

Credit River Township Meeting Minutes September 7, 2010

Call to Order:

Chairman Leroy Schommer called the meeting to order at 6:02 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, Township Engineer Shane Nelson, Township Attorney Bob Ruppe

Chairman Schommer reported that the Agenda had been revised to include under New Business, Escrow Policy and Town Hall hours.

1. Consent Agenda

- 1) Approve Minutes from August 16, 2010
- 2) Approve July 2010 Treasurer Report
- 3) 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 3 Consent Agenda items, Supervisor Nilsen offered a second, motion passed 5 – 0

2. Old Business

- 1) Prior Lake Fire Department update

Vice Chairman Lawrence explained that he has spoke with City of Prior Lake Manager, Frank Boyles and was assured that he would receive an email prior to this meeting with the financial information that was requested by the Board two months ago. This information has not been received.

Vice Chairman Lawrence further explained that a meeting has been scheduled for September 24th with the Prior Lake Mayor, Prior Lake City Manager Frank Boyles, Supervisor Nilsen and Vice Chairman Lawrence for further discussion.

Chairman Schommer confirmed with Treasurer Batton that the township pays the fire contract bi-annually in January and June. Supervisor Kraft clarified that we are in the first year of a five year contract.

Feasibility study options were discussed and Township Attorney Ruppe stated that he has an Ehlers & Associates feasibility study that is less than a year old and he will have it scanned and emailed to the Clerk for Board review.

Vice Chairman Lawrence stated he will follow up again regarding the financial report and report back to the Board.

- 2) Compensation review from March 2010 Board workshop

Clerk Haugh explained that, at the Board workshop in March, 2010, the Board discussed whether or not the Clerk should be compensated on an hourly basis by tracking time or if the compensation should be set at an annual salary. The Board determined that, because the Clerk was newly elected and new to the position, she should keep track of her time and be compensated hourly and the Board would revisit this in

three to five months. Clerk Haugh further explained that she expects to be averaging approximately 60-80 hours per month plus meeting attendance. Supervisor Kraft suggested that the Clerk remain hourly for the remainder of the year to track time for a full year.

Resident Dave Brunello asked if the Clerk and Treasurer positions have clearly defined roles and responsibilities, does the Board hold the individuals accountable and has anybody trended this over the past few years? Chairman Schommer explained that we drafted roles and responsibilities at the March workshop.

Supervisor Nilsen made a motion for the Clerk's compensation to be changed from hourly compensation to an annual salary based on 80 hours per month at \$24 per hour. Vice Chairman Lawrence offered a second, motion passed 5 – 0

3. Resident Open Forum

There were no resident comments during Open Forum.

Form of Government update – Dean Johnson

Vice Chairman Lawrence introduced consultant Dean Johnson. Dean explained that the City of Savage and members of the Town Board are working on a 3-year Joint Powers Agreement (JPA). Dean explained that this JPA is in the final draft stages and will be submitted to the Savage City Council for approval at their next meeting. It will then be ready for Town Board approval at the October Board meeting. This Joint Powers Agreement will be made available on the Township website once it has been approved by the Town Board.

A discussion took place regarding annexation studies and sewer/water feasibility studies during this 3-year JPA period. Township Engineer Nelson will be working with City of Savage Engineer John Powell on joint feasibility study options.

Treasurer Batton asked how this JPA will be communicated to residents. Vice Chairman Lawrence explained that City Manager Barry Stock will take the lead on communication with a press release to the local newspaper.

Supervisor Nilsen made a motion to recess the Board meeting so that the residents can hold the continuation of their Annual Meeting. Vice Chairman Lawrence offered a second, motion passed 5 – 0

Supervisor Nilsen made a motion to reconvene the Board meeting. Vice Chairman Lawrence offered a second, motion passed 5 – 0

Vice Chairman Lawrence explained that he just received an email via Blackberry from City of Prior Lake Manager Frank Boyles and explained that Mr. Boyles was directed to prepare an addendum to the fire agreements for both Credit River and Spring Lake Townships effective January 2011. The addendum would include all fire related costs rather than exclude some. They will also provide for a means for which the townships will be credited if the fire costs are under expended and also a means for which the townships would be charged more if the fire costs were greater than anticipated. They will also provide an audit provision. Supervisors Lawrence and Nilsen will continue discussions and report back to the Board.

4. Engineer's Report

1) Hills of Credit River road project update

Engineer Nelson explained that he has marked the soil boring locations and NTI is scheduled to drill on Monday, September 13th. Resident Greg Brown asked how deep the soil borings will be drilled. Engineer Nelson stated they are 10 feet deep.

A discussion took place regarding adopting a feasibility study and scheduling a public hearing for this project. Township attorney explained the public hearing notice process.

Vice Chairman Lawrence made a motion to set the public hearing for the Hills of Credit River road improvement project for Monday, October 18, 2010 at 7pm. Supervisor Nilsen offered a second, motion passed 5 – 0

Supervisor Kraft explained that he inspected the roads with Prior Lake Blacktop and they have submitted a quote estimate for \$12,709 for the patching repairs needed to prevent snowplowing issues this winter. Chairman Schommer made a motion to authorize patching repair recommended by Supervisor Kraft. Supervisor Nilsen offered a second, motion passed 5 – 0

5. Treasurer's Report

1) Transfer Funds

Treasurer Batton requested Board approval to transfer \$20,000 from savings to checking. Supervisor Kraft made a motion to transfer \$20,000 from the savings to checking account. Supervisor Nilsen offered a second. Motion passed 5 – 0

2) Approve August 2010 Developer's Escrow Report

Treasurer Batton explained that the negative balances have all been resolved. Supervisor Kraft made a motion to approve the 2010 August Developer's Escrow Report. Supervisor Aspengren offered a second, motion passed 5 – 0

3) Update on plan to certify unpaid CSTS fees to 2011 taxes

Treasurer Batton explained that she will be submitting 3 resolutions in October 2010.

4) Plan for renewing CD maturing 9/7/2010

Treasurer Batton explained that a CD is renewing at Anchor Bank on September 7th and is recommending to the Board that the Anchor Bank CD in the amount of \$151,974.71 be rolled in to the Anchor Bank checking account. She requested Board approval to open up a CD at Merchants Bank in the amount of \$151,974.71 at a rate of 1.2.

Supervisor Aspengren made a motion to take the current Anchor Bank CD in the amount of \$151,974.71 and deposit it in the Anchor Bank checking account and deposit that amount plus interest in a CD at Merchants Bank at an annual rate of 1.2. Vice Chairman Lawrence offered a second, motion passed 5 – 0

5) Treasurer's Report review Supervisor schedule

Treasurer Batton explained that the report review rotation will begin with Supervisor Nilsen reviewing the report with Supervisor Aspengren for the next couple months and then a new Supervisor will review the reports for a couple months with Supervisor Nilsen.

6) CSTS 2011 Budget plan

A discussion took place regarding a plan for the 2011 CSTS budget. Supervisor Aspengren and Vice Chairman Lawrence will work on this budget. Supervisor Aspengren will schedule a meeting with Ryan Brandt.

6. Clerk's Report

1) Approve supplemental Election Judge list

Clerk Haugh requested Board approval for 2 additional election judges for the upcoming election on November 2, 2010 and submitted the judge list for Board signature.

2) November meeting with County Administration

A discussion took place regarding the county/township quarterly update meetings. The Board decided to move from quarterly to bi-annually meetings in February and July. Clerk Haugh will contact County

administration to cancel the meeting tentatively scheduled for November and set a date for February 2011.

7. New Business

1) Approve Resolution to Set the Final 2011 Levy

Clerk Haugh called for a voice vote: Chairman Schommer: aye, Vice Chairman Lawrence: aye, Supervisor Aspengren: aye, Supervisor Kraft: aye, Supervisor Nilsen: aye. Vice Chairman Lawrence made a motion to approve the Resolution to Set the Final 2011 Levy. Supervisor Nilsen offered a second, motion passed 5 – 0

2) Webster Court Conditional Use Permit application

Resident Jon Skyberg presented his permit application for a horse riding arena and explained that the permit will be reviewed at the Scott County Planning Department meeting on September 13th. Supervisor Nilsen will attend the Planning meeting on September 13th.

Supervisor Nilsen made a motion to approve the permit with no additional stipulations based on the documentation provided by Scott County. Vice Chairman Lawrence offered a second, motion passed 5 – 0. The Board signed off on the County Recommendation Form.

3) Town Hall snowplowing

The Board will obtain 2 quotes for a 2 year contract for Town Hall snowplowing. The quotes will be reviewed at the October 2010 Board meeting.

4) Consider approval of City of Savage Joint Powers Agreement

Vice Chairman Lawrence explained that Savage City Manager Barry Stock was confident the Savage City Council will approve this JPA at their meeting tonight. Supervisor Kraft made a motion to approve the City of Savage Joint Powers Agreement contingent on final attorney review. Chairman Schommer offered a second, motion passed 5 – 0

5) Escrow policy

A discussion took place regarding the release of escrow funds involving 5 residents in the Stonebridge Development. Township Attorney Ruppe explained the escrow policy and asked the Board to adopt an indemnity agreement, contingent on attorney review, with the homeowners.

Supervisor Lawrence made a motion to approve the escrow policy and indemnity agreement for release of escrow. Supervisor Kraft offered a second, motion passed 4 – 1. Supervisor Nilsen was a nay.

6) Town Hall hours

A discussion took place regarding Town Hall hours and it was determined that the Clerk, Treasurer, Supervisor Aspengren and Vice Chairman Lawrence will meet on Monday, September 13th at 8am to discuss this and other issues. further.

Supervisor Kraft provided a road repair report and asked Clerk Haugh to list Road Report as an Agenda item every month.

8. Review and Pay Bills

Check #	To	Amt	
Paid Chk# 000064E	ANCHOR BANK	10.88	ACH Bank Fees
Paid Chk# 000065E	PERA	463.16	August Svc Paid Sept

Paid Chk# 000066E	EFTPS	1,580.85	Aug Svc Pd Sept 941
Paid Chk# 005746	AL ASPENGREN	877.03	Payroll
Paid Chk# 005747	BRENT LAWRENCE	898.56	Payroll
Paid Chk# 005748	BRUCE NILSEN	826.53	Payroll
Paid Chk# 005749	CATHY HAUGH	1,782.14	Payroll
Paid Chk# 005750	HOLLY BATTON	2,143.83	Payroll
Paid Chk# 005751	LEROY SCHOMMER	1,158.99	Payroll
Paid Chk# 005752	TOM KRAFT	783.07	Payroll
Paid Chk# 005753	AL ASPENGREN	11.00	August Expenses
Paid Chk# 005754	ANDREA WALSH	99.00	Election Judge
Paid Chk# 005755	ART JOHNSON TRUCKING INC	3,625.46	August Gravel Rd Mtc
Paid Chk# 005756	BRENT LAWRENCE	11.00	August Expenses
Paid Chk# 005757	BRUCE NILSEN	16.00	Elmwood Rd Vacation mileage
Paid Chk# 005758	BRYAN REICHEL	257.21	Election Judge
Paid Chk# 005759	CATHY HAUGH	44.00	August Expenses
Paid Chk# 005760	CENTERPOINT ENERGY	5.43	Town Hall Gas
Paid Chk# 005761	COLLINS TREE	4,435.32	Tree Trimming
Paid Chk# 005762	COURI MACARTHUR & RUPPE	1,961.25	August Legal Services
Paid Chk# 005763	DANIEL J. CLOUGH	1,835.00	Refund NPDES Escrow
Paid Chk# 005764	DARALENE C. LEIN	132.00	Election Judge
Paid Chk# 005765	DENNIS KAROW	1,145.43	Lawn Maintenance
Paid Chk# 005766	DUANE SEBENS	93.00	Election Judge
Paid Chk# 005767	ECM PUBLISHERS INC	155.37	Legal Publishing
Paid Chk# 005768	GE CAPITAL	149.64	Copier Lease
Paid Chk# 005769	GENEVIEVE DAHL	39.00	Election Judge
Paid Chk# 005770	GOPHER STATE ONE CALL	26.10	SSD Utility Locates
Paid Chk# 005771	GUY SELINSKE	78.00	Election Judge
Paid Chk# 005772	HOLLY BATTON	14.52	August Expenses
Paid Chk# 005773	JAN PENNEY	72.00	Election Judge
Paid Chk# 005774	JERALD R MAAS	252.00	Election Judge
Paid Chk# 005775	JEROME MICHELS	108.00	Election Judge
Paid Chk# 005776	JJ CREATIVE CARPENTRY	1,000.00	Refund NPDES Escrow for 7388 P
Paid Chk# 005777	JOHN SCHULTE	39.00	Election Judge
Paid Chk# 005778	JULIE KELLER	94.00	Election Judge
Paid Chk# 005779	KENNEDY & GRAVEN, CHARTERED	775.00	Integra Franchise
Paid Chk# 005780	KRAEMER MINING& MATERIALS INC	499.10	Gravel
Paid Chk# 005781	LENNAR CORPORATION	900.00	21706 Pine Tree Access Refund

Paid Chk# 005782	LEROY SCHOMMER	81.50	August Expenses
Paid Chk# 005783	MIKES SEPTIC	500.00	21095 Ridgewood Trail
Paid Chk# 005784	MSC	5,345.00	SSD Mound Mowing
Paid Chk# 005785	MVEC	660.89	Electricity
Paid Chk# 005786	PAUL E. NEWMAN	90.00	Election Judge
Paid Chk# 005787	PRIVATE UNDERGROUND	220.00	August Utility Locates
Paid Chk# 005788	RICHARD SEGERS	106.00	Election Judge
Paid Chk# 005789	RIVER OAKS	924.00	Ditch Mowing
Paid Chk# 005790	SAFETY SIGNS	175.00	Stop Sign
Paid Chk# 005791	SCOTT SOIL & WATER CONSV DIST	1,607.00	July Inspections
Paid Chk# 005792	SOUTHWEST SUBURBAN PUBLISHING	755.87	Legal Publishing
Paid Chk# 005793	TOM KRAFT	42.50	August Expenses
Paid Chk# 005794	XCEL ENERGY	12.29	St Francis St Light
Paid Chk# 005795	CREDIT RIVER TOWNSHIP	151,974.71	Open Annual CD at Merchants
Paid Chk# 005796	ECM PUBLISHERS INC	84.00	Legal Publishing
Paid Chk# 005797	METRO SALES , INC.	383.25	Newsletter Expense
Paid Chk# 005798	MINNESOTA REVENUE MW5	160.03	Aug Service
	TOTAL	191,519.91	

9. Adjourn

There being no further business before the Town Board, Supervisor Aspengren made a motion to adjourn the meeting. Supervisor Nilsen offered a second. Motion passed 5 – 0. The meeting was adjourned at 10:30 pm.

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

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