

**Credit River Township Board Meeting**  
**Monday, February 3, 2014, 6pm**  
**Meeting Minutes**

**The February 3, 2014 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6PM by Acting Chairman Tom Kraft.**

**Members Present:**

Acting Chair/ Vice Chair Tom Kraft; Supervisor Al Novak; Supervisor Leroy Schommer; Supervisor Chris Kostik.

**Members Absent:**

Chairman Brent Lawrence

**Others Present:**

Township Engineer Shane Nelson, Township Attorney Bob Ruppe, Township Clerk Lisa Quinn, Township Treasurer Sarah LeVoir.

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

Acting Chair Kraft removed Item #4 under New Business, NPDES Permit-Stonebridge, as the Natural Systems Utilities (NSU) representative will not be in attendance this evening.

Acting Chair Kraft also requested that Item #2 under Old Business be modified by adding the word "Guideline," so that Item #2 becomes "Gravel Road Paving Policy-Guideline"; that Item #5 under New Business "Set Informational Meeting for Nevada Ave," be moved to Item #1 under New Business (in order to place it together with Item #3 under Old Business, "210<sup>th</sup> Street Paving"); that "Integra TV Rates" be moved to from Item #6 to Item #2 under New Business (due to the presence of a representative of Integra Telecom); that "Salt" be added as Item #1 under Road Report; that "CR 44 Sanitary Sewer Meeting" be added as Item #1 under Engineer's Report. Additionally, Acting Chair Kraft added "Town

Hall Gas” as Item #3 under Clerk’s Report; and “Election Equipment Update” as Item #4 under Clerk’s Report.

Treasurer LeVoir asked that that “Monterey Heights / South Passage Capital Purchase” be added as Item #3 under Treasurers Report; that “CSTS NSF Fees” be added as Item #4 under Treasurers Report; also that “Treasurer Meeting/Training” be added as Item #5 under Treasurer Report.

Supervisor Schommer asked that “Snowplowing” be added as Item #2 under Road Report.

Supervisor Novak asked that “Clerk/ Treasurer Reviews” be added as Item #8 under New Business.

**Supervisor Schommer made a motion to approve the amended agenda.**

**Supervisor Novak seconded the motion. Motion carried 4-0.**

Items were added or changed as requested.

**2) Consent Agenda**

- 1) December 2013 Treasurer’s Report**
- 2) January 2014 Developer’s Escrow Statement**
- 3) January 6, 2014 Board Meeting Minutes**
- 4) January 14, 2014 Road Workshop Notes**

**Supervisor Novak made a motion to approve the Consent Agenda. Supervisor Schommer seconded the motion. Motion carried 4-0.**

**3) Open Forum**

No items added here.

#### 4) Old Business

- 1) **CR 8 Update.** Vice Chair Kraft updated the Board and residents present on the progress made so far by the County Highway Officials in the planning stages of the CR 8 reroute/ reconstruct.
- 2) **Gravel Road Paving Policy /Guideline.** Board discussion centered upon treating every gravel road paving project individually due to the complex and differing factors of each situation.
- 3) **210<sup>th</sup> Street Paving.** Engineer Nelson updated the Board on the current progress on the 210<sup>th</sup> Street Paving Project that is being evaluated by the Board.

#### 5) New Business

- 1) **Set Informational Meeting for Nevada Avenue.** The Board discussed setting an Informational Meeting for the Nevada Avenue Residents, regarding the 210<sup>th</sup> Street Paving Project that is being evaluated. Board discussion centered upon the points of interest to present to the residents. Clerk Quinn and Engineer Nelson were asked to send out a letter to Nevada Ave residents asking them to attend an informational meeting at the Credit River Town Hall on Tuesday, February 18, 2014 at 7 PM.
- 2) **Integra TV Rates.** Ms. Mary Korthour, Vice President , General Manager- Integra appeared before the Board to explain the rate increase of the Digital TV services in Credit River Township. On March 3, 2014 they will be passing on the rate increases that they have received from their programmers to their customers. Their franchise agreement requires that they notify their franchise partners of any rate increases.

Mediacom has raised their rates as well, and will be invited to a future meeting to discuss the increase. That item will be added to the March agenda.

**3) Scott County SWCD Open House, 2-25-14, 7 PM.** Diane Hrabe, a Scott Soil & Water County Official, has scheduled a meeting at the Credit River Town Hall to present a cost sharing opportunity on rain gardens that Scott County is offering to County residents. Acting Vice Chair Tom Kraft will open, close, and most likely attend.

**4) Mowing Contractor.** The mowing contractor that Credit River Township had under contract for another year has passed away. Supervisor Schommer & Supervisor Kostik will be contacting interested persons to submit quotes for the Mowing Contract going forward.

**5) Ditch Mowing Contract.** The Ditch Mowing Contract has expired. Supervisor Schommer will contract the Ditch Mowing contractor to see if he is interested in re-bidding the contract, as he does a very good job.

**6) Letter from Territory HOA.** The Homeowners Association from Territory has contacted the Credit River Board by letter to communicate concerns on their snowplowing services. Supervisor Novak has communicated their concerns to the plow company. Supervisor Novak reiterated that the Township Mailbox Reimbursement is \$50.00 under all circumstances. A Territory resident, Mr. Cannon, appeared before the Board to communicate his concern on the recent snowplowing incidents in Territory.

**7) Clerk / Treasurer Reviews.** Supervisor Novak reports that Staff Reviews will be done in the month of February. The review form will be given to the staff to initiate the process.

**6) Road Report.**

**1) Salt**

Supervisor Novak reports that the County is running out of salt. In an effort to conserve what is left, the Townships will be supplied with a salt-sand mix. This raises the issue of additional street sweeping and other yard nuisances related to the sand, in the spring.

**2) Snowplowing**

Supervisor Novak reports that there have been some resident feedback regarding snowplowing, and those comments have been passed on to the Contractors. Acting Chair Kraft asked Supervisor Novak to contact a resident in Grey Fox regarding a snowplowing issue.

**7) Engineer's Report.**

**1) CR 44 Road Project Meeting.** County Officials would like to meet with Credit River Township for a utility meeting related to the CR 44 Road project. Tentatively, Chairman Lawrence, Vice Chair Kraft & Engineer Nelson will be attending the meeting, and will update the Board when more information is available.

There is another meeting for all of the Scott County Utility Projects scheduled for February 24 at 9 AM at the County. Engineer Nelson will attend for the Township.

**2) Country Court.** There is a Township Easement issue on a property lot line relocation request on a property located in Country Court. Discussion centered upon possible solutions to the Easement/ shed issue.

**Supervisor Novak made a motion to recommend approval of the new lot configuration, contingent upon the establishment of a new drainage and utility easement based upon the new lot line configuration, that new iron monument(s) are installed, and that the shed be removed/ moved. Supervisor Schommer seconded the motion. Motion passed 4-0.**

**6) Treasurer Report**

- 1) Transfer Funds.** Treasurer LeVoir asked that a transfer of \$150,000.00 be approved from the Township Savings Account to the Township Checking Account to pay claims.

**Supervisor Kostik made a motion to transfer \$150,000.00 from the Township Savings Account to the Township Checking Account to pay claims. Supervisor Novak seconded the motion. Motion passed 4-0.**

- 2) Audit Update.** The 2013 Credit River Township Financial Audit is substantially complete. No issues have arisen; the audit draft is expected to be completed in the coming weeks. Attorney Ruppe & Attorney Jason Kuboshek will be sent paperwork to fill out about pending litigations concerning the Township. This is a routine requirement of the audit process.

**3) Monterey Heights South Passage (MHSP) Capital Purchase**

Treasurer LeVoir reported that a pump on the MHSP CSTS was replaced at a cost of \$731.71. According to NSU (Natural Systems Utilities) representative this is considered a capital replacement.

**Supervisor Schommer made a motion to approve the MHSP pump purchase and to authorize it as a Capital replacement, to be paid for out of the Restricted Cash account. Supervisor Kostik seconded the motion. Motion passed 4-0.**

**4) Community Sewer Treatment System (CSTS) NSF Fees.**

Treasurer LeVoir asks for Board direction on a reasonable fee to be charged to NSF (Non-sufficient funds) transactions. After discussion of the various fees and expenses involved in processing NSF transactions, the Board decided that Credit River Township will charge \$30.00 per NSF transaction.

**Supervisor Novak made a motion to have Credit River Township charge a fee of \$30.00 per NSF transaction. Supervisor Schommer seconded the motion. Motion passed 4-0.**

**5) Treasurer Meeting/ Training.** Treasurer LeVoir asked for Board Authorization to attend the Fire Contract Meeting in Prior Lake. Treasurer LeVoir also requests to attend a training offered for Treasurers. After brief discussion, the Board approves the Treasurer attendance to these training events.

**8) Clerk's Report**

**1) Outdated Township Files.** Clerk Quinn reports that there are several boxes of outdated Township files around the Town Hall. Two boxes are 2005 Township Building Permit packets, and there are two boxes of miscellaneous files from the filing cabinets. The Board directed the Clerk to change out the miscellaneous files into plain boxes, and to wait for Supervisor Novak to find out from MAT if they should be kept, or can be disposed of.

## **2) Clerk Cell Phone**

The Township clerk cell phone contract will be expiring in March. Supervisor Novak reports that he will be setting up a voice mail service via Integra that will send a MP3 file voice mail to the Clerk Email address. This will cost \$3.00 a month. Additionally, he recommends a \$50/mo. phone reimbursement for the Clerk since she will be using her personal phone for Township Business.

**Supervisor Kostik made a motion that as of March 1, 2014, a \$50.00 /mo. phone reimbursement be paid to the Clerk. Supervisor Schommer seconded the motion. Motion passed 4-0.**

## **3) Town Hall Gas.**

The Town Hall has two small gas leaks. They are both outside. There is one on the Centerpoint Energy owned meter and one on the tubing connection to the building. Since the tubing is Credit River's responsibility to fix, Supervisor Kostik will be arranging for a plumber when appropriate.

## **4) Election Equipment Estimate.**

Clerk Quinn presented some estimates received from Scott County on the new election equipment that they are considering. The current equipment is considered at the end of its useful life, and once the County makes a decision on new equipment, they will no longer support the current equipment. The County does not think the equipment will be ready to purchase this year. More than likely it will be early next year and the County recommends that each LGU (local governing unit) place the estimated amounts in the budget for 2015.

At this time, with no further items to discuss in an open meeting, Supervisor Schommer made a motion.

**Supervisor Schommer made a motion to close the meeting to discuss the Zweber V. Credit River Township litigation. Supervisor Novak seconded the motion. Motion passed 4-0.**

After the closed meeting, a motion to re-open the Credit River Township meeting was made.

**Supervisor Novak made a motion to re-open the February 3, 2014 Board Meeting. Supervisor Schommer seconded the motion. Motion passed 4-0.**

## 5) Review & Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000237E	ANCHOR BANK	48.00	ACH/Check Scanner/Chargeback Fees
Paid Chk# 000238E	ANCHOR BANK - DEBIT CARD	391.97	Clerk Cell Phone/Office Supplies
Paid Chk# 000239E	EFTPS	1,558.49	FICA/Medicare/Fed WH
Paid Chk# 000240E	PERA	771.58	PERA
Paid Chk# 000241E	MINNESOTA REVENUE MW5	115.84	State WH
Paid Chk# 007556	AL NOVAK	757.27	January 2014 Srv Paid in February 2014
Paid Chk# 007557	BRENT LAWRENCE	789.59	January 2014 Srv Paid in February 2014
Paid Chk# 007558	CHRIS KOSTIK	600.23	January 2014 Srv Paid in February 2014
Paid Chk# 007559	LEROY SCHOMMER	789.59	January 2014 Srv Paid in February 2014
Paid Chk# 007560	LISA QUINN	XXXX	January 2014 Srv Paid in February 2014
Paid Chk# 007561	SARAH LEVOIR	XXXX	January 2014 Srv Paid in February 2014
Paid Chk# 007562	TOM KRAFT	633.11	January 2014 Srv Paid in February 2014
Paid Chk# 007563	AL NOVAK	20.16	January 2014 Expense Reimbursement
Paid Chk# 007564	ART JOHNSON TRUCKING INC	15,026.93	Dec 2013 and Jan 2014 Winter Road Mtc
Paid Chk# 007565	BRENT LAWRENCE	17.92	January 2014 Expense Reimbursement
Paid Chk# 007566	CENTERPOINT ENERGY	182.23	Town Hall Gas
Paid Chk# 007567	CENTURY HILLS HOMEOWNERS ASSOC	350.00	Mailbox Reimbursements (7 Total)

Paid Chk# 007568	CHONG HUI JOHNSON	50.00 Mailbox Reimbursement
Paid Chk# 007569	CHORES AND MORE BY HEIDI INC	90.00 Town Hall Full Clean 12/17/13
Paid Chk# 007570	CITY OF LAKEVILLE	149.87 Nov 2013 Plowing and De-Icing Judicial
Paid Chk# 007571	CITY OF PRIOR LAKE	103,156.00 First Half 2014 Fire Contract
Paid Chk# 007572	COURI & RUPPE, P.L.L.P.	618.75 Legal Fees
Paid Chk# 007573	DAN IMRE	50.00 Mailbox Reimbursement
Paid Chk# 007574	DB SERVICES	1,700.00 Nov 13-Jan 14 Winter Town Hall Mtc
Paid Chk# 007575	ECM PUBLISHERS INC	245.79 Legal Publishings
Paid Chk# 007576	GALLAGHERS	19,074.00 January 2014 Winter Road Mtc
Paid Chk# 007577	GE CAPITAL	140.01 Copier Expense
Paid Chk# 007578	GOPHER STATE ONE CALL	107.25 Dec 2013 Utility Locates & Annual Fee
Paid Chk# 007579	HAKANSON ANDERSON ASSOC INC	11,046.48 Engineering
Paid Chk# 007580	INTEGRA TELECOM	558.75 Phone
Paid Chk# 007581	JACKIE REID	50.00 Mailbox Reimbursement
Paid Chk# 007582	KATIE PELTZ	50.00 Mailbox Reimbursement
Paid Chk# 007583	KATIE RUBISCHKO	50.00 Mailbox Reimbursement
Paid Chk# 007584	KIMBERLY CANNON	50.00 Mailbox Reimbursement
Paid Chk# 007585	KRAEMER MINING& MATERIALS INC	1,509.69 January 2014 Winter Road Mtc
Paid Chk# 007586	LISA QUINN	49.75 January 2014 Expense Reimbursement
Paid Chk# 007587	METRO SALES , INC.	87.16 Copier Qtrly Mtc Contract
Paid Chk# 007588	MVEC	676.01 Electricity
Paid Chk# 007589	NATURAL SYSTEMS UTILITIES MN	7,730.98 CSTS Monitoring
Paid Chk#	ROADKILL ANIMAL	76.00 Road Kill/Deer Disposal

007590	CONTROL	3/19/2013
Paid Chk#	ROVE PEST CONTROL	75.00 Qtrly Pest Control Service
007591		
Paid Chk#	SARAH LEVOIR	50.00 January 2014 Expense
007592		Reimbursement
Paid Chk#	SCOTT COUNTY	8,587.80 2nd Half 2013 Salt
007593	TREASURER	
Paid Chk#	SCOTT SOIL & WATER	30.00 Building Site Inspections
007594	CONSV DIST	
Paid Chk#	SOUTHWEST	109.40 Legal Publishings
007595	NEWSPAPERS	
Paid Chk#	TIMOTHY MAAG	50.00 Mailbox Reimbursement
007596		
Paid Chk#	WEBCETERA DESIGNS	212.50 Website Srv Charges
007597	LLC	7/16/13 - 12/31/13
Paid Chk#	XCEL ENERGY	6.55 St. Francis Light
007598		

**Total 182,159.28**

**9) 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 February 3, 2014 Credit River Township Board Meeting. Supervisor Leroy Schommer seconded the motion. Motion carried 4-0.**

Meeting adjourned at 9:20 PM.

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Recorded by:

Lisa Quinn, Township Clerk

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Approved by:

Tom Kraft, Acting Chairman, Credit River Township

