Credit River Township Board Meeting

Monday, November 2, 2015 6pm

Meeting Minutes

The November 2, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6pm, by Chairman Kostik.

A moment of silence was held in respect for the passing of Cy Wolf, Chairman, Sand Creek Township.

**Members Present:**
Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence Supervisor Nilsen.

**Others Present:**
Treasurer LeVoir, Engineer Nelson, Township Attorney Ruppe, Clerk Donovan

1. **Approve or Amend Agenda**

   Township Attorney Ruppe requested to add Flag Tr. Assessment Appeal to Old Business as item 4.

   Supervisor Nilsen requested to add 429 Process to New Business as item 4.

   Motion to Approve Amended Agenda: Vice Chairman Novak
   Second: Supervisor Nilsen
   Motion Passed: 5-0
2. Consent Agenda

1. September 21, 2015-Scottview Road Project Information Meeting
2. September 2015 Treasurer’s Report
3. October 2015 Developer’s Escrow Statement
4. October 5, 2015 Board Meeting Minutes

Motion to Approve Consent Agenda: Supervisor Schommer
Second: Supervisor Nilsen
Motion Passed: 5-0

3. Open Forum

4. Old Business

1. 6213 Sue Ann Lane

Supervisor Lawrence asked Resident D. Berens to appear at the meeting. Mr. Beren’s explained that the crushed rock was moved back to the gravel parking lot. Debris in the ROW was removed. Resident feels the area has been cleaned up and silt fencing was put up according to the Scott County requirement. Only one driveway will be used which was the original driveway. County was concerned with erosion and a silt fence was installed. IUP/CUP permit was questioned.

2. Mediacom Cable Franchise

Supervisor Lawrence reminded the board that the Mediacom contract extension expires in December 2015. Attorney Ruppe has reviewed the contract received from Mediacom and has recommended changes. Supervisor Lawrence feels the Mediacom contract should be the same as Integra for consistency and integrity on such items as length of contracts and quarterly payments. Attorney Ruppe will communicate with Supervisor Lawrence regarding the new contract which will be available at the December 7, 2015 Board Meeting. Abandonment of above ground pedestals was brought up by Engineer Nelson and should be noted in the contracts.

3. Fern Drive and Birch Lane / Valley Paving

Chairman Kostik reviewed the arbitration meeting and agreement made with Valley Paving on October 26, 2015.
Motion to authorize payment to Valley Pavement pursuant to the terms of the Settlement Agreement and contingent upon Valley Paving sending the required information and documentation: Supervisor Schommer
Second Vice Chairman Novak
Motion Passed: 5-0

4. Flag Tr. Assessment Appeal

Attorney Ruppe advised that C. Lake filed an assessment appeal for the Lake property and Sernett property which was part of the Flag Tr. assessment.

5. New Business

1. Heritage Links-Liquor License Renewal

Mark Zweber from Heritage Links attended the meeting.

Motion to Approve Resolution 2015-59 Approving the Recommendation to support the Liquor License for Heritage Golf: Supervisor Lawrence
Second: Supervisor Nilsen
Motion Passed: 5-0

2. CenterPoint Utility Permits

Supervisor Lawrence explained a recent Utility Permit that was issued for CenterPoint and the concern for restoring the ROW to the original condition prior to the work. Supervisor Lawrence’s concern is if this is how the majority of work is completed or if this is an isolated incident. Attorney Ruppe recommended sending the letter. Engineer Nelson will contact CenterPoint with a timeframe of 15 days to comply.

3. Country Court Park Fencing

Supervisor Lawrence was contacted by a resident who is concerned with his liability with people using his woodpile for jackets etc. and climbing the woodpile while utilizing the park equipment at Country Court Park, as the park boundary isn’t clear. Supervisor Lawrence and Chairman Kostik will look at the park for fence measurements and will get quote. Approximately $1800 for installation of a fence.
4. **Discuss 429 Process**

Supervisor Nilsen asked about adding additional information to the initial notification process of future road projects, especially about the duration of the project as an intermittent inconvenience rather than 6 weeks for example.

Engineer Nelson also recommended the informational neighborhood meetings occur earlier in the spring rather than in the fall.

6. **Road Report**

Supervisor Schommer advised of work done: 167th rip rap added to the ditch to control the water in winter, 204th ditch cleaning done.

Supervisor Nilsen commented regarding a resident and the sprinkler system in the ROW which had been taken care of by the resident.

7. **Engineer’s Report**

1. **Scottview Estates Road Project**

   Engineer Nelson reviewed the Scottview Estates Public Improvement hearing held October 28, 2015.

   **Motion to Approve Resolution 2015-60 Ordering Improvement to the Scottview Estate Roads:** Supervisor Schommer
   **Second:** Vice Chairman Novak

   **Motion Passed:** 5-0

2. **Drain Tile Quote for Fern and Birch**

   Valley Pavement contract is closed. The quote for the drain tile can be accepted from Mark’s Bobcat.
   Resident S. French asked questions about the work to be done. Engineer Nelson explained that the ditch will be reshaped and reseeded.

   **Motion to approve quote for installation of drain tile:** Supervisor Lawrence
   **Second:** Supervisor Schommer
   **Motion Passed:** 5-0

3. **Seeding Quote for Fern and Birch**
A new contract can be entered into for seeding. Supervisor Schommer prefers to wait until spring for seeding. Quote to restore the seeding for the drain tile portion will be done this year.

Motion to approve quote for seeding the drain tile area portion of the project: Vice Chairman Novak
Second: Supervisor Nilsen
Passed: 5-0

4. Harvest Hills Outlet.

Supervisor Schommer and Engineer Nelson gave an update on the Harvest Hills Outlet. Agreement with county is needed and Attorney Ruppe is working with Scott County on the completion of the agreement.

8. Treasurer Report

1. Transfer Funds

Treasurer LeVoir requested to transfer $10,000 from the Township savings to the Township checking account to pay claims.

Motion to approve the transfer of $10,000 from the Township savings to Township checking account: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 5-0

2. CSTS Budgets 2016

1. Monterey Heights/South Passage

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Monterey Heights/South Passage CSTS.

Rate is expected to remain the same for the next few years.

Motion to approve line item 2016 budget revenues and expenditures for Fund 601 Monterey Heights/South Passage: Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 5-0

2. Stonebridge

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Stonebridge CSTS.
Stonebridge CSTS is under budget in 2015 due to budgeted expenses not occurring in 2015 as originally projected. The expenses have been budgeted for 2016.

**Motion to approve line item 2016 budget revenues and expenditures for Fund 603 Stonebridge:** Vice Chairman Novak  
Second: Supervisor Schommer  
Motion Passed: 5-0

3. Territory

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Territory CSTS.

Based on the forecast and the need to operate CSTS #2 & #3 beginning in 2017, a rate increase may be needed.

If the HOA remains at 7 units, the rate would increase from $60 to $75/month or if the HOA is 1 unit, the rate would increase from $60 to $78/month. Vice Chairman Novak will contact the Territory HOA to determine which is preferred.

Board’s position is to have 3 months of operating expenses as cash on hand unexpected expenses in addition to restricted cash for capital replacement.

Rate hearing to be held December 14, 2015 at 7pm. Letters will be sent to residents.

Motion to approve line item 2016 budget revenues and expenditures will wait until a the December board meeting after discussions with the HOA.

3. Audit Update

Treasurer LeVoir met with the auditors in October. They have proposed an increase of $750/yr to the proposal for 2015-2016, due to GASB 68 and increase in documentation.

Preliminary audit test work will be December 15, 2015.  
Year-end audit field work will be January 18-19, 2016.  
Board Chair may be needed to meet on one of the dates.

**Motion to approve the increase of $750/year:** Supervisor Schommer  
Second: Vice Chairman Novak
Motion Passed: 5-0

4. Road Project Special Assessment Prepayments

Treasurer LeVoir advised the board that prepayments for the special assessments from the road projects are on target based on the projections made during bonding.

5. Misc. Updates

- Treasurer LeVoir updated that the Clerk has been set up with a credit card for purchasing town hall supplies as needed.
- CenterPoint invoice has been paid.
- Territory invoice has been paid for tree trimming.
- Payment received from Scott County for $1000, for the Rydeen Resititution, which was entered into the Road and Bridge Fund.
- Received an additional $1000 invoice from the Association of Townships Insurance Trust regarding the Planning and Zoning Zweber claim.

9. Clerk’s Report

1. Lakeville Referendum

Clerk Donovan reviewed the schedule of the Lakeville ISD 197 Referendum election on November 3, 2015.

2. Prior Lake/Savage Referendum

Prior Lake/Savage has contacted the township regarding a possible referendum vote for the Prior Lake/Savage school district in May 2016.
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Total 127,152.86
12. Adjourn

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

Motion to adjourn November 2, 2015 Credit River Township Meeting: Supervisor Nilsen
Second: Supervisor Schommer
Motion passed: 5-0

The November 2, 2015 Credit River Township Board Meeting was adjourned at 8:15 pm.

Recorded by:

___________________________________
Karen Donovan
Clerk of Credit River Township

Approved by:

___________________________________
Chris Kostik
Chairman
Credit River Township