

Credit River Township Board Meeting

Monday, December 7, 2015 6 p.m.

Meeting Minutes-Draft

The December 7, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6 p.m., by Chairman Kostik.

Members Present:

Chairman Kostik, Supervisor Schommer, Supervisor Lawrence, Supervisor Nilsen

Members Absent:

Vice Chairman Novak

Others Present:

Attorney Ruppe, Engineer Nelson Treasurer LeVoir, Clerk Donovan

1. Approve or Amend Agenda

Attorney Ruppe asked to add the Flood Funding Agreement to Old Business as item #2. Chairman Kostik asked to add Cress View Street Lights to New Business as item #2. Supervisor Schommer asked to add Gravel Road Plowing Policy to New Business as item #3. Supervisor Nilsen asked to add Reorganization of Board to New Business as item # 4. Treasurer LeVoir asked to add Misc. Updates as item # 7 to Treasurer's Report.

Motion to approve Consent Agenda with the additional changes:

Supervisor Lawrence

Second: Supervisor Nilsen

Motion Passed: 4-0

2. Consent Agenda

1) October 2015 Treasurer's Report

2) November 2015 Developer's Escrow Statement

3) November 2, 2015 Board Meeting Minutes

Motion to approve Consent Agenda: Supervisor Schommer

Second: Supervisor Nilsen

Motion Passed: 4-0

3. Open Forum

Resident Kevin Schumacher-Killarney Ave. expressed concern with possible road damage caused by the electric power lines being installed in the area by

Great River Energy. Supervisor Lawrence will address the staging issues on the road with Great River Energy.

4. Old Business

1) Mediacom

Attorney Ruppe reviewed the Mediacom Franchise Renewal agreement with the changes that the board requested which will make the franchise agreement consistent with the Integra Telecom agreement and recommended the board approves the Mediacom Franchise agreement. Mediacom requested 60 days for signatures to the agreement.

**Motion to approve the Mediacom Franchise Agreement Contract:
Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0**

2) Flood Funding

Attorney Ruppe presented the revised Flooding Funding Cooperative Agreement with Scott County to the board. Scott County has reviewed the revised agreement. Attorney Ruppe recommended approval of the revised document of the Flood Funding Cooperative Agreement with the changes, as it is in the township's best interest.

**Motion to Approve the Flood Funding Cooperative Agreement with
Scott County: Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 4-0**

5. New Business

1) Territory Park

Supervisor Kostik reviewed a request from the Territory HOA, which requested a new park in the Territory Development. Preliminary plans were received. The board has advised Territory HOA that any park would need to be available to all residences. No response was heard from by the Territory HOA.

2) Cress View Street Lights

Chairman Kostik reviewed an email request received by a resident of Cress View who advised the Cress View HOA has been dissolved and the residents are asking the township to take over the management of the lights within the development. Resident L. Aszumann, a resident of Cress View, attended the meeting and advised that the monuments will be maintained by the property owners but eleven street lights remain unmanaged. The Cress View residents are requesting Credit River Township to take over the maintenance/billing of the street lights only, each light is approximately \$11/month. MVEC was contacted by the Cress View residents and were advised it is not a feasible option for MVEC to manage the lights. Attorney Ruppe advised the board of the different options available to the township to take over the management of the street lights. The board is concerned with the issues of billing, payments and budgeting. A financial analysis would need to be done.

At this time the board will leave this open for additional resident options. Supervisor Schommer will contact MVEC.

3) Gravel Road Plowing Policy

Supervisor Schommer reviewed recent issues and calls received regarding the snow and ice removal on township gravel roads. Supervisor Schommer felt that there is a need for a policy stating what the maintenance is for snow and ice removal on the gravel roads. The board discussed options. Vice Chairman Novak will put a notice on the website for caution on gravel roads with a link added on the website to the existing snow and ice removal policy.

4) Meeting Re-Organization for Supervisors

Supervisor Nilsen requested that the supervisors alternate their sitting arrangement positions during board meetings. The board felt this was a good idea and will implement in future meetings.

6. Road Report

1) Safety Sign Invoice (Weight Limit/Local Traffic)

Supervisor Schommer asked about the Safety Sign invoice (\$679.50) for the additional signs required during the construction of CH 8 and whether the invoice should be sent to Scott County for the costs of the signs. The board recommendation is to split the cost of the signs with the county. The board felt the signage from the county was insufficient for the detours due to safety concerns and resident concerns. Supervisor Lawrence will send

a letter requesting Scott County to consider sharing the cost of the signage. Based on Scott County's response, Treasurer LeVoir will send an invoice to Scott County.

7. Engineer's Report

1) Pay Estimate for 2015 Road Improvements Project

Engineer Nelson recommended payment of Pay Estimate #3 for McNamara Contracting for Flag, Gensmer and Rolling Oaks road improvement projects in the amount of \$20,990.15.

**Motion to Approve Payment of Pay Estimate #3-McNamara Contracting for the Road Improvements Projects for Flag, Gensmer and Rolling Oaks in the amount of \$20,990.15: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0**

2) Pay Estimate for Valley Oaks First Addition

Engineer Nelson recommended payment of Pay Estimate #3 for Hardrives, Inc. for Valley Oaks First Addition in the Amount of \$1,781.75.

**Motion to Approve Payment of Pay Estimate #3 for Hardrives Inc. for the Valley Oaks First Addition road project in the amount of \$1,781.75: Supervisor Lawrence
Second: Supervisor Nilsen
Motion Passed: 4-0**

3) Geotechnical Proposals for Scottview Estates Project

Engineer Nelson received geotechnical proposals for the Scottview Estates Road project and recommended the approval of NTI due to lower quote, however, he questions NTI's quality in regards to the correct gravel thickness based on recent road projects. Chairman Kostik asked if the quality and unknown costs outweighs the lower cost upfront. The board discussed the cost vs the accuracy of NTI vs Braun Intertec proposals

**Motion to accept the Braun Intertec Proposal for Scottview Estates Road Project: Supervisor Schommer
Second: Supervisor Nilsen
Motion Passed: 4-0**

4) 19555 Oak Grove Ave Project Update

The contractor working on the pond project at 19555 Oak Grove Ave. advised Engineer Nelson of a drain tile that was exposed when excavating the pond. Engineer Nelson did a site visit and found this drain tile was not functioning properly and will be addressed when finishing the pond work to allow for proper draining. Boulders near the road will be moved to allow for snow plowing.

8. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested a transfer of funds from the Credit River Township checking account to the savings account in the amount of \$85,000 due to the special assessment prepayments received.

Motion to approve the transfer of \$85,000 from the Credit River Township checking account to the savings account: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

2) 2015 Special Assessments – Update

Treasurer LeVoir reviewed the special assessments prepayments received. All of the special assessment certifications have been sent in to Scott County and confirmation of the receipt has been received and will be added to the tax rolls for 2016.

3) Territory CSTS Budget

Treasurer LeVoir requested approval of the 2016 Territory line item budgeted revenue and expenditures based on the Territory HOA as 1 unit instead of the current 7 units and the CSTS rate increase to \$78/month.

Motion to Approve the 2016 Territory Line Item Budgeted Revenue and Expenditures: Supervisor Schommer

Second: Supervisor Lawrence

Motion Passed: 4-0

Treasurer LeVoir reviewed the 2016 Territory Budget presentation which will be shown at the December 14, 2015 Territory CSTS Rate Hearing Meeting and asked for board input.

Treasurer LeVair also prepared a letter regarding the proposed Territory CSTS rate increase which will be sent after the rate hearing advising residents of the rate increase.

The Board felt the presentation and letter were acceptable.

4) Escrow Accounts

Treasurer LeVair requested escrow refunds for T. Reiter for both the Acres on Judicial escrow in the amount of \$939.59 and the Delineation/WCA escrow in the amount of \$500.

**Motion to Approve the Escrow Refund to T. Reiter for \$939.59 for Acres on Judicial and Delineation/WCA Escrow Refund of \$500:
Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 4-0**

Treasurer LeVair advised that all of the bills for the 21690 Harvest Hills Dr. (Uzlik Easement) have been received and there is a balance due of \$288.08. Treasurer LeVair will send a statement with the balance due.

Treasurer LeVair advised that the Territory Third Addition escrow is at \$185.25.

5) Utility Locates

One Call Concept will be the new provider for utility locates and a letter with the billing rates has been received.

6) Application for Property Tax Exemption

Treasurer LeVair received a notification from Scott County identifying four Credit River Township owned parcels that are tax exempt and the need to document every three years why these properties are exempt. Treasurer LeVair requested the board's assistance in determining the designation.

7) Misc.

Treasurer LeVair asked the board for approval of two purchases made for funeral flowers which after several attempts by both Clerk Donovan and Treasurer LeVair were unable to obtain receipts for the orders place by phone.

**Motion to Approve No Receipt Purchases for Flowers Purchased by Clerk Donovan: Supervisor Schommer
 Second: Supervisor Nilsen
 Passed: 4-0**

Treasurer LeVoir advised the board that an additional invoice was received from MATIT. Treasurer LeVoir contacted MAT and asked how this was split and was told it was a 50/50 split between Scott County and Credit River Township. Chairman Kostik will be contacting Attorney Ruppe for clarification on this amount.

9. Clerk's Report

1) Meeting Schedule for 2016

Clerk Donovan presented the board with the proposed meeting schedule for 2016. Due to conflicts with holidays, the Monday July 4th Board Meeting will be held on Wednesday, July 6th and the Monday, September 5th meeting will be held on Wednesday, September 7th. The date of the Local Board of Equalization meeting needs to be confirmed with the Scott County Assessor.

**Motion to Approve the Proposed 2016 Meeting Contingent on the Confirmation of the Date of the Local Board of Equalization Meeting:
 Supervisor Lawrence
 Second: Supervisor Schommer
 Motion Passed: 4-0**

2) March 2016 Election

Clerk Donovan advised that publication notices for the March 2016 elections have been placed in the papers. Filing will begin on December 29, 2015.

10. Town Hall

11. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000350E	SCOTT COUNTY CUSTOMER SRV	414.00	Easement Filing Fees
Paid Chk# 000351E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000352E	VISA COMMUNITY CARD	208.64	iContact Fee/Stamps/Office Supplies
Paid Chk# 000353E	EFTPS	1,579.96	FICA/Medicare/Fed WH
Paid Chk# 000354E	PERA	756.27	PERA

Paid Chk# 000355E	MINNESOTA REVENUE MW5	59.33	State WH
Paid Chk# 008534	AL NOVAK	858.85	November 2015 Srv Paid in December 2015
Paid Chk# 008535	BRENT LAWRENCE	998.54	November 2015 Srv Paid in December 2015
Paid Chk# 008536	BRUCE NILSEN	803.44	November 2015 Srv Paid in December 2015
Paid Chk# 008537	CHRIS KOSTIK	667.15	November 2015 Srv Paid in December 2015
Paid Chk# 008538	KAREN DONOVAN	XXXX	November 2015 Srv Paid in December 2015
Paid Chk# 008539	LEROY SCHOMMER	849.62	November 2015 Srv Paid in December 2015
Paid Chk# 008540	SARAH LEVOIR	XXXX	November 2015 Srv Paid in December 2015
Paid Chk# 008541	BANYON DATA SYSTEMS	795.00	Banyon Fund Accounting Support Annual Fee
Paid Chk# 008542	BRENT LAWRENCE	8.05	November 2015 Expense Reimbursement
Paid Chk# 008543	CENTERPOINT ENERGY	48.55	Town Hall Gas
Paid Chk# 008544	CHORES AND MORE BY HEIDI INC	100.00	Town Hall Full Clean - 10/27/2015
Paid Chk# 008545	COLLINS TREE CARE, INC	2,400.00	Cut Trees Back from Roadways
Paid Chk# 008546	COURI & RUPPE, P.L.L.P.	9,592.50	Legal Fees
Paid Chk# 008547	DALE KUCHINKA	3,256.00	Spring/Fall 2015 Ditch Mowing
Paid Chk# 008548	DELL MARKETING L.P.	1,464.03	Treasurer Computer - Purchase New
Paid Chk# 008549	ECM PUBLISHERS INC	27.79	Legal Publishings
Paid Chk# 008550	G&K SERVICES	81.20	Town Hall Rug Service - November 2015
Paid Chk# 008551	GALLAGHERS	5,150.00	November 2015 Gravel & Winter Rd Mtc
Paid Chk# 008552	GOPHER STATE ONE CALL	59.45	October 2015 Utility Locates
Paid Chk# 008553	HAKANSON ANDERSON ASSOC INC	21,887.78	Engineering
Paid Chk# 008554	HARDRIVES, INC.	1,781.75	Pay Estimate #3 - Valley Oaks 1st Add Rd Proj
Paid Chk# 008555	INTEGRA TELECOM	627.31	Phone
Paid Chk# 008556	INTERIOR CONCEPTS TILE & STONE	900.00	Access Escrow Refund - 6650 Oak Grove Ct
Paid Chk# 008557	JOHN KRAEMER & SONS, INC.	1,496.00	NPDES Escrow Refund - 19190 Natchez Ave
Paid Chk# 008558	KAREN DONOVAN	74.24	November 2015 Expense Reimbursement
Paid Chk# 008559	KIRK E MEYER	2,792.00	NPDES/Access Refund-Cx'l'd-19072 Foxfield Dr
Paid Chk# 008560	LEROY SCHOMMER	288.15	November 2015 Expense Reimbursement
Paid Chk# 008561	MATIT	1,686.00	Planning&Zoning Claim Pymt/Workers Comp Prm
Paid Chk# 008562	MCNAMARA CONTRACTING INC	20,990.15	Pay Estimate #3 - Gensmer/Rolling Oaks/Flag Trl
Paid Chk# 008563	METRO SALES , INC.	132.86	Leased Copier Bi-Annual Mtc Contract Fee
Paid Chk# 008564	MIKES SEPTIC	350.00	Town Hall Septic Pumping
Paid Chk# 008565	MVEC	771.50	Electricity
Paid Chk# 008566	NATURAL SYSTEMS UTILITIES MN	7,743.68	CSTS Monitoring
Paid Chk# 008567	NORTHERN TECHNOLOGIES, INC	596.25	2015 Overlays - Testing Services
Paid Chk# 008568	ROBERT CASEY	1,766.00	NPDES Escrow Refund - 7622 180th St E
Paid Chk# 008569	RONALD C. OR JOYCE E. BORGLUND	874.00	NPDES Escrow Refund - 17571 Murphy Lake Blvd
Paid Chk# 008570	SAFETY SIGNS	679.50	6-Weight Limit 5 Tons Sign/4-Local Traffic Sign
Paid Chk# 008571	SARAH LEVOIR	50.00	November 2015 Expense Reimbursement
Paid Chk# 008572	SCOTT COUNTY TREASURER	465.84	TNT Cost/Postage Allocation Fee
Paid Chk# 008573	SCOTT SOIL & WATER CONSV DIST	2,304.00	Oct/Nov 2015 Building Site Inspection Fees
Paid Chk# 008574	SW NEWSMEDIA	136.23	Legal Publishings
Paid Chk# 008575	THEODORE W. REITER	1,439.59	Refund Remaining Escrow Balances
Paid Chk# 008576	TOWNSHIP OF SPRING LAKE	693.49	Flag Trl Rd Impr Proj - SLT Fees
Paid Chk# 008577	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment - Copier; December 2015
Paid Chk# 008578	XCEL ENERGY	13.03	St. Francis Light
	Total	104,890.14	

12. Adjourn

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

**Motion to adjourn December 7, 2015 Credit River Township Meeting:
Supervisor Lawrence
Second: Supervisor Nilsen
Motion passed: 4-0**

The December 7, 2015 Credit River Township Board Meeting was adjourned at 8:25 pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Chris Kostik
Chairman
Credit River Township**