

Credit River Township Board Meeting

Monday, May 3 , 2021 6:00pm

Minutes

6:00PM: Call May 3, 2021 Board Meeting to Order, Pledge of Allegiance

Roll Call

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Members Present: Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Howe

Members Present via remote: Supervisor Lawrence

Others present at town hall: Treasurer Hill, Clerk Donovan

Others present via remote: Attorney Ruppe, Engineer Nelson

15 residents attending online

5 residents attending in person

1. Approve or Amend Agenda

Supervisor Schommer added to Road Report “Tree Trimming” as Item 1, and “Dust Coating” as Item 2.

Motion to approve the Agenda as amended: Vice Chairman Novak

Second: Supervisor Howe

Roll Call

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Motion Passes: 5-0

2. Sheriff Report

Deputy Muelken presented the Sheriff Report. There were six fire calls. Deputy Muelken gave a reminder to lock cars in parking lots of Cleary Park, Murphy Hanrahan, and the dog park. So far break-ins are not an issue but as traffic increases this is a concern.

3. **Consent Agenda** Those items on the Board Agenda which are considered routine or non-controversial are included as part of the Consent Agenda. Unless a Board member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the agenda under Old Business.

- 1) **Mediacom Franchise renewal (BL & BR)**
- 2) **Resolution # 2021-20 - Variance – Permit a home without platting and without sufficient frontage on right of way – PID # 049330050 (CN)**
- 3) **March 15, 2021 PC & Board Meeting Minutes**
- 4) **April 5, 2021 Board Meeting Minutes**
- 5) **2021 Budget**
- 6) **TR Reports**

Motion to approve the Consent Agenda: Vice Chairman Novak
Second: Supervisor Lawrence

Roll Call

Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye

Motion Passes: 5-0

4. **Open Forum** The public forum is intended to afford the public an opportunity to address concerns to the Board. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Board may discuss but will not take formal action on public forum presentations.

- **Commissioner Tom Wolf:** Road construction has started. Scott County Government Center move in has started, opening more areas such as the library. CR 27 construction has started. Supervisor Schommer requested during the construction of CR 27 and Credit River Blvd that staging is not done on the township roads.
- **Ron Sackett:** Comment made whether people paid enough attention to their Property Taxes statements and where their property taxes are allocated, approximately 55% are allocated to Schools, Scott County 28%, Credit River 13%, other 4%.

Online:

- **Mary F. Casey** Addition- Candidate Forum was appreciated. Hoping candidates talk to residents. Commented that zoning needs to be enforced.

Hearing no additional comments, Open Forum was closed.

5. Old Business

1) Casey Addition Park Trees (BL)

Supervisor Lawrence – As advised at a previous meeting, residents are concerned with several trees in the western portion of the park in Casey Addition that are dead or falling. A quote was requested from Collins Tree, who did a walk-through of the area. For boards consideration an estimate of \$6,500 was received which includes 2 days for trimming & debris removal.

Park boundaries have been marked and could be done in May.

**Motion to approve the work to be completed by Collins Tree to remove the dead and hazardous trees from Casey Addition Park, estimate of \$6,000: Vice Chairman Novak
Second: Supervisor Howe**

Roll Call

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Motion Passes: 5-0

6. New Business

1) Quotes for Drainage Ditch in Cress View (LS)

Supervisor Schommer advised cleaning of ditches in Cress View needs to be done to get water to run. Quotes were received from Kevin Casey, LLC, and Mark's Bobcat. Quotes are within \$75. Kevin Casey, LLC has done previous work in this area and recommends approval of quote at \$4,750

**Motion to approve the quote of \$4,750 from Kevin Casey, LLC for work to be completed in Cress View development for cleaning of ditches: Vice Chairman Novak
Second: Supervisor Howe**

Roll Call

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Motion Passes: 5-0

7. Road Report

1) Tree Trimming (LS)

Supervisor Schommer advised Collins Tree will be removing trees in ditch within platted road ROW of Monterey Heights and Lynn Dr.

2) Dust Coating

Supervisor Schommer advised some areas may need a second dust coating application – With no rain, the application is not coming up and may need to be done later in the summer.

8. Engineer's Report

1) Crack Filling Quotes

Engineer Nelson advised quotes received for cracking filling. The lowest quote was \$34,301.50 from Seal Tech. Gopher State Seal Coat and Allied Blacktop also submitted quotes. Engineer Nelson recommended approving the Seal Tech quote.

**Motion to approve the quote of \$34,301.50 from Seal Tech for the 2021 Crack Filling Project: Supervisor Schommer
Second: Vice Chairman Novak**

Roll call:

Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye

Motion Passes: 5-0

2) Territory 5th Addition – Proposal for CSTS Review

Engineer Nelson advised a plat application for 25 additional lots for Territory 5th Addition was received and is proposed to be served with the current CSTS system.

SD Consulting submitted proposal to do a preliminary assessment of the current wastewater system for \$3,100.

Engineer Nelson recommended approval of the SD Consulting proposal.

**Motion to approve the SD Consulting proposal for \$3,100: Vice Chairman Novak
Second: Supervisor Howe**

Roll call:

Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye

Motion Passes: 5-0

9. Treasurer Report

1) Staff Reviews

Staff reviews were discussed for Treasurer Hill and Clerk Donovan. Board discussed considering a 3% increase for staff.

With the shift of permitting from Scott County to Credit River, there has been a significant increase in time allocated to process building permits by Clerk Donovan, it was suggested to consider doing a system similar to CSTS for the permit time. Clerk Donovan will track time for permits. The new software system, Citizen Serve will help to improve the process flow when implemented.

**Motion to approve a 3% salary increase to Treasurer Hill and Clerk Donovan, effective January 1, 2021: Vice Chairman Novak
Second: Supervisor Lawrence**

Roll call:

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Motion Passes: 5-0

2) Bond Update

Treasurer Hill introduced Nick Anhut from Ehlers to discuss the upcoming bond sale. The bond sale will occur on May 17th and will be awarded at the next board meeting on May 17, 2021. Standard & Poor’s Rating call will be attended by Chairman Kostik, Vice Chairman Novak and Treasurer Hill.

**Motion approving Resolution 2021-21 providing for the Sale of \$1,575,000 General Obligation Improvement Bonds, Series 2021A: Supervisor Schommer
Second: Vice Chairman Novak**

Roll call:

Chairman Kostik- Aye

Vice Chairman Novak – Aye

Supervisor Schommer – Aye

Supervisor Lawrence- Aye

Supervisor Howe - Aye

Motion Passes: 5-0

Treasurer Hill discussed the Letter of Engagement Agreement received by Ehlers to retain Ehlers as the dissemination agent as required by SEC. The cost of \$750 would start in 2022. Proposal in Sharepoint.

**Motion to engage in agreement with Ehlers as the dissemination agent for the insurer continuing disclosure as required under Security and Exchange Commission Rule 15c2-12. Vice Chairman Novak
Second: Supervisor Howe**

Roll call:
Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye
Motion Passed: 5-0

3) Transfer Fund

Treasurer Hill discussed that the 2018 Bond Funds are required to be moved as projects are completed. Treasurer Hill will move balance of \$48,346.67 from 2018 Road Project Funds to 2018 GO Bond fund. Resolution is required.

**Motion to approve Resolution 2021-22 Transferring the amount of \$48,346.67 from the 2018 Road Project Fund to the 2018 Go Improvement Fund. Vice Chairman Novak
Second: Supervisor Schommer**

Roll call:
Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye
Motion Passed: 5-0

Treasurer Hill advised the auditor recommended the General Fund Balance at 50% of expenditures for 2021. Treasurer Hill requested a transfer of \$76,292 from the Road & Bridge Fund to the General Fund.

**Motion to approve Resolution 2021-23 approving the transfer of \$76,292 from the Road & Bridge Fund to the General Fund. Vice Chairman Novak
Second: Supervisor Howe**

Roll call:
Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye
Motion Passed: 5-0

10. Clerk's Report

1) Absentee Ballot Board Resolution 2021-24

Clerk Donovan requested the approval of the resolution establishing the Absentee Ballot Board for the Special Election.

**Motion to approve Resolution 2021-24 establishing the Absentee Ballot Board for Credit River Special Election: Supervisor Howe
Second: Supervisor Schommer**

Roll call:

Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye
Motion Passed: 5-0

11. Town Hall

12. Review and Pay Bills

1) Transfer

No transfer is required. Claims to be paid are \$81,960.40.

**Motion to approve the claims to be paid as listed on the check summary: Vice Chairman Novak
Second Supervisor Howe**

Roll call:

Chairman Kostik- Aye
Vice Chairman Novak – Aye
Supervisor Schommer – Aye
Supervisor Lawrence- Aye
Supervisor Howe - Aye
Motion Passed: 5-0

Check summary :

10943	A. SCHOMMER GLASS, INC.	5/3/2021	\$187.91	Install Wire Shelving in Treasurer office
10944	ALL ABOVE CONSTRUCTION LLC	5/3/2021	\$1,000.00	NPDES Escrow Return 9846 Towering Oaks 2nd story
10945	BLUE NET INC	5/3/2021	\$231.81	365 Business Subscription
10946	CINTAS	5/3/2021	\$133.80	Township rugs 4/20/21
10947	CITIZEN SERVE	5/3/2021	\$5,100.00	2 Additional Licenses
10948	CITY OF LAKEVILLE	5/3/2021	\$669.08	Snow plowing and de-icing Feb21

10949	COLLABORATIVE PLANNING LLC	5/3/2021	\$10,935.00	Misc Escrow 21959 Carrbridge
10950	EARL F ANDERSON	5/3/2021	\$112.55	Street Sign and Set up (no outlet) per Leroy
10951	ECM PUBLISHERS INC	5/3/2021	\$272.00	Apr 19 Board Meeting
10952	GALLAGHERS	5/3/2021	\$5,109.50	2021 Street Sweeping
10953	GOPHER STATE ONE CALL	5/3/2021	\$10.88	Utility Locates - Township
10954	HAKANSON ANDERSON ASSOC INC	5/3/2021	\$31,966.85	2021 Overlay CIP
10955	MARKS BOBCAT SERVICE, INC.	5/3/2021	\$1,010.00	Townhall Plowing March 2021
10956	NATURAL SYSTEMS UTILITIES MN	5/3/2021	\$7,445.72	MHSP Mar 2021
10957	SARAH LEVOIR	5/3/2021	\$2,047.50	Townhall and Board Meeting
Paid Chk# 010941	VOID	5/4/2021	\$0.00	damaged check
Paid Chk# 010942	Novak, Alan J	5/4/2021	\$826.31	April Svc paid in May
Paid Chk# 010959	WHITE TRASH INC	5/3/2021	\$100.00	Debris Removal Hobby Hills Tr
Paid Chk# 1000075E	EFTPS	5/3/2021	\$2,966.68	FICA 6.2 - Employee Amt
Paid Chk# 1000076E	MINNESOTA REVENUE MW5	5/3/2021	\$474.82	State WH
Paid Chk# 1000077E	PERA	5/3/2021	\$1,183.74	PERA - Employee Amt
Paid Chk# 1000078E	VISA COMMUNITY CARD	5/3/2021	\$382.76	iContact - Apr, toner, office supplies
Paid Chk# 500195E	Monthly Pay ACH	5/4/2021	\$9,793.49	April Svc paid in May
			\$81,960.40	

13. Adjourn

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

**Motion to Adjourn the May 3, 2021 Board Meeting: Vice Chairman Novak
Second: Supervisor Howe**

Roll Call

Chairman Kostik – Aye
Vice Chairman Novak – Aye
Supervisor Lawrence – Aye
Supervisor Schommer – Aye
Supervisor Howe – Aye
Motion Passed: 5-0

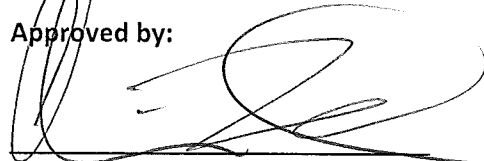
The May 3, 2021 Board Meeting was adjourned at 7:01 pm.

Recorded by:



Karen Donovan
Clerk-Credit River Township

Approved by:



Chris Kostik
Chairman- Credit River Township