

Credit River Township Board Meeting

Monday, March 5, 2012, 6pm

Meeting Minutes

The March 5, 2012 Credit River Township Meeting was called to order at 6PM by Chairman Brent Lawrence.

Members Present:

Chairman Brent Lawrence; Vice Chairman Bruce Nilsen; Supervisor Leroy Schommer; Supervisor Tom Kraft.

Members Absent:

Supervisor Al Novak.

Others Present:

Township Clerk Cathy Haugh, Township Treasurer Sarah LeVoir, Township Engineer Shane Nelson, Township Clerk in training Lisa Quinn.

1) Approve or Amend Agenda: Chairman Lawrence asked if any Board member would like to add or remove anything from the agenda. Township Clerk Haugh asked to give a report of the schedule for changeover at the end of her term. Item was added to Clerk's report. Treasurer S. LeVoir asked that the Annual Meeting Financial Update and Escrow Update be added to the Treasurer Report. The items were added to the Treasurer's report.

2) Consent Agenda:

- 1) February 6, 2012 Board meeting notes
- 2) February 15, 2012 Board of Audit notes
- 3) January 2012 Treasurer's Report
- 4) February 2012 Developer's Escrow Statements

The March Consent Agenda was reviewed.

Vice Chairman Bruce Nilsen made a motion to accept the Consent Agenda. The motion was seconded by Supervisor Leroy Schommer. The motion was carried 4-0.

3) Open Forum:

There were no items here.

4) Old Business:

- 1) **Present Annual Audit.** Brad Falteysek, an auditor from Abdo, Eick & Meyers, LLP. went over the Credit River Township Annual Audit. It was noted that the Township financials for the year ended December 31, 2011, were in good order. Township Treasurer LeVoir was recognized for her good work in the year ended 2011.
- 2) **Scott County Parks.** Mark Themig, representing Scott County Parks, was present to review current and future projects in Credit River Township. Discussion centered around park dedication fees, and the possibility of a future trail along County 27 from County 44 south to County Road 21.
- 3) **Annual Meeting Agenda.** Updates were noted and agenda was sent to the newspapers and webmaster on 3-6-12.
- 4) **Appointment of Clerk Update.**
 - It was discussed that the changeover date for the Township Clerk position will take place on Friday morning, March 16, 2012.
 - It was discussed that the Township Clerk in Training, Lisa Quinn, should attend a MAT short course. Dates have been announced. It was discussed that Township Clerk in Training may attend on March 21 (Mankato) with Supervisor Leroy Schommer if she wished.
- 5) **Town Hall Security Alarm.** The town hall security alarm issue has been tabled until Supervisor Novak is present and can discuss it.

5) New Business:

- 1) **Local Recycling Grant –Clean up day.** Chairman Lawrence distributed a letter from Scott County regarding Local Recycling Development Grant dollars from the MPCA for clean-up events throughout the County. As Prior Lake does not hold an event, Chairman Lawrence contacted City Manager Barry Stock in Savage inquiring whether Credit River residents could participate in their clean up/recycling event on Saturday, May 5th in Savage Community Park. Mr. Stock said they'd welcome our residents, and that we'd need to ask the County to transfer our portion of the funds to Savage.

The board approved the partnering with Savage on this event and also approved an expenditure of not to exceed \$500 to advertising this event in the Prior Lake and Lakeville newspapers the two Saturdays prior to the event, along with website notices.

Chairman Lawrence will coordinate the transfer of funds between Scott County and the City of Savage.

An expenditure of approximately \$500 is expected from this ad placement.

A Motion was made by Supervisor Leroy Schommer to place ads in the Lakeville This Week and Prior Lake American the last two weeks in April, and place a notice on the website notifying residents of the recycling opportunity. An expenditure of not to exceed \$500 is expected from these placements. The motion was seconded by Vice Chair Bruce Nilsen and the motion carried 4-0.

6) Road Report:

- 1) **Gravel and Hauling.** Supervisor Kraft discussed gravel and hauling costs for 2012. It was decided to contract with Kramer's for rock and Art Johnson Trucking for hauling.
A motion was made by Supervisor Leroy Schommer to contract with Kramer's for rock and Art Johnson Trucking for hauling and seconded by Supervisor Tom Kraft. The Motion carried 4-0.
- 2) **Other Road related discussion.** The CRT Board discussed the following pending CRT road issues: Gensmer Circle in need of review, a resident on Brookwood has reported a large amount of gravel from fall sealcoating in her yard, culverts in the township have been inspected and are currently running well, and trimming on Judicial Road is being done. Supervisors will review any pending issues and assign maintenance if necessary.

7) Engineer's Report:

- 1) **195th Street Improvement project.** CRT Engineer Shane Nelson discussed the proposed 195th Street East project. A public improvement hearing was held in 2011, at which the residents requested that the board postpone the project due to the construction of the CSAH 68/CSAH 91 roundabout project. The timeline was discussed. Engineer Nelson was directed to complete the plans and specifications for approval at the March 19, 2012 Board Meeting.
- 2) **Territory Update.** SA Group has retained Gittleman Management Corporation to assist them with the Territory Development. Peter Berrie from Faegre and Benson representing SA Group introduced Peter Ralph, Director of Maintenance Services for Gittlemen. Several aspects of the development were briefly discussed. CRT Engineer Nelson recommends a meeting with Mr. Berrie, Mr. Ralph, Greg Halling, 2 CRT Board Members, and himself to discuss and coordinate the remaining improvements. Supervisor Tom Kraft and Vice Chair Bruce Nilsen will represent Credit River Township.

8) Treasurer Report:

- 1) **February Claims.** A request from Treasurer LeVoir was made to transfer funds in the amount of \$25,000 to pay February claims.
A motion was made by Vice Chairman Bruce Nilsen to transfer \$25,000 to pay February claims and seconded by Supervisor Tom Kraft. The motion carried 4-0.
- 2) **2011 estimate to actual, and the 2012 budget.** CRT Treasurer S. LeVoir discussed 2011 estimate to actual, and the 2012 budget. It was noted that any potential shortfalls have been addressed and that the Credit River Township is in good financial order.
- 3) **Annual Meeting Financial Update.** CRT Treasurer S. LeVoir reviewed the Annual Meeting Budget Update that will be presented at the Annual Meeting.
- 4) **Escrow Update on Liberty Creek.** CRT Treasurer S. LeVoir notes that Liberty Creek escrow account now stands at \$856.00, which is in deficiency as the amount is required to be at a \$1000.00 minimum.
The CRT Board requests the following in regards to Liberty Creek:
 - Attorney bills on the Liberty Creek Project will be billed to Scott County.
 - Chairman Lawrence will let Township Engineer Shane Nelson and CRT Attorney Bob Ruppe know there should be no more work on Liberty Creek projects requested by Scott County.

9) Clerk's Report:

- 1) **Election Update.** CRT Clerk C. Haugh reports her judges are in place for the March 13, 2012 Election. She also mentioned that there will be a Public Accuracy Test, as required by law, on March 7, 2012 at 2 PM at Scott County. CRT Clerk Haugh and CRT Clerk in training Lisa Quinn will attend.
- 2) **Newspaper Publishing.**
 - A discussion was conducted regarding the format of this week's publishing of the March Meeting Agenda in the Prior Lake American (PLA). As they were mis-formatted, CRT Clerk Haugh will contact the PLA and ask for a credit for this week's fees.
 - Also, it was discussed as to the will of the CRT Board and interested residents as to the future publishing of the agenda in the two papers, the Prior Lake American and the Lakeville This Week. It was questioned as to if this publishing should continue or if the publishing should be discontinued in one paper or the other. It was decided that the publishing will continue as is, in both papers and the website, for the time being.

3) **Website Update.**

- The CRT website Wordpress conversion was discussed. No timeline was given for this project to be completed, but it is the will of the CRT Board that this be pursued, in order to create an avenue that the CRT Clerk be able to add the agenda and minutes to the website, and possibly do other simple updates as well.
- Some changes to the current website were discussed, including adding CRT Treasurer S. LeVoir's contact information to the website.

4) **Scott County Township Meeting.** It was noted that the Scott County Association of Townships meeting will be held at Spring Lake Township Hall on March 24, 2012 at 830 AM. The CRT Clerk at that time is scheduled to be Lisa Quinn, and she will attend this meeting, along with Supervisor Novak. This meeting will be posted and added to the website.

5) **Consulting Fee for outgoing CRT Clerk Cathy Haugh.** The consulting fee for outgoing CRT Clerk Cathy Haugh was discussed. It was agreed that the fee would be \$24.00 an hour and that Cathy Haugh would be able to submit claims for this, as necessary. This is an expense that is necessary and expected and has been budgeted for as part of expenses associated with the changeover to a new clerk.

10) Review and Pay Bills:

Credit River Township March Check Summary

Checks	Paid to	Amount	Comments
Paid Chk# 000122E	Anchor Bank	38.52	ACH Fees/Check Scanner Fees
Paid Chk# 000123E	Anchor Bank - Debit Card	245.56	Office Supplies/Postage
Paid Chk# 000124E	EFTPS	1,193.26	FICA/Medicare/Fed WH
Paid Chk# 000125E	PERA	369.24	PERA
Paid Chk# 000126E	MINNESOTA REVENUE MW5	60.59	State WH
Paid Chk# 006540	AL NOVAK	831.76	February Srv Pd in March
Paid Chk# 006541	BRENT LAWRENCE	853.87	February Srv Pd in March
Paid Chk# 006542	BRUCE NILSEN	905.76	February Srv pd in March
Paid Chk# 006543	CATHY HAUGH	1,708.32	February Srv Pd in March
Paid Chk# 006544	LEROY SCHOMMER	759.52	February Srv Pd in March
Paid Chk# 006545	LISA QUINN	174.92	February Srv Pd in March
Paid Chk# 006546	SARAH LEVOIR	1,695.04	February Srv Pd in March
Paid Chk# 006547	TOM KRAFT	711.39	February Srv Pd in March
Paid Chk# 006548	AL NOVAK	8.88	February 2012 Expense Reimburs
Paid Chk# 006549	BOB ODENTHAL	50.00	Mailbox
Paid Chk# 006550	BRENT LAWRENCE	41.43	February 2012 Expense Reimburs
Paid Chk# 006551	BUSINESS FORMS & ACCOUNTING	161.98	Utility Billing Postcards
Paid Chk# 006552	CATHY HAUGH	25.20	February 2012 Expense Reimburs
Paid Chk# 006553	CENTERPOINT ENERGY	112.36	Acct#5179787-6 Town Hall Gas
Paid Chk# 006554	CHORES AND MORE BY HEIDI INC	106.88	Town Hall Cleaning 2/28/12
Paid Chk# 006555	CITY OF LAKEVILLE	471.38	January 2012 Judicial Road Win
Paid Chk# 006556	COURI & RUPPE, P.L.L.P.	2,957.50	Legal Fees
Paid Chk# 006557	DB SERVICES	225.00	February 2012 Townhall parking
Paid Chk# 006558	ECM PUBLISHERS INC	560.00	Legal Publishings
Paid Chk# 006559	GALLAGHERS	4,557.50	February 2012 Winter Rd Mtc
Paid Chk# 006560	GE CAPITAL	149.64	Copier Expense Billing ID 9013
Paid Chk# 006561	GOPHER STATE ONE CALL	2.90	February 2012 Utility Locates
Paid Chk# 006562	HAKANSON ANDERSON ASSOC INC	5,815.34	Engineering Fees
Paid Chk# 006563	INTEGRA TELECOM	544.25	Phone
Paid Chk# 006564	LEROY SCHOMMER	5.55	February 2012 Expense Reimburs
Paid Chk# 006565	MVEC	666.17	Acct#777628301 - Electricity
Paid Chk# 006566	NATURAL SYSTEMS UTILITIES MN	11,152.43	CSTS Monitoring/Mtc Fees
Paid Chk# 006567	PRIVATE UNDERGROUND	14.00	February 2012 Utility Locates
Paid Chk# 006568	SARAH LEVOIR	55.55	February 2012 Expense Reimburs
Paid Chk# 006569	SCOTT COUNTY TREASURER	190.00	Audit Support
Paid Chk# 006570	SOUTHWEST SUBURBAN PUBLISHING	570.41	Legal Publishings
Paid Chk# 006571	TIMOTHY/MOLLY RADAICH	1,428.00	NPDES Refund
Paid Chk# 006572	WELLS FARGO BANK	375.00	2012 Fiscal Agent Fee
Paid Chk# 006573	XCEL ENERGY	12.71	Acct#51-6509820-6 St. Francis
	Total	39,807.81	

11) Adjourn.

There being no more business before the Town Board, the motion to adjourn was made by Supervisor Leroy Schommer, and seconded by Vice Chairman Bruce Nilsen. The motion passed 4-0.

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The meeting was adjourned at 9:15 PM.

**Submitted by: Lisa Quinn
Township Clerk
Credit River Township**

**Approved By: Brent Lawrence
Chairman Board of Supervisors
Credit River Township**