	900.00	Refund Access Escrow for 21825 Sagewood
Paid Chk# 005665	LEROY SCHOMMER	82.17	June Expense Reimbursement
Paid Chk# 005666	LYLE DAVIDS	922.00	Refund NPDES Escrow for 21280 Ridgewood
Paid Chk# 005667	MAT	80.00	Mankato Short Course
Paid Chk# 005668	MIKES SEPTIC	500.00	21960 Carrbridge Court Pumping
Paid Chk# 005669	MINNESOTA DEPT OF HEALTH	2,250.00	Maintenance Permit Invoices
Paid Chk# 005670	MINNESOTA REVENUE MW5	191.46	State Withholding
Paid Chk# 005671	MSC	3,400.00	CSTS Mound Mowing
Paid Chk# 005672	MVEC	626.33	Electricity
Paid Chk# 005673	OMNITURE INC	80.00	Website Search Feature
Paid Chk# 005674	PRIVATE UNDERGROUND	194.50	June Utility Locates
Paid Chk# 005675	REED BUSINESS INFORMATION RESOURCE STRATEGIES	276.00	Legal Advertising Sealcoating
Paid Chk# 005676	CORPORATIO	5,576.00	Governance Consulting
Paid Chk# 005677	RIVER OAKS	924.00	Ditch Mowing
Paid Chk# 005678	SCOTT SOIL & WATER CONSV DIST	1,739.00	May NPDES Inspections
Paid Chk# 005679	TOM KRAFT	40.00	June Exp Reimbursement
Paid Chk# 005680	WELLS FARGO BANK	8,987.50	Debt Svc Payment
Paid Chk# 005681	XCEL ENERGY	12.13	St Francis Street Light Elect
Paid Chk# 005682	LENNAR CORPORATION	1,697.00	NPDES Escrow Ref 7090 Territor
Paid Chk# 005683	PRIOR LAKE BLACKTOP, INC.	86,419.13	Bituminous Patching
Paid Chk# 005684	CONSTRUCTION SERVICES INC	34,674.50	SA Group Draw #4
No Check Number	EFTPS	1,638.07	June 941 taxes
No Check Number	PERA	494.50	PERA
	TOTAL	289,696.17	

10. Adjourn

There being no further business before the Town Board, Supervisor Nilsen made a motion to adjourn the meeting. Supervisor Lawrence offered a second. Motion passed 5 – 0. The meeting was adjourned at 10:02 pm.

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

Approved By: (s/) Leroy Schommer
Chairman Board of Supervisors
Credit River Township