

## **Credit River Township Board Meeting**

**Monday, March 7, 2016, 6pm**

### **Meeting Minutes**

The March 7, 2016, Credit River Township Meeting was called to order with the Pledge of Allegiance at 6 pm, by Chairman Kostik. There was a moment of silence for Supervisor Nilsen.

#### **Members Present:**

Chairman Kostik, Vice Chairman Novak, Supervisor Schommer and Supervisor Lawrence

#### **Others Present:**

Attorney Ruppe, Engineer Nelson, Treasurer LeVoor and Clerk Donovan

#### **1. Approve or Amend Agenda**

Chairman Kostik made the request to move "NSU Contract Renewal" from New Business Item 5 to the Consent Agenda as Item 5, under New Business switch the order for Item 1 and Item 2, "Linch Path" will be Item 1 and "Rental Ordinance" will be Item 2 and add "Clean Up Day" as New Business Item 6. Attorney Ruppe added "Cable Regulatory Ordinance Summary" as Item 6 under Consent Agenda. Engineer Nelson added "Owens Development" as 4.b under New Business. Supervisor Schommer added Item 2 "Dust Coat Date" and Item 3 "Road Restrictions" to Road Report.

**Motion to approve the Amended Agenda with the changes: Supervisor Lawrence**

**Second: Supervisor Schommer**

**Motion passed: 4-0**

#### **2. Consent Agenda**

- 1) **January 2016 Treasurer's Report**
- 2) **February 2016 Developer's Escrow Statement**
- 3) **February 1, 2016 Meeting Minutes**
- 4) **February 10, 2016 Board of Audit Meeting Minutes**
- 5) **NSU Contract Renewal**

**Motion to approve the Consent Agenda: Vice Chairman Novak**

**Second: Supervisor Schommer, Motion Passed 4-0**

#### **3. 2015 Audit Report Presentation**

Mr. Kevin Knopik from Abdo, Eick & Meyers, LLP, presented the board with the Credit River Township 2015 Audit Report. No issues were noted. The audit report will be available for public review at the town hall upon request.

#### **4. Open Forum**

Resident B. Parrish complimented the Scott County Sheriff Department for checking speed on 170<sup>th</sup>.

#### **5. Old Business**

- 1) **Mediacom Franchise Renewal - Invoice**

Treasurer LeVoor has not received communication from Mediacom regarding the invoice to Mediacom for attorney fees. Supervisor Lawrence will contact Mediacom.

**6. New Business**

**1) Linch Path**

Resident M. Jackson explained the situation regarding the property issues occurring on the property adjacent to their property on Linch Path. Resident feels there are zoning issues and is looking for the board's assistance as their property is located in Dakota County and the adjacent property is located in Scott County. Vice Chairman Novak has contacted Scott County (D. Ekholm, Scott County Code Enforcement) regarding zoning code enforcement assistance (business and livestock).

**2) Rental Ordinance**

Chairman Kostik asked the board to discuss the possible need for a rental ordinance. Concerns are the increase in Airbnb, for example, in other communities and rental properties. Attorney Ruppe advised the board that townships generally do not have rental ordinances due to the administrative costs and ordinance enforcement. Attorney Ruppe will look into this further. The board will review again when additional information is available.

**3) Feldman Lot Split**

Treasurer LeVoir received new information from Scott County regarding the Feldman lot split. No escrow fees were collected since the township was not notified in advance. Supervisor Lawrence asked for clarification on the ordinance (2011-04) regarding lot splits. The board feels Scott County should have followed the process and contacted the board regarding the lot split prior to approving the lot split. Board recommends an invoice for the fees and call to Mr. Feldman to advise him of the incorrect procedure followed through Scott County. Supervisor Lawrence will contact Scott County regarding the process.

**4) a. Territory CSTS Monitoring Well Abandonment**

Supervisor Lawrence was contacted by Shane Symmank, Natural Systems Utilities, regarding an abandoned well in Territory. A meeting with Traditions/Owens will be held to answer questions regarding the abandoned well.

**b. Owens Development**

Traditions/Owen Development deposited an additional \$1,000 for escrow. A meeting has been requested. Preliminary plat approval has been requested from Scott County. A meeting will be planned later in March, Chairman Kostik and Supervisor Schommer will attend.

**5) Solicitation Ordinance**

Chairman Kostik asked Attorney Ruppe to review the current Solicitation Ordinance for the township to see if updates are recommended.

**6) Clean Up Day with Savage**

Credit River will participate in the Savage Clean Up Day scheduled for May 7, 2016. An ad will be published April 30 in the Prior Lake American. Information will also be posted on the website and will be included in the email blast.

**7. Road Report**

**1) Seal Coat Update**

Engineer Nelson attended a conference at the U of M, where the seal coat issue was discussed. The recommendation is to seal coat earlier than previously recommended.

**2) Dust Coat Update**

Supervisor Schommer will be setting up a tentative schedule for dust coating.

**3) Road Restrictions**

Chairman Kostik advised flags have been put up regarding road restrictions and noted some 5 ton signage is missing.

**8. Engineer's Report**

**1) Scottview Estates Improvement Project**

Engineer Nelson updated the board on the core and soil boring findings in Scottview Estates. The design will incorporate these findings. As a result, Engineer Nelson estimates the costs to increase from \$784,000 to \$815,850 for the Scottview Estates improvement project, which includes a \$15,000 contingency.

**Motion to Approve Resolution 2016-02 Approving Plans and Specifications and Ordering Advertisement for Bids: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Passed: 4-0**

**Motion to Approve Resolution 2016-03 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing: Vice Chairman Novak**  
**Second: Supervisor Schommer**  
**Passed: 4-0**

**2) Lucerne Trail Update**

Engineer Nelson updated the board on the trees to be removed on Lucerne Trail and will keep the board updated. Corps of Engineers has contacted Engineer Nelson asking for a tree inventory.

**9. Treasurer Report**

**1) Transfer Funds**

Treasurer LeVoir requested \$40,000 to be transferred from the township saving to the township checking account to pay claims.

**Motion to approve the transfer of \$40,000 from the township savings account to the township checking account: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Passed: 4-0**

**2) Audit Update**

Treasurer LeVoir advised the board that there were no issues noted by the auditors.

**3) Escrow Update**

An escrow check for \$1000 has been received from Traditions Developers.

**4) Scott County Tax Exempt Properties Update**

Treasurer LeVoir received a letter from Scott County stating the reapplication for tax exempt properties have been approved and is effective for the next three years.

## 5) Township Road Distribution

The 2015 Township Road Distribution (Gas Tax) payment of \$42,999 has been received.

## 6) Financial Presentation – Annual Meeting

Treasurer LeVoir gave an overview of the Financial Power Point to be presented at the Annual Meeting. The presentation will be put on the website

## 7) HR Update

Treasurer LeVoir and the board discussed the last payroll check for Supervisor Nilsen.

**Natural Systems Utilities will email a report of their annual presentation to the board.**

## 10. Clerk's Report

### 1) Annual Meeting Agenda

The Annual Meeting agenda was reviewed.

### 2) Township Election Update

Election will be held on Tuesday, March 8. No office hours will be held.

## 11. Town Hall

## 12. Review and Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000366E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000367E	VISA COMMUNITY CARD	126.71	iContact Fee/Stamps/Carbonite Renewal
Paid Chk# 000368E	EFTPS	1,336.65	FICA/Medicare/Fed WH
Paid Chk# 000369E	PERA	732.43	PERA
Paid Chk# 000370E	MINNESOTA REVENUE MW5	128.17	State WH
Paid Chk# 008661	AL NOVAK	600.27	February 2016 Srv Paid in March 2016
Paid Chk# 008662	BRENT LAWRENCE	831.15	February 2016 Srv Paid in March 2016
Paid Chk# 008663	CHRIS KOSTIK	673.78	February 2016 Srv Paid in March 2016
Paid Chk# 008664	KAREN DONOVAN	XXXX	February 2016 Srv Paid in March 2016
Paid Chk# 008665	LEROY SCHOMMER	840.38	February 2016 Srv Paid in March 2016
Paid Chk# 008666	SARAH LEVOIR	XXXX	February 2016 Srv Paid in March 2016
Paid Chk# 008667	BRENT LAWRENCE	15.66	February 2016 Expense Reimbursement
Paid Chk# 008668	BRYAN ROCK PRODUCTS INC	200.72	January 2016 Winter Road Mtc
Paid Chk# 008669	CENTERPOINT ENERGY	101.68	Town Hall Gas
Paid Chk# 008670	CERTIFIED RECYCLING	220.00	Disposal - Various Items
Paid Chk# 008671	CHORES AND MORE BY HEIDI INC	85.00	Town Hall Full Clean - 01/26/2016
Paid Chk# 008672	CITY OF LAKEVILLE	551.10	Plowing & De-icing Judicial Road-January 2016
Paid Chk# 008673	COURI & RUPPE, P.L.L.P.	4,188.75	Legal Fees
Paid Chk# 008674	ECM PUBLISHERS INC	200.41	Legal Publishings
Paid Chk# 008675	FINANCE & COMMERCE, INC.	87.28	Ad for Bids - Sealcoat Project 2015
Paid Chk# 008676	G&K SERVICES	121.80	Town Hall Rug Service - February March 2016
Paid Chk# 008677	GALLAGHERS	9,055.50	February 2016 Winter Road Mtc
Paid Chk# 008678	GOLIATH HYDRO-VAC INC	600.00	Jet Culverts
Paid Chk# 008679	GOPHER STATE ONE CALL	15.95	January 2016 Utility Locates
Paid Chk# 008680	HAKANSON ANDERSON ASSOC INC	15,029.35	Engineering
Paid Chk# 008681	HOWARD CLEVELAND	50.00	Mailbox Reimbursement - 17120 Johanna Dr
Paid Chk# 008682	ID SIGN SOLUTIONS LLC	681.18	"Welcome to Credit River" Signs
Paid Chk# 008683	INTEGRA TELECOM	630.11	Phone

Paid Chk# 008684	KAREN DONOVAN	50.00	February 2016 Expense Reimbursement
Paid Chk# 008685	MARKS BOBCAT SERVICE, INC.	15,404.00	Fern&Birch Rd Proj; TH Lot/Sidewalk Winter Mtc
Paid Chk# 008686	MATIT	1,000.00	Claim #12EO00021 - Planning an
Paid Chk# 008687	MVEC	827.75	Electricity
Paid Chk# 008688	NATURAL SYSTEMS UTILITIES MN	6,119.59	CSTS Monitoring
Paid Chk# 008689	SARAH LEVOIR	50.00	February 2016 Expense Reimbursement
Paid Chk# 008690	SCOTT COUNTY TREASURER	190.00	Scott County Fee for Audit Reports
Paid Chk# 008691	SW NEWSMEDIA	75.54	Legal Publishings
Paid Chk# 008692	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment Copier - March 2016
Paid Chk# 008693	WELLS FARGO BANK	375.00	2016 Fiscal Agent Fee - 2009 GO Bonds
Paid Chk# 008694	XCEL ENERGY	13.46	St. Francis Light

**Total    65,168.40**

**13. Adjourn**

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

**Motion to Adjourn March 7, 2016 Credit River Township Meeting: Supervisor Lawrence  
Second: Supervisor Novak  
Motion passed: 4-0**

**The March 7, 2016 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**