

**Credit River Township Board Meeting
Monday, August 1, 2016 6pm**

Meeting Minutes-Draft

Chairman Kostik called the August 1, 2016 Board Meeting to order, Pledge of Allegiance

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

A moment of silence marking the one year anniversary of the passing of Supervisor Tom Kraft.

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

Officer Lueke : Reviewed the new system the Sheriff's Department is using for reporting calls. Burglary calls are down for the year and alarm calls are up. Officer Lueke will let the officers know to watch for speed in the Overland/Scottview area especially on the weekends.

1. Approve or Amend Agenda

Supervisor Lawrence added Murphy Lake Road to Road Report as Item 4. Supervisor Schommer added Landscaping Plans as Item 1 under Town Hall and Gallagher's Park as Item 1 under Park Report. Supervisor Howe added Lucerne Tr. to Road Report as Item 5.

**Motion to Approve Amended Agenda: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 5-0**

2. Consent Agenda

- 1) **June 2016 Treasurer's Report**
- 2) **July 2016 Developer's Escrow Statement**
- 3) **July 6, 2016 Meeting Minutes**

**Motion to Approve Consent Agenda: Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 5-0**

3. Open Forum

J. Barden-Resident concerned about the crushed rock shoulder left after the road project on Towering Oaks Tr. Board explained the crushed rock was left as a base only and residents can place dirt and grass seed over the crushed rock if desired.

R. Sackett-Resident concerned with speed on Natchez. Board recommended to go direct to Scott County since this is a county road.

T. Weningen- Resident is very happy with the Scottview Estates road project but is concerned with the speed on Overland. Overland and Heitel Way have yield signs and is requesting stop signs due to the speed factor on the roads. Engineer Nelson explained Credit River Township uses the Minnesota Guideline for speed. The Board will consider adding to the agenda in

September. Board will also consider a request for a temporary speed sign from Scott County for making drivers aware of their speed.

4. Old Business

1) Escrow Update

Treasurer LeVoir reviewed four escrow accounts in which the projects have been completed. An escrow refund request has been made for 8776 Lucerne Blvd.

Motion to Approve the Escrow Refunds for 8776 Lucerne Garage Variance in the amount of \$500: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 5-0

Treasurer LeVoir will prepare checks for the remaining three escrow projects for the September Board Meeting. Verification has been made that all documents have been filed relating to these projects.

Motion to approve the refund of escrow funds remaining and prepare checks for McWilliams, JB Woodfitters and Schroer projects: Vice Chairman Novak

Second: Supervisor Lawrence

Motion Passed: 5-0

Treasurer LeVoir advised the Traditions escrow check has been received and Letter of Credit received. The Traditions account is current.

Treasurer LeVoir advised the escrow balance for 19555 Oak Grove is at \$ -263. Attorney Ruppe contacted the property owner's attorney Mr. Severson, who requested the township bill the property owner for the work done regarding the damaged storm water pipe. Attorney Ruppe will request the \$4,000 escrow to re-establish the escrow for continued projects. A separate invoice for the pipe repair will be sent by Treasurer LeVoir, which is in addition to the \$4,000 escrow.

5. New Business

6. Road Report

1) Lower 167th St.

Supervisor Lawrence reviewed the erosion issues on Lower 167th St, over \$10,000 has been spent trying to correct the problem over the past few years. Supervisor Schommer explained that Credit River Township does not have Right Of Way on this road. Engineer Nelson reviewed the area and with no ROW, there is not sufficient area for a ditch.

B.Gelow- Resident spoke and provided pictures to the board of the area in question on Lower 167th. There is a culvert and rip-rap currently in place but he feels the rip-rap is causing the water to dam up.

Board recommends Supervisor Schommer and Engineer Nelson to look into further to develop a plan.

2) Flag Trail

Supervisor Howe reviewed a resident complaint on the poor sight line obstruction on Flag Tr. curve on the gravel portion of the road. Supervisor Schommer explained this area had been cleaned up previously, approx. 4 years ago, but may recommend to trim again to improve the sight. This will be determined after the ditch mowing which will be done after September 1.

3) Flemming Circle

Supervisor Howe presented photos of road damage caused by a new septic system installation on Flemming Cr. Engineer Nelson looked at the damage to the road and felt it was minor damage. Fall crack sealing will be done and this area may be added to the list for repair.

4) Murphy Lake Rd

Supervisor Lawrence reviewed a voice mail forwarded by Scott County. The message from concerned users of Murphy Lake Road expressing concern with the condition of the road. Supervisor Schommer said grading had just been done but rain is needed before grading can be done again.

5) Lucerne Tr.

Resident concerned with pot holes near Fern and Lucerne Tr. Supervisor Schommer explained grading cannot be done until it rains.

7. Engineer's Report

1) Longview Lane Core Results

Engineer Nelson reviewed the results of the core samples taken on Longview Lane, which showed the pavement is thin.

2) Century Lane Soil Boring Results

Engineer Nelson reviewed the soil boring results on Century Lane. The issue is sand on top of clay, which is normally acceptable if it is well drained, however, this is a problem in this area. Correction to this issue will need to be discussed.

3) Valley Oaks 1st Addition Update

Engineer Nelson updated the board of the completion date for the Valley Oaks 1st Addition Project was August 1, for final reseeding of the area. Engineer Nelson will send a letter to reiterate project items to be completed and reseeding needs to be done in September.

4) Scottview Update

Engineer Nelson updated the board on the Scottview Project in process. Culverts are in, paving should be done the week of August 8 and shouldering will be done after. Drain tile may be needed to correct the water issue and wet clay. A request was made allowing two supervisors to have the authority to approve drain tile in this area.

Chairman Kostik and Supervisor Schommer will be the board members to authorize the drain tile if needed.

5) Territory Watermain Interconnect Update

Engineer Nelson updated the board that the watermain interconnect is being discussed again in Territory.

6) Seal Coat Project Reminder

Engineer Nelson advised the 2016 Seal Coat Project will begin in a few weeks. As in the past, residents will not be notified. Engineer Nelson will notify the Territory Home Owners Association President via email.

Discussion on the Zweber v. Credit River Township Supreme Court Decision.

8. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested \$110,000 to be transferred from savings to checking.

**Motion to approve the transfer of \$110,000 from the township savings account to the township checking account: Supervisor Lawrence
Second: Supervisor Schommer
Motion passed: 5-0**

2) 2017 Town Aid

Treasurer LeVoir advised the board that the 2017 Town Aid for Credit River Township to be received from the state of Minnesota is in the amount of \$164.

3) MATIT Workers' Comp Dividend

Treasurer LeVoir advised the board of \$965 received from MATIT Workers' Compensation Dividend due to lower than expected claims and high participation by Minnesota townships.

4) Budget 2017

Treasurer LeVoir reviewed the proposed 2017 Levy information with updated documents available to the board in the drop box.

Budgeted Expenditures updated based on the board comments. (8.4a)
Proposed Levy 2017: \$1.4 million Levy, which is a 4% increase or \$60,000. (8.4b)
Forecasted Levy for next 5 years estimated at a 4-5% increase. (8.4c)
Capital Improvement Project Projection was reviewed which included 2018 as a bond year. (8.4e)

The board agreed with the information presented by Treasurer LeVoir. Treasurer LeVoir will prepare a PowerPoint presentation for the Continuation Meeting, which will be reviewed by the board during the September 7 Board Meeting.

9. Clerk's Report

1) Primary Election-August 9

Clerk Donovan reminded the board and staff the town hall will be closed for township business on Tuesday, August 9, due to the Primary Election.

10. Town Hall

1) Landscape Plan

Supervisor Schommer reviewed the landscaping plan for the town hall, which will be done in September.

11. Park Report

1) Gallagher Park

Supervisor Schommer presented the concept plan for Gallagher Park to the board. Minor changes will be made to the plan and will be presented to Mrs. Gallagher.

12. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000392E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000393E	VISA COMMUNITY CARD	\$177.98	iContact Fee; Office Supplies; Stamps
Paid Chk# 000394E	EFTPS	\$1,519.02	FICA/Medicare/Fed WH
Paid Chk# 000395E	PERA	\$792.80	PERA
Paid Chk# 000396E	MINNESOTA REVENUE MW5	\$131.20	State WH
Paid Chk# 008869	AL NOVAK	\$692.62	July 2016 Srv Paid in August 2016
Paid Chk# 008870	BRENT LAWRENCE	\$764.65	July 2016 Srv Paid in August 2016
Paid Chk# 008871	CHRIS KOSTIK	\$688.33	July 2016 Srv Paid in August 2016
Paid Chk# 008872	KAREN DONOVAN	XXXX	July 2016 Srv Paid in August 2016
Paid Chk# 008873	LEROY SCHOMMER	\$784.97	July 2016 Srv Paid in August 2016
Paid Chk# 008874	PAUL HOWE	\$686.86	July 2016 Srv Paid in August 2016
Paid Chk# 008875	SARAH LEVOIR	XXXX	July 2016 Srv Paid in August 2016
Paid Chk# 008876	AL ASPENGTREN	\$49.60	Election Judge Training - Wages & Mileage
Paid Chk# 008877	BARBARA J STARKEY	\$45.54	Election Judge Training - Wages & Mileage
Paid Chk# 008878	JOHN SCHULTE	\$55.00	Election Judge Training - Wages & Mileage
Paid Chk# 008879	KATHY URSETH	\$45.28	Election Judge Training - Wages & Mileage
Paid Chk# 008880	LLOYD ERBAUGH	\$53.88	Election Head Judge Training - Wages&Mileage
Paid Chk# 008881	MARY JANE CASEY	\$35.56	Election Judge Training - Wages & Mileage
Paid Chk# 008882	Void	\$0.00	Check Mis-Feed While Printing; Check Voided
Paid Chk# 008883	ROBIN ARNDT	\$47.16	Election Judge Training - Wages & Mileage
Paid Chk# 008884	BRENT LAWRENCE	\$23.76	July 2016 Expense Reimbursement
Paid Chk# 008885	CENTERPOINT ENERGY	\$15.85	Town Hall Gas
Paid Chk# 008886	CHORES AND MORE BY HEIDI INC	\$175.00	Town Hall Full Clean - 06/28/16 & 07/26/16
Paid Chk# 008887	CITY OF PRIOR LAKE	\$98,329.50	Second Half 2016 - Fire Contract Payment
Paid Chk# 008888	COLLINS TREE CARE, INC	\$650.00	Tree Trimming and Removal
Paid Chk# 008889	COURI & RUPPE, P.L.L.P.	\$663.75	Legal Fees
Paid Chk# 008890	ECM PUBLISHERS INC	\$28.63	Legal Publishing Notices
Paid Chk# 008891	ERIC GROTT	\$85.81	Refund Credit on CSTS Account
Paid Chk# 008892	G&K SERVICES	\$81.20	Town Hall Rug Service
Paid Chk# 008893	GALLAGHERS	\$725.00	June 2016 Gravel Road Mtc & Street Sweeping
Paid Chk# 008894	GOPHER STATE ONE CALL	\$62.10	June 2016 Utility Locates
Paid Chk# 008895	HAKANSON ANDERSON ASSOC INC	\$10,322.75	Engineering
Paid Chk# 008896	HOMES BY TRADITION, LLC	\$1,496.00	NPDES Escrow Refund - 19167 Foxfield Dr
Paid Chk# 008897	INTEGRA TELECOM	\$652.06	Phone
Paid Chk# 008898	JEFFREY M OR TRACY REILAND	\$500.00	Escrow Refund - Garage Variance
Paid Chk# 008899	KAREN DONOVAN	\$73.22	July 2016 Expense Reimbursement
Paid Chk# 008900	MARKS BOBCAT SERVICE, INC.	\$2,200.00	Town Hall & Parks Mowing - July 2016
Paid Chk# 008901	MIKES SEPTIC SERVICE	\$2,550.00	Territory & Stonebridge Septic Pumping Srv
Paid Chk# 008902	MINNESOTA DEPT OF HEALTH	\$1,450.00	Territory Monitoring Well Permits Annual Fee

Paid Chk# 008903	MPCA	\$1,240.00	Territory Permit Minor Modification Fee
Paid Chk# 008904	MVEC	\$714.62	Electricity
Paid Chk# 008905	NATURAL SYSTEMS UTILITIES MN	\$4,029.26	CSTS Monitoring
Paid Chk# 008906	PAUL HOWE	\$13.93	July 2016 Expense Reimbursement
Paid Chk# 008907	ROVE PEST CONTROL	\$75.00	Quarterly Pest Control Service-Town Hall
Paid Chk# 008908	SARAH LEVOIR	\$50.00	July 2016 Expense Reimbursement
Paid Chk# 008909	SCOTT SOIL & WATER CONSV DIST	\$2,592.00	June 2016 Building Site Inspections
Paid Chk# 008910	SW NEWSMEDIA	\$314.76	Legal Publishing Notices
Paid Chk# 008911	TRANS-ALARM INC.	\$89.85	Town Hall Alarm Monitoring Srv Qtrly Fee
Paid Chk# 008912	TRATTLES IRRIGATION	\$110.68	Scottsview Estates CIP - Sprinkler Repair
Paid Chk# 008913	U.S. BANK EQUIPMENT FINANCE	\$143.25	Lease Payment Copier - August 2016
Paid Chk# 008914	XCEL ENERGY	\$12.86	St. Francis Light
Paid Chk# 008915	BOHNSACK EXCAVATING INC.	\$5,662.55	Shouldering in Territory; Repair Storm Pipe
	Total	145,877.59	

13. Adjourn

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

**Motion to Adjourn August 1, 2016 Credit River Township Meeting: Supervisor Howe
Second: Supervisor Schommer
Motion passed: 5-0**

The August 1, 2016 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**