

**Credit River Township Board Meeting
Monday, June 3, 2013, 6pm**

Meeting Minutes

The June 3, 2013 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6PM by Chairman Brent Lawrence.

Members Present:

Chairman Brent Lawrence; Vice Chair Tom Kraft; Supervisor Chris Kostik; Supervisor Leroy Schommer; Supervisor Al Novak.

Others Present:

Township Clerk Lisa Quinn, Township Treasurer Sarah LeVoir

Others Absent: Township Engineer Shane Nelson

Chairman Brent Lawrence opened the meeting with the Pledge of Allegiance.

- 1) **Approve or Amend Agenda:** Chairman Lawrence asked if anyone would like to add or remove anything from the agenda.

Chairman Lawrence asked to remove "Engineer's Report" as the Township Engineer would not be present at this evening's meeting.

Supervisor Alan Novak asked that "Position Description Clerk / Treasurer" be added to "New Business" as Item #3.

Clerk Quinn asked to have "MAT" added to Clerk's Report as Item #3, "Ruppe Legal Seminar" under Clerk's Report as #4, and "School Referendum- November 2013" under Clerk's Report as #5.

Items were added or deleted as requested.

Supervisor Kraft made a motion to approve the amended agenda. Supervisor Schommer seconded the motion. Motion carried 5-0.

- 2) **Consent Agenda**

- 1) **April 2013 Treasurer's Report**

- 2) May 2013 Developer's Escrow Statement**
- 3) May 6, 2013 Board Meeting Minutes**
- 4) 2013 Local Board of Appeal & Equalization Minutes**
- 5) May 20, 2013 Second May Board Meeting Minutes**

Supervisor Kraft made a motion to approve the Consent Agenda. Supervisor Novak seconded the motion. Motion carried 5-0.

3) Open Forum

No items were added here.

4) Old Business

1) Territory Update.

Chairman Brent Lawrence updated the Board regarding the status of the water main project in Territory. A \$2,000 escrow from the Builder and an \$1800 Driveway/ Access Escrow have been submitted by the contractor for the two driveway/accesses being constructed in the Territory. However, some deficiencies in the language in the Bond have been identified by the Township Attorney and communicated to the Contractor. The contractor has been asked to cease construction in the Territory until this protective language is added to the Bond. As to the date of the June 3, 2013 Board Meeting, the language has not been corrected.

2) Board Packet Alternative.

Supervisor Al Novak has identified cost effective agenda software that is soon to become available for municipalities. Meanwhile, at the recommendation of Supervisor Chris Kostik, he will also look into a lease program for the proposed hardware (I pads). He asks that the issue be revisited at the August 5, 2013 Board Meeting.

3) Deputy Clerk Update.

The Deputy Clerk Mary Rieder recorded the May 20, 2013 Meeting Minutes. She stands at 6 hours training, and the Board recommends at least one more Tuesday training session to prepare her to sub for the Clerk.

4) Private Underground/Township Locates. Private Underground has notified Credit River Township that as of July 1, 2013, they will no longer do Credit River Township Locates. Engineer Nelson's firm Hakanson Anderson will do "locates" until a local firm can be identified. Engineer Nelson will make inquiries on a local replacement for Private Underground.

5) Savage Meeting Update. Chairman Lawrence & Supervisor Kraft attended a meeting on May 7, 2013 with City of Savage officials. The City of Savage Officials will draft an updated Joint Powers Agreement (JPA) regarding Hampshire Avenue and Murphy Lake Road. Savage has plans to pave Murphy Lake Road to the entrance to the future dog park, and the entire section of 154th will go to three lanes when they do more utility work there. City of Savage will continue to do work on Hampshire Ave. Also mentioned at the meeting was that the City of Savage had requested some information on the water study, and Engineer Nelson provided that to them; that the JPA on the gravel pit automatically renews yearly; and that the long range planning JPA on the Utilities, drafted in 2010 for a three year term with an automatic renewal for 3 years, is good through Fall of 2016.

5) New Business

1) Attorney Report.

Township Attorney Ruppe has provided the Credit River Township Board with a memo updating them on the Zweber V. Credit River Township Lawsuit. The details are sealed at this point on the basis of Attorney – Client privilege, as it is pending litigation.

2) Township IT Policy.

Supervisor Novak asks that all Supervisors & Staff occasionally get on the Integra server and delete the emails that are no longer needed. The account does have a limit and it does get full.

Additionally, Supervisor Novak provided the old Clerk computer for use by the Deputy Clerk.

- 3) Position Description: Clerk / Treasurer.** Supervisor Novak & Supervisor Kostik will further define the position descriptions for the Clerk & Treasurer, and also define position descriptions for the Deputy Clerk & Treasurer.

6) Road Report.

- 1) Crack Filling Quote.** A quote for the 3 year scheduled 2013 Scheduled crack fills has been received in the amount of \$13,939.00 from Gopher State Sealcoating.

Supervisor Schommer made a motion to approve the Gopher State Quote for 2013 Sealcoating in the amount of \$13, 939.00. Supervisor Kostik seconded the motion. Motion passed 5-0.

Vice Chair Kraft mentioned dustcoating. It has been too wet to dustcoat. Dustcoating is now scheduled for June 13-14.

Supervisor Schommer and Vice Chair Kraft unplugged a culvert on France Blvd.

Supervisor Kostik reported that Bohnsack's has not done anything with the ditches because it's been too wet.

Vice Chair Kraft mentioned that Prior Lake Blacktop repaired potholes in the Franciscan Retreat area.

7) Treasurer Report

- 1) Transfer Funds.** Treasurer LeVoir made a request to transfer funds in the amount of \$80,000 from savings to checking to pay claims.

Vice Chair Kraft made a motion to approve the transfer of funds from savings to checking in the amount of \$80,000.00. Supervisor Novak seconded the motion. Motion passed 5-0.

2) Budget 2014 Schedule.

Treasurer LeVoir sent the Supervisors a schedule for the Budget 2014 process and requests that the Supervisors sign up for a Budget 2014 Meeting with her. She provided a schedule of the available dates/ times.

- 3) Financial Forecast.** At the direction of the Board of Supervisors, Treasurer LeVoir has created a high level financial forecast, the purpose of which was to set aside the amount of money to fund the Capital Improvement Plan (CIP), plan the bonding schedule, and to evaluate the effect this will have on the levy.

Presuming that the Township would like to continue to follow the CIP, Treasurer LeVoir provided the Board with a Capital Improvement Fund Forecast. Supervisor Novak pointed out that after the first 5-8 years of the CIP it recommends mostly overlays (maintenance). Vice Chair Kraft cautioned that although that is true, neither Franciscan Retreat nor Casey's Addition was included in the CIP.

After discussion and analysis of the financial forecast reports and CIP, including the possible shifting of some projects and timing of bonding, the township levy would likely need increases beginning with the 2014 levy.

- 4) Escrow Update.** Escrows in the amount of \$2,000.00 (J. Deanovic) and \$1800.00 (Swenke Construction) have been received for the Territories Water Main Projects.

8) Clerk's Report

- 1) Town Hall Alarm.** The Clerk tested the alarm. It worked and Trans Alarm called the contacts on the phone tree. The phone tree was then updated. The Clerk would like to caution everyone that if the alarm goes off and even if you are able to enter the correct code to turn off the siren, a call to Trans Alarm is still necessary. You will need the correct code after making the call.

- 2) Building Permit Initiative Update.** There will be a Scott County Township's Building Permit Process meeting on Monday, June 17, 2013. This is the same night as the Road Overlay Assessment Hearings. The Board directed Clerk Quinn to attend the Road Overlay Assessment Hearings at Credit River Township. Clerk Quinn relayed information identified so far from the Building Permit Process meetings. Because Credit River has extensive CSTS communities, The Credit River Board has decided to keep the current Credit River Building Permit processes the same. The Board directs the Clerk to relay this information to Scott County Building Officials.

- 3) MAT Summer Short Course.** The Clerk reminds the Board that the MAT Summer Short Courses Dates are approaching.

- 4) Ruppe Legal Seminar.** The Clerk reminds the Board that Attorney Ruppe's Legal Seminar dates for Township Supervisors are approaching.

- 5) School Referendum- November 2013.** There will be a District 194 School District Referendum held on November 5, 2013. The polling hours will be 0700-2000. School Officials will administrate the voting process, but ask that Credit River Township make the Town Hall available for residents to vote in, as the highest number of residents in the school district resides in Credit River Township. The Board approves the

request as a service to the residents. If the school officials would like to schedule this referendum election process here, more details on the use of the Town Hall will be forthcoming.

11) Review and Pay Bills

Checks	Paid to	Amount	Comments
Paid Chk# 000197E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000198E	ANCHOR BANK - DEBIT CARD	365.56	Clerk Cell Phone/Office Supplies/Postage
Paid Chk# 000199E	EFTPS	1,898.70	FICA/Medicare/Fed WH
Paid Chk# 000200E	PERA	862.61	PERA
Paid Chk# 000201E	MINNESOTA REVENUE MW5	195.54	State WH
Paid Chk# 007222	AL NOVAK	771.12	May 2013 Srv Pd in June 2013
Paid Chk# 007223	BRENT LAWRENCE	983.53	May 2013 Srv Pd in June 2013
Paid Chk# 007224	CHRIS KOSTIK	685.88	May 2013 Srv Pd in June 2013
Paid Chk# 007225	LEROY SCHOMMER	743.42	May 2013 Srv Pd in June 2013
Paid Chk# 007226	LISA QUINN	XXXX	May 2013 Srv Pd in June 2013
Paid Chk# 007227	MARY RIEDER	XXXX	May 2013 Srv Pd in June 2013
Paid Chk# 007228	SARAH LEVOIR	XXXX	May 2013 Srv Pd in June 2013
Paid Chk# 007229	TOM KRAFT	791.76	May 2013 Srv Pd in June 2013
Paid Chk# 007230	AL NOVAK	9.04	May 2013 Expense Reimbursement
Paid Chk# 007231	ART JOHNSON TRUCKING INC	13,129.03	Road Mtc
Paid Chk# 007232	ARTHUR R AMBARUCH	50.00	Mailbox Reimbursement
Paid Chk# 007233	BRENT LAWRENCE	46.33	May 2013 Expense Reimbursement
Paid Chk# 007234	CENTERPOINT ENERGY	58.69	Town Hall Gas
Paid Chk# 007235	CHORES AND MORE BY HEIDI INC	80.00	Town Hall Cleaning 04/23/13
Paid Chk# 007236	DENNIS KAROW	1,429.00	Town Hall/Parks Mowing & Weeds Spray
Paid Chk# 007237	ECM PUBLISHERS INC	280.00	Legal Publishings

Paid Chk# 007238	GALLAGHERS	1,950.00 Street Sweeping and Hauling
Paid Chk# 007239	GE CAPITAL	140.01 Copier Expense
Paid Chk# 007240	H & H LANDSCAPE	2,062.50 Street Sweeping
Paid Chk# 007241	HAKANSON ANDERSON ASSOC INC	16,050.75 Engineering
Paid Chk# 007242	INTEGRA TELECOM	552.19 Phone
Paid Chk# 007243	KRAEMER MINING & MATERIALS INC	16,609.39 Summer 2013 Road Mtc
Paid Chk# 007244	LISA QUINN	33.31 May 2013 Expense Reimbursement
Paid Chk# 007245	MATIT	1,000.00 Planning and Zoning Deductible
Paid Chk# 007246	MVEC	607.01 Electricity
Paid Chk# 007247	NATURAL SYSTEMS UTILITIES MN	8,188.31 CSTS Monitoring
Paid Chk# 007248	SAFETY SIGNS	135.90 Two Speed Limit 35MPH Signs
Paid Chk# 007249	SARAH LEVOIR	50.00 May 2013 Expense Reimbursement
Paid Chk# 007250	SCOTT COUNTY TREASURER	29,278.57 Salt/Election Ballots
Paid Chk# 007251	SUN NEWSPAPERS	96.00 Recycling Day Ad - 2nd week
Paid Chk# 007252	TOM KRAFT	25.43 May 2013 Expense Reimbursement
Paid Chk# 007253	XCEL ENERGY	13.40 St. Francis Light

Total 103,275.74

9) Adjourn.

There being no further business before the Town Board, a motion to adjourn was heard.

Supervisor Leroy Schommer made a motion to adjourn the June 4, 2013 Credit River Township Board Meeting. Supervisor Chris Kostik seconded the motion. Motion passed 5-0.

Meeting was adjourned at 8:33 PM.

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

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