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 LeVoir 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 170th.

5. **Old Business**

   1) Mediacom Franchise Renewal - Invoice

   Treasurer LeVoir 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 Symank, 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

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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