

# **Credit River Township Meeting Minutes March 7, 2011**

## **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, Township Engineer Shane Nelson

## **1 Approve or Amend Agenda**

Chairman Schommer asked if any Board member would like to add or remove anything to the Agenda.

Supervisor Kraft added Annual Meeting discussion under New Business. Supervisor Kraft also added interim compensation for Treasurer position discussion under Treasurer Report.

## **2 Consent Agenda – Approve the Following:**

- 1) February 7, 2011 Board Meeting Notes
- 2) January 2011 Treasurer Report
- 3) February 2011 Developer's Escrow Report
- 4) New Utility Permit Application
- 5) New Fee Ordinance

Chairman Schommer asked if any Board member or resident wanted any items removed from the Consent Agenda. Supervisor Nilsen requested #1 February 7, 2011 Board Meeting Notes removed from the Consent Agenda.

Supervisor Kraft made a motion to approve the Consent Agenda items 2-5. Supervisor Aspengren offered a second, motion passed 5 – 0

## **3 Resident Open Forum**

Terri Cable at 20944 Fern Drive requested information regarding township road maintenance plans. Supervisor Kraft explained the plans the Board is putting in place going forward with road improvements.

## **4 Old Business**

- 1) 2010 Audit Report

Brad Falteysek with Abdo, Eick & Meyers provided the Board with an overview of the 2010 Township Annual Audit.

- 2) Deputy Clerk

Clerk Haugh introduced the newly appointed Deputy Clerk. Chairman Schommer made a motion to approve the Deputy Clerk, Barb Kappers, as an authorized signer with the 3 Township banks. Supervisor Nilsen offered a second, motion passed 5 – 0. Clerk Haugh will arrange for the Deputy Clerk to obtain signing authorization with all necessary banks.

### 3) Prior Lake Fire Contract Update

Supervisor Nilsen provided an overview of the recent meeting with the City of Prior Lake and the Prior Lake Fire Department. The Board agreed 4 to 1 to give Prior Lake the go ahead with their City Council to proceed with the 3 year contract plan. Vice Chairman Lawrence and Supervisor Nilsen will report back to Prior Lake with this decision. Supervisor Aspengren did not agree as he feels the contract period should be no more than two years.

### 4) Krieger – Certifying Delinquent Service Fees

Supervisor Kraft provided an update on the status of the delinquent fees and Chairman Schommer called for public comment. There was none.

Supervisor Kraft made a motion to Certify Delinquent Service Fees to Scott County in the amount of \$6,148.75 with an interest rate of 6% on the Krieger property, Chairman Schommer offered a second, motion passed 5 – 0

Supervisor Nilsen made a motion that the existing balance on the Krieger property will be carried in the Road and Bridge fund, Supervisor Kraft offered a second, motion passed 5 – 0

Scott County Sheriff Deputy Brian Cade submitted the monthly report.

### 5) Bank Search Update

Supervisor Aspengren explained that he researched banks for better options and determined that our best option is with Anchor Bank and recommends the Board continue to Bank with Anchor Bank.

### 6) SCALE Report

Supervisor Aspengren provided a report on the most recent SCALE meeting and requested that the Arbor Day information he handed out be put on the township website.

### 7) Set Date to Review JPA Sewer Study

Engineer Nelson updated the Board on the JPA sewer study progress. The Board scheduled a meeting for 6pm on Wednesday, March 23, 2011.

### 8) February 7, 2011 meeting notes

Supervisor Nilsen explained that he would like it on the record in the meeting notes that he was opposed to the stop signs being removed on Overland Avenue.

Vice Chairman Lawrence made a motion to approve the February 7, 2011 meeting minutes with Supervisor Nilsen's addition that he was opposed to the signs being removed on Overland Avenue, Supervisor Aspengren offered a second, motion passed 5 – 0

## **5 Road Report**

### 1) 195<sup>th</sup> Street Overlay (combined with assessment guidelines – Shane's handout)

Supervisor Kraft provided an update regarding a possible overlay on 195<sup>th</sup> Street.

### 2) Assessment Guidelines

The Board continued to discuss road assessment guidelines and decided this should be an agenda item for the 2<sup>nd</sup> meeting scheduled on March 23, 2011. Clerk Haugh will add this item to the March 23, 2011 board meeting.

## **6 Treasurer's Report**

### **1) Transfer Funds**

Treasurer Batton requested Board approval to transfer \$45,000 from the savings to checking account. Supervisor Kraft made a motion to transfer \$45,000 from the savings account to the checking account. Supervisor Aspengren offered a second, motion passed 5 – 0

### **2) Koestering Access Escrow**

Jim Koestering addressed the Board and requested approval to obtain a refund on an expired NPDES erosion escrow account. The Board determined not to refund the NPDES erosion escrow.

Supervisor Aspengren made a motion that the NPDES erosion escrow will not be refunded as it has been too long, Supervisor Kraft offered a second, motion passed 5 – 0

### **3) CSTS Late Charges**

Treasurer Batton provided an overview and the Board discussed the process for assessing CSTS late charges.

### **4) Interim Treasurer position compensation**

Treasurer Batton requested that Clerk Haugh put in her meeting notes that Treasurer Batton is willing to stay on and help out in the interim, while the Board works on identifying a new treasurer, at \$24 an hour and further requested she would like it in writing from the Board.

Vice Chairman Lawrence made a motion that if the Board asks the current Treasurer to provide Treasurer duties after March 8, 2011, the hourly rate of pay will be \$24 an hour, Supervisor Nilsen offered a second, motion passed 5 – 0

## **7 New Business**

### **1) Mowing Contracts**

A discussion took place regarding length of contracts and the Board decided to enter in to 2 year mowing contracts going forward. Clerk Haugh will add CSTS and ditch mowing on the next Board meeting Agenda.

Vice Chairman Lawrence made a motion to direct Clerk Haugh to contact the 3 mowing contractors who submitted quotes last year and request they submit 2 year quotes for the 2011/2012 mowing season of the 4 parks and Town Hall grounds, Supervisor Kraft offered a second, motion passed 5 – 0

### **2) Traffic Control Signs**

The Board discussed the traffic control signs on Overland Avenue and Heitel Way and Supervisor Nilsen requested that any decisions regarding changing signs in the township be made by Board motion in the future.

Supervisor Nilsen made a motion that if any permanent traffic signs be removed in the Township, it be done by Board motion, Vice Chairman Lawrence offered a second, motion passed 5 – 0

### **3) Annual Meeting discussion**

The Board discussed the March 8<sup>th</sup> Annual Meeting and the handouts they just received from Abdo, Eick and Meyers. Vice Chairman Lawrence will take care of coordinating the corrections on the handouts and make copies to bring to the Annual meeting.

## 8 Review and Pay Bills

Check	Issued To	Amount	Comments
Paid Chk# 006064	AL ASPENGREN	834.93	Payroll
Paid Chk# 006065	BRENT LAWRENCE	816.13	Payroll
Paid Chk# 006066	BRUCE NILSEN	693.47	Payroll
Paid Chk# 006067	CATHY HAUGH	1,703.41	Payroll
Paid Chk# 006068	HOLLY BATTON	2,127.53	Payroll
Paid Chk# 006069	LEROY SCHOMMER	764.23	Payroll
Paid Chk# 006070	TOM KRAFT	738.94	Payroll
Paid Chk# 006071	GALLAGHERS	13,051.00	February Winter Rd Mtc
Paid Chk# 006072	MINNESOTA REVENUE MW5	176.02	State WH
Paid Chk# 006073	SCOTT COUNTY TREASURER	1,815.47	Fiscal Disparity Payment
Paid Chk# 006074	AL ASPENGREN	31.11	Feb Exp Reimb
Paid Chk# 006075	ART JOHNSON TRUCKING INC	8,664.00	February Winter Rd Mtc
Paid Chk# 006076	BRENT LAWRENCE	46.41	Feb Exp Reimb
Paid Chk# 006077	CENTERPOINT ENERGY	150.26	Town Hall Gas
Paid Chk# 006078	CERTIFIED RECYCLING	90.00	Debris Disposal
Paid Chk# 006079	CITY OF LAKEVILLE	777.00	Jan/Feb Judicial Rd Mtc
Paid Chk# 006080	COURI MACARTHUR & RUPPE	2,280.00	Jan/Feb Legal
Paid Chk# 006081	DB SERVICES	650.00	Feb 11 Plowing
Paid Chk# 006082	ECM PUBLISHERS INC	484.16	Legal Publishing
Paid Chk# 006083	ECOCHECK	8,881.80	Feb CSTS O&M
Paid Chk# 006084	GE CAPITAL	149.64	Copier Lease
Paid Chk# 006085	GOLIATH HYDRO-VAC INC HAKANSON ANDERSON ASSOC INC	450.00	Jet Ice from culvert Whitewood
Paid Chk# 006086		11,288.00	Jan Engineering
Paid Chk# 006087	HOLLY BATTON	56.00	Feb Exp Reimb
Paid Chk# 006088	INTEGRA TELECOM	511.50	Telephone
Paid Chk# 006089	MVEC	674.82	Electricity
Paid Chk# 06090	PRIVATE UNDERGROUND SCOTT COUNTY ASSOCIATION	14.00	February Utility Locates
Paid Chk# 006091	TWPS	1,961.49	2011 Township Dues
Paid Chk# 006092	SCOTT COUNTY TREASURER	113.00	Assessment Set Up Fees
Paid Chk# 006093	WELLS FARGO BANK	375.00	2009 GO Bond Paying Agent Fee
Paid Chk# 006094	XCEL ENERGY	13.31	Street light electricity
No check	EFTPS	1,358.83	941 tax payment
No check	PERA	438.76	PERA
No check	Anchor	47.20	ACH fees
Total		62,227.42	

## 9 Adjourn

There being no further business before the Town Board, Supervisor Kraft made a motion to adjourn the meeting. Vice Chairman Lawrence offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:17pm.

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

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