

**Credit River Township Board Meeting
Monday, July 1, 2013, 6pm**

Meeting Minutes

The July 1, 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.

Supervisor Alan Novak asked that "Document archiving- MAT" be added to "New Business" as Item #6.

Supervisor Kraft asked that "Treasurer-Additional Duties" be added to "Treasurer's Report" as Item #3.

Treasurer LeVoir asked that "Escrow Update" be added to Treasurer's Report as Item #4.

Items were added as requested.

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

- 2) **Consent Agenda**

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

- 2) **June 2013 Developer's Escrow Statement**

- 3) **June 3, 2013 Board Meeting Minutes**

4) June 17, 2013 Residential Road Assessment Meeting Minutes

5) June 17, 2013 Collector Road Assessment Meeting Minutes

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

3) Open Forum

Resident Rob Burch, France Ave., appeared before the Board to ask that the previously drafted Noise Ordinance be adopted. He and his neighbor are continuing to experience annoying noise episodes in their neighborhood.

Supervisor Al Novak, who has taken a lead position on this issue, stated that he felt that it was possible that the noises are not originating from the same location, which would make enforcement difficult.

After discussion, the Board decided that Supervisor Al Novak would review the draft noise ordinance, including comparing it to the existing County Noise Ordinance, and if it seemed reasonable, bring it before the Board at the August Board Meeting for adoption.

Resident T. Cochrane, Lynn Drive., appeared before the Board to ask if a hardship deferment would be available for the Hills of Credit River Assessment, which has already been certified to the County. Resident's mortgage payment has increased in the neighborhood of \$400 for the \$125/ month assessment. Resident spouse has a permanent disability and would like to be considered for a deferment of the assessment at this point in time. After discussion, the Board directed the Township Treasurer to see if after Certification the Assessment could be deferred. Supervisor Kraft suggested and the Board asked the resident to have her financial institution provide a statement that confirmed that the additional escrow amount that has been added to the resident's mortgage would be removed if the original assessment is deferred at this point in time. Issue will be added for update at the August 5, 2013 Board Meeting.

4) Old Business

1) Prior Lake Fire Department Update.

Chairman Brent Lawrence updated the Board regarding the Prior Lake Fire Department contract.

Because it is the Township's largest line item, Treasurer LeVoir attended the meeting with the Chair, as the Board felt her analysis would be beneficial.

Treasurer LeVoir added that the contract amount went down because 2013 is the final year for the amortization for the Fire Hall.

5) New Business

1) Assessment Deferment.

Resident addressed the Item during Open Forum.

2) Fern / Birch Informational Meeting for 2014. The Board asked that the Informational Meeting for this project be scheduled at 7 PM on Monday, August 5, the evening of the August 2013 Credit River Township Board Meeting . Chair Lawrence will contact the Township Engineer and ask him to put together a FAQ for the project, so it can be mailed to the residents as soon as possible.

3) Savage Memorandum of Understanding/ Hampshire & Murphy Lake Road. Chair Lawrence updated the Board on the current process to update the Joint powers agreement regarding snowplowing and grading Hampshire & Murphy Lake Road. Supervisor Schommer commented that the issue may be revised when the new dog park goes in as Savage may then like it done differently.

4) Staff Supervision. Some supervisory positions were realigned.

Supervisor Novak made a motion to form a personnel subcommittee consisting of Supervisors Novak and Kostik. Supervisor Kostik seconded the motion.

Motion passed 5-0.

5) July 2 Staff Hours. The Clerk reported that although the Engineer will be out on July 2, the Treasurer and Clerk would be in for regular business hours and duties.

6) MAT Document Archiving. Minnesota Association of Townships (MAT) will be instituting a process to scan in paper documents at an estimated cost of \$40-50 per month. Credit River Township is interested in participating in this program and Supervisor Novak added the estimated cost to the 2014 Budget.

6) Road Report.

1) Signs. Supervisor Schommer proposes replacing signs in the Township during the applicable road's reconstruct process. Records will be kept as to when these are done. Additionally, Supervisor Kostik recommends putting signs on the same post when possible, and also eliminating old signs no longer needed.

Supervisor Kraft recommends trimming to be done on Huntington Way. Chair Lawrence recommends trimming on Sunset & Murphy Lake Blvd. Supervisor Novak recommends trimming on Lynn & Monterey. Supervisor Kostik recommends trimming around a stop sign on Cleary Place & John Deere Drive.

7) Engineer's Report.

1) Crack fill / Seal Coat Project. Sealcoating has been done in the Township.

2) Award Collector Overlay Contract.

Vice Chair Kraft made a motion to accept Resolution 2013-18 Resolution Accepting Bid and Awarding Contract for the 2013 Collector Overlay (170th Street) to Prior Lake Blacktop in the amount of \$129,703.25. Supervisor Novak seconded the motion. Motion passed 5-0.

3) Award Residential Overlay Contract.

Supervisor Kostik made a motion to accept Resolution 2013-19, Accepting Bid and Award the Contract for the 2013 Residential Overlay (165th, 167th, 169th, 180th, Jennifer Lane, Cleary Lake Court) to Prior Lake Blacktop in the amount of \$282,204.86. Supervisor Schommer seconded the motion. Motion passed 5-0.

8) Treasurer Report

- 1) Transfer Funds.** Treasurer LeVoir made a request to transfer funds in the amount of \$260,000 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.**

Treasurer LeVoir provided the draft Budget 2014. She discussed several line items that the Township Supervisors needed to further discuss and approve.

The Board discussed the clerk and election line items and made some modifications.

Supervisor Kraft discussed the transferring the sign inventory responsibility from the Engineer to the Treasurer. The Treasurer was approved for 100 additional hours to create and maintain this inventory.

After discussion of many other items, including adding an amount to fund an electronic records retention program that is forecasted to be put into place in 2014 by MAT, the Board made the changes and additions discussed and accepted the Budget 2014 draft.

- 3) Escrow Update.**

- **19555 Oak Grove Avenue.** The final boulder wall “as built” was received and the Township Engineer inspected it and accepted it as correct. The Clerk attached it the Encroachment Agreement and filed it with the County. The Board approves all current expenses to be deducted from the escrow and does not expect any further expenses associated with this project. The Board approves refund of the Escrow balance if all outstanding invoices have been deducted as of the August 2013 Board Meeting.
- **Territory Third Addition Escrow.** This escrow is at approx. \$900 at the current time. The Board recommends asking the Developer to replenish the Escrow to at least \$1000 when it drops below \$500.
As an FYI, some Territory Third Addition permits have not been issued because the Bond amount & language has not been changed per the Township Attorney recommendation.
- **NPDES Inspections.** Fee structure has been changed, and rates have been adjusted accordingly.

9) Clerk’s Report

- 1) **MVEC Building Permit Update.** Minnesota Valley Electric Cooperative (MVEC) has notified the Township that in an effort to keep electric rates low, their check cutting procedure has changed. Since Credit River Township requires prepayment of permit fees, and this change in their procedure may delay their utility permits, they are requesting to set up an ACH procedure with the Township to pay the fees associated with future permits. Treasurer LeVoir has reviewed and recommends accepting the request. After brief discussion, The Board decided to accept this request and has directed the Treasurer to set this up with MVEC.
- 2) **Building Permit Initiative Update.** Clerk Quinn relayed information regarding the Building Permit Process at the Township. Upon Supervisor

Kraft's suggested improvement that the County Building Inspector pick up Building Permits that the Township Engineer has recommend approval of, (thus saving applicants the pickup and delivery of their pending permits) approvals were obtained and process put into place. However, one week after implementing the process, Al Frescette, Scott County Building Permit Official, asked the Township to cease to offer the service to Township Building Permit applicants. Thus, current Building Permit applicants are taking their own permits to Scott County, the same as before.

3) M-100 Machine Cost Update.

Cindy Geis, Scott County Official, has provided the Township with an updated M-100 Township Counter cost estimate update in the amount of \$7050 (not including programming.) This was the amount of the Hennepin County RFP. Scott County is waiting to see what Dakota County's RFP response will be. Scott County will not go out for an RFP but instead will purchase through Hennepin or Dakota County depending on pricing.

4) Minutes Retention Clarification.

Eugene Default from MAT has confirmed that a signed hard copy of the Township Monthly Board Meeting Minutes is required to be kept permanently.

5) Deputy Clerk Sub. As the Clerk will be absent the week of July 16, 2013, she asks permission from the Board to assign the Deputy Clerk to her Town Hall duties during business hours that day. The Board approves the request, and Chair Lawrence & Vice Chair Kraft will be present throughout the morning to assist the Deputy Clerk any way they can.

Since the Clerk will not be checking voice mails or phone messages during this week, the Board asks her to change the message on the phone letting callers and those emailing know that messages will not be retrieved or

returned until the week of July 21. Callers will be directed to look on the website for the appropriate supervisor to contact in case of urgency.

10) Pay Claims.

| Check s | Paid to | Amount | Comments |
|----------------------|---------------------------------|-----------|---|
| Paid Chk# 000202E | ANCHOR BANK | 40.00 | ACH/Check Scanner Fees |
| Paid Chk# 000203E | ANCHOR BANK - DEBIT CARD | 109.41 | Clerk Cell Phone/Office Supplies/Postage |
| Paid Chk# 000204E | EFTPS | 1,426.31 | FICA/Medicare/Fed WH |
| Paid Chk# 000205E | PERA | 699.86 | PERA |
| Paid Chk# 000206E | MINNESOTA REVENUE MW5 | 101.62 | State WH |
| Paid Chk# 007254 | AL NOVAK | 734.18 | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007255 | BRENT LAWRENCE | 881.94 | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007256 | CHRIS KOSTIK | 653.00 | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007257 | LEROY SCHOMMER | 715.71 | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007258 | LISA QUINN | XXXX | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007259 | SARAH LEVOIR | XXXX | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007260 | TOM KRAFT | 769.95 | June 2013 Srv Pd in July 2013 |
| Paid Chk# 007261 | AL NOVAK | 9.04 | June 2013 Expense Reimbursement |
| Paid Chk# 007262 | BOHNSACK & HENNEN EX CAVATIN | 345.00 | Clean Drainage Ditches |
| Paid Chk# 007263 | BOND TRUST SERVICES CORP | 13,031.33 | Interest Payment 2012 GO Bond |
| Paid Chk# | BOND TRUST SRVS | 450.00 | Paying Agent Fee 2012 GO |

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|-----------|---------------------|-----------|------------------------------|
| 007264 | CORPORATION | | Bond |
| Paid Chk# | | | June 2013 Expense |
| 007265 | BRENT LAWRENCE | 36.16 | Reimbursement |
| Paid Chk# | CENTERPOINT | | |
| 007266 | ENERGY | 17.40 | Town Hall Gas |
| Paid Chk# | CERTIFIED | | Disposal Mattress/Box |
| 007267 | RECYCLING | 80.00 | Spring/Misc |
| Paid Chk# | CHORES AND MORE | | |
| 007268 | BY HEIDI INC | 80.00 | Town Hall Full Clean 5/28/13 |
| Paid Chk# | | | June 2013 Expense |
| 007269 | CHRIS KOSTIK | 99.82 | Reimbursement |
| Paid Chk# | | | April 2013 Winter Road Mtc - |
| 007270 | CITY OF LAKEVILLE | 525.94 | Judicial |
| Paid Chk# | | 111,655.5 | 2nd Half Fire Contract 2013 |
| 007271 | CITY OF PRIOR LAKE | 0 | Payment |
| Paid Chk# | COURI & RUPPE, | | |
| 007272 | P.L.L.P. | 4,583.50 | Legal Fees |
| Paid Chk# | | | |
| 007273 | DENNIS KAROW | 1,072.00 | Town Hall/Parks Mowing |
| Paid Chk# | DOSCO DESIGN BUILD, | | NPDES Escrow Refund - |
| 007274 | INC. | 440.00 | 20901 Vernon |
| Paid Chk# | | | |
| 007275 | ECM PUBLISHERS INC | 273.00 | Legal Publishings |
| Paid Chk# | ENVIROTECH | | Summer 2013 Road Mtc - |
| 007276 | SERVICES INC | 15,488.33 | Dustcoating |
| Paid Chk# | FINANCE & | | |
| 007277 | COMMERCE, INC. | 298.40 | Overlay Bid Ads |
| Paid Chk# | | | |
| 007278 | GE CAPITAL | 140.01 | Copier Expense |
| Paid Chk# | GOPHER STATE ONE | | |
| 007279 | CALL | 30.45 | Utility Locates |
| | HAKANSON | | |
| Paid Chk# | ANDERSON ASSOC | | |
| 007280 | INC | 20,256.54 | Engineering Fees |
| Paid Chk# | | | |
| 007281 | INTEGRA TELECOM | 552.19 | Phone |
| Paid Chk# | JB WOODFITTER AND | | NPDES Escrow Refund - |
| 007282 | ASSOCIATES | 1,766.00 | 7143 169th St |
| Paid Chk# | | | NPDES Escrow Refund - |
| 007283 | JOHN B. MAHONEY | 940.00 | 16911 Pebble |
| Paid Chk# | KRAEMER MINING& | | Summer 2013 Road Mtc - |
| 007284 | MATERIALS INC | 4,131.19 | Purchase Rock |
| Paid Chk# | | | June 2013 Expense |
| 007285 | LISA QUINN | 64.05 | Reimbursement |
| Paid Chk# | MATIT | 3,634.00 | General Township Insurance |

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| 007286 | | | |
| Paid Chk# | MCWILLIAMS & | | NPDES Escrow Refund - |
| 007287 | ASSOCIATES, INC | 1,745.00 | 19766 Oak Grove |
| Paid Chk# | MEYER CUSTOM | | NPDES Escrow Refund - |
| 007288 | BUILDERS, INC | 470.00 | 7404 Pine Tree |
| Paid Chk# | | | |
| 007289 | MIKES SEPTIC | 260.00 | Town Hall Septic Pumping |
| Paid Chk# | MINNESOTA DEPT OF | | Territory - Monitoring Well |
| 007290 | HEALTH | 1,450.00 | Permits |
| | MINNESOTA | | |
| Paid Chk# | POLLUTION CONTROL | | Territory Permit Renewal |
| 007291 | AG | 1,240.00 | 2013 |
| Paid Chk# | | | |
| 007292 | MSC | 8,275.00 | CSTS Mowing |
| Paid Chk# | | | |
| 007293 | MVEC | 645.31 | Electricity |
| Paid Chk# | NATURAL SYSTEMS | | |
| 007294 | UTILITIES MN | 10,104.31 | CSTS Monitoring |
| Paid Chk# | NORTHERN MEDICAL | | NPDES Escrow Refund - |
| 007295 | SUPPLY CO. | 470.00 | 20575 Vernon |
| Paid Chk# | PRIOR LAKE | | Patching - Various Township |
| 007296 | BLACKTOP, INC. | 67,858.00 | Roads |
| Paid Chk# | PRIVATE | | |
| 007297 | UNDERGROUND | 120.50 | Utility Locates |
| Paid Chk# | | | June 2013 Expense |
| 007298 | SARAH LEVOIR | 50.00 | Reimbursement |
| Paid Chk# | SCOTT SOIL & WATER | | |
| 007299 | CONSV DIST | 2,205.00 | Building Site Inspections |
| Paid Chk# | SOUTHWEST | | |
| 007300 | NEWSPAPERS | 509.90 | Legal Publishings |
| Paid Chk# | | | June 2013 Expense |
| 007301 | TOM KRAFT | 21.47 | Reimbursement |
| Paid Chk# | WELLS FARGO | | Interest Payment 2009 GO |
| 007302 | CORPORATE TRUST | 7,065.00 | Bond |
| Paid Chk# | | | |
| 007303 | XCEL ENERGY | 13.41 | St. Francis Light |
| | | 291,790.9 | |
| | Total | 5 | |

11) Adjourn.

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

Supervisor Al Novak made a motion to adjourn the July 1, 2013 Credit River Township Board Meeting. Supervisor Chris Kostik seconded the motion. Motion passed 5-0.

Meeting adjourned at 9:12 PM.