

# Credit River Township Board Meeting Notes

July 6, 2011, 6pm

## Call to Order:

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

## Members Present:

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

## Others Present:

Township Clerk Cathy Haugh, Township Treasurer Sarah LeVoir

## 1 Approve or Amend Agenda

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

Clerk Haugh requested to remove the May 2, 2011, May 17, 2011 and June 6, 2011 Board meeting notes from the Consent Agenda and remove Agenda Publishing under New Business.

Treasurer LeVoir requested to add Scott Co. Assessment Contract under Treasurer's Report.

Supervisor Schommer added that he was not in favor of the Co Rd 75 repair and road sweeping and wanted this recorded in the meeting notes.

## 2 Consent Agenda

- 1) May 2, 2011 and May 17, 2011, June 6, 2011 Board Meeting Notes
- 2) May 2011 Treasurer Report
- 3) June 2011 Developer's Escrow Statements

Vice Chairman Nilsen made a motion to approve items 2 & 3 on the Consent Agenda. Supervisor Kraft offered a second, motion passed 5 – 0

## 3 Open Forum

There were no resident comments during Open Forum.

## 4 Old Business

- 1) Territory Work Agreement

The Board reviewed and discussed the remaining work and proposed contract. Supervisor Schommer recommended that SA Group work with Greg Halling on the CSTS 2 and 3 follow up and the Township will take care of contracting the road shouldering and use the escrow funds for payment.

The Board determined that Supervisors Schommer and Kraft work with Rob Waccholz to update some dates and remove the Wetland Mitigation dollar amounts in the Contract. They will also do a walk through again and the new Contract will be ready for approval at the August Board meeting.

Vice Chairman Nilsen made a motion that Supervisors Schommer and Kraft work with SA Group and Greg Halling to size CSTS 2 & 3 and finalize the Contract for approval at the August Board meeting. Supervisor Novak offered a second, motion passed 5 – 0

2) Krieger Pond

Supervisor Kraft provided an update and the Board discussed the proposed work submitted by Greg Halling. The Board further reviewed the letter sent to Greg Halling from Township Engineer Nelson with the Board's comments. There was no one present to represent the Krieger project. The Board determined that we are now waiting to hear back from them regarding Engineer Nelson's communication.

3) Prior Lake Fire Contract

Chairman Lawrence and Vice Chairman Nilsen provided an update on the proposed Contract from the City of Prior Lake. The Contract is currently being reviewed by Township Attorneys. This will be on the Agenda for approval at the August Board meeting.

4) Adopt Resolution 2011-1, 2011-2 & 2011-3

Supervisor Kraft made a motion to Adopt Township Resolution 2011-1, 2011-2 and 2011-3. Supervisor Novak offered a second, motion passed 5 – 0

## **5 Road Report**

1) Sealcoat Bids

The Board reviewed the bid information received and provided by Engineer Nelson. Supervisor Kraft recommended that the Board accept the Pearson Bros., Inc. alternate bid in the amount of \$90,420.00.

Supervisor Kraft made a motion to accept Resolution 2011-4 accepting the alternate bid which calls for 1/8" Dresser Trap Rock from Pearson Bros., Inc. in the amount of \$90,420.00. Vice Chairman Nilsen offered a second, motion passed 5 – 0

2) 167th Street East

Supervisor Kraft updated the Board on the proposed contract from Bohnsack and Hennen Excavating to perform the necessary work. Property owner Mark Jensen explained the drainage issues involved. Supervisor Kraft will meet with Mark Jensen and Mike Bohnsack to coordinate work and determine Mr. Jensen's portion.

Vice Chairman Nilsen made a motion to move forward with this project and he and Supervisor Kraft will coordinate the work and determine Mr. Jensen's portion with the total job not to exceed \$4,000. Supervisor Schommer offered a second, motion passed 5 – 0

3) Crackfilling Update

Supervisor Kraft updated the Board on crackfilling.

4) Road Repair Update

Supervisor Kraft provided an update on road repairs. List attached.

5) Reconstruct Assessment Policy

The Board discussed policy options. Supervisor Novak will follow up with Shane on calculations and this item will be put on the August 1, 2011 Board meeting Agenda.

## **6 Treasurer's Report**

1) Transfer Funds

Supervisor Kraft made a motion to transfer \$150,000 from the savings account to the checking account. Supervisor Schommer offered a second, motion passed 5 – 0

2) Mailbox Reimbursement

Treasurer LeVoir explained a \$50 reimbursement return from a resident.

3) Merchants CD

Treasurer LeVoir recommended that the Merchants Bank CD that is up for renewal be moved back to Anchor Bank. Supervisor Novak made a motion to not renew the Merchants CD and move the funds to the Anchor Bank Savings Account. Supervisor Kraft offered a second, motion passed 5 – 0

Treasurer LeVoir will coordinate the necessary signatures and paperwork processing with the banks.

4) Purchasing Cards

Treasurer LeVoir provided the Board with information regarding purchasing cards for the Clerk and Treasurer. Vice Chairman Nilsen made a motion to authorize 2 purchasing cards to be ordered with Anchor Bank. Supervisor Schommer offered a second, motion passed 5 – 0

5) Budget Schedule

Treasurer LeVoir provided a schedule and asked each Board member to schedule a time to meet and discuss their budget items.

6) Treasurer 90 day Review

Treasurer LeVoir requested that a 90-day review be scheduled for the end of July so any decisions can be made at the August Board meeting. Chairman Lawrence will meet with Treasurer LeVoir at the end of July.

7) Scott Co. Assessment Contract

Treasurer LeVoir requested Board approval for the 3 year contract proposed by Scott County. Supervisor Schommer made a motion to accept the Scott County 3-year Assessment Contract. Supervisor Kraft offered a second, motion passed 5 – 0

## **7 New Business**

1) 169<sup>th</sup> Street Access Request

Vice Chairman Nilsen explained that the Town Board and the resident have agreed to an Encroachment Agreement at a cost of approximately \$75-\$100 that will be recorded with Scott County. Supervisor Schommer made a motion to approve the Encroachment Agreement for right of way access on 169<sup>th</sup> Street and authorize Vice Chairman Nilsen to request \$200 from Bruce Wise to place in escrow. Supervisor Kraft offered a second, motion passed 5 – 0

2) Cressview Cul-de-Sacs

Ted Kowalski requested that the Board give further thought to the cul-de-sac options and fund distribution. Chairman Lawrence will discuss this with Marty Schmitz with Scott County. This item will be placed on the August Board meeting Agenda.

3) Snowplowing Contract

Chairman Lawrence asked if any Board members would like to make any changes to the proposed snowplow contract. Supervisor Novak and Chairman Lawrence will continue to work on this.

4) Valley Oak Trees

Vice Chairman Nilsen explained the work the needs to be completed. Vice Chairman Nilsen and Supervisor Schommer will drive the roads to determine all tree trimming needed and will meet with Randy Collins to obtain quotes.

## 5) FEMA

Chairman Lawrence explained that we have submitted a claim for \$2,531.00 for culvert repair and the Township will be reimbursed 75% by the FEMA and the state may cover 15%.

## 6) Office Technology

Supervisor Novak explained that the Treasurer computer and My PC service needs to be updated and provided the Board with options. Supervisor Schommer made a motion to spend \$2,447.00 for the proposed Dell computer package for the Treasurer. Vice Chairman offered a second, motion passed 5 – 0

Supervisor Kraft made a motion to purchase data backup protection from Carbonite for both the Clerk and Treasurer computers at \$59 a year per computer. Supervisor Schommer offered a second, motion passed 5 – 0

The Board discussed budgeting for next year for a data projector and computer for the Clerk. Supervisor Novak further explained that he is checking in to copy machine options and the Townships current copy machine contract.

Supervisor Kraft provided the Board with an update on his search for new desk furniture for the Treasurer office.

## 7) Incorporation

Vice Chairman Nilsen requested that the Board begin to think about Incorporation again in preparation for the Annual Meeting in September. Chairman Lawrence will draft a position statement for the Board to review at the August Board meeting.

## 8 Review and Pay Bills

| Checks           | Paid To  | Amount     | Comments                       |
|------------------|--|------------|--------------------------------|
| No Check         | EFTPS  | 1,114.36   | FICA/Medicare/Fed WH           |
| No Check         | PERA   | 308.14     | PERA                           |
| No Check         | ANCHOR BANK                                      | 13.28      | ACH Fees for May 2011          |
| Paid Chk# 006221 | A MAAS CONSTRUCTION                              | 2,679.00   | Access refund 7641 Prairie Gra |
| Paid Chk# 006222 | ABDO EICK & MEYERS LLP                           | 500.00     | Participation in treasurer int |
| Paid Chk# 006223 | AL NOVAK   | 542.51     | June srv paid in July          |
| Paid Chk# 006223 | AL NOVAK   | 18.62      | June exp reimbursement         |
| Paid Chk# 006224 | ART JOHNSON TRUCKING INC<br>BOHNSACK & HENNEN EX | 887.25     | June 2011 Road Maintenance     |
| Paid Chk# 006225 | CAVATIN  | 1,386.00   | Fern Dr. culvert repair        |
| Paid Chk# 006226 | BRENT LAWRENCE                                   | 948.22     | June srv paid in July          |
| Paid Chk# 006226 | BRENT LAWRENCE                                   | 56.61      | June exp reimbursement         |
| Paid Chk# 006227 | BRUCE NILSEN                                     | 813.77     | June srv paid in July          |
| Paid Chk# 006227 | BRUCE NILSEN                                     | 13.26      | June exp reimbursement         |
| Paid Chk# 006228 | CATHY HAUGH                                      | 1,703.41   | June srv pd in July            |
| Paid Chk# 006229 | CENTERPOINT ENERGY                               | 12.83      | Acct# 5179787 - Town Hall Gas  |
| Paid Chk# 006230 | CERTIFIED RECYCLING                              | 90.00      | Refuse disposal                |
| Paid Chk# 006231 | CHRIS TERSTEEG                                   | 761.00     | NPDES escrow refund 16061 Cree |
| Paid Chk# 006232 | CITY OF PRIOR LAKE                               | 107,930.00 | Second half fire contract      |
| Paid Chk# 006233 | CONSTRUCTURE                                     | 2,588.00   | NPDES escrow refund 20700 Lynn |
| Paid Chk# 006234 | COURI MACARTHUR & RUPPE                          | 451.25     | Boone & Highpoint Project      |
| Paid Chk# 006235 | DB SERVICES                                      | 350.00     | Casey Park Improvements        |
| Paid Chk# 006236 | DENNIS KAROW                                     | 1,145.43   | parks mowing                   |
| Paid Chk# 006237 | DOUGLAS BRANDT ELECTRIC                          | 205.00     | Townhall parking lot light rep |
| Paid Chk# 006238 | DUSTCOATING INC                                  | 14,973.84  | 1,900 gal dust control         |
| Paid Chk# 006239 | ECM PUBLISHERS INC                               | 287.00     | Boone & Highpoint Project Lega |
| Paid Chk# 006240 | GE CAPITAL                                       | 149.64     | Copier exp billing ID901339583 |
| Paid Chk# 006241 | GOPHER STATE ONE CALL                            | 73.95      | June 2011 Utility Locates      |

|                          |                                  |                   |                                |
|--------------------------|----------------------------------|-------------------|--------------------------------|
| Paid Chk# 006242         | HAKANSON ANDERSON ASSOC<br>INC   | 14,698.26         | Engineering fees               |
| Paid Chk# 006243         | HANS FREDRICK INC                | 156.00            | NPDES Escrow Refund 6630 Centu |
| Paid Chk# 006244         | HOLLY BATTON                     | 158.50            | June srv paid in July          |
| Paid Chk# 006245         | INTEGRA TELECOM                  | 511.86            | Townhall phone                 |
| Paid Chk# 006246         | LEROY SCHOMMER                   | 811.41            | June srv paid in July          |
| Paid Chk# 006246         | LEROY SCHOMMER                   | 16.32             | June exp reimbursement         |
| Paid Chk# 006247         | MINNESOTA REVENUE MW5            | 54.54             | State WH                       |
| Paid Chk# 006248         | MVEC                             | 613.28            | 777628301 - MHSP Electricity   |
| Paid Chk# 006249         | PRIVATE UNDERGROUND              | 205.50            | June 2011 Utility Locates      |
| Paid Chk# 006250         | SARAH LEVOIR                     | 1,531.17          | June srv paid in July          |
| Paid Chk# 006250         | SARAH LEVOIR                     | 100.00            | June exp reimbursement         |
| Paid Chk# 006251         | SCOTT SOIL & WATER CONSV<br>DIST | 1,164.50          | NPDES May 2011 Building Insp   |
| Paid Chk# 006252         | SGC HORIZON LLC                  | 124.25            | 2011 Maintenance Project Bids  |
| Paid Chk# 006253         | TOM KRAFT                        | 641.80            | June srv paid in July          |
| Paid Chk# 006253         | TOM KRAFT                        | 15.30             | June exp reimbursement         |
| Paid Chk# 006254         | UNGERMAN CONSTRUCTION            | 1,870.00          | NPDES escrow refund 8491 210th |
| Paid Chk# 006255         | WELLS FARGO BANK                 | 8,425.00          | Debt Svc Payment               |
| Paid Chk# 006256         | XCEL ENERGY                      | 12.84             | St. Francis Light              |
| <b>Total Checks Paid</b> |                                  | <b>171,112.90</b> |                                |

## 9 Adjourn

There being no further business before the Town Board, Supervisor Novak made a motion to adjourn the meeting. Chairman Lawrence offered a second. Motion passed 5 – 0. The meeting was adjourned at 9:58 pm.

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

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Approved By: (s/) Brent Lawrence  
Chairman Board of Supervisors  
Credit River Township