Credit River Township Board Meeting

Monday, November 7, 2016 6pm

Meeting Minutes-Final

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

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

6PM: Chairman Kostik called the November 7, 2016 Board Meeting to Order, Pledge of Allegiance


Chairman Kostik opened the public hearing to public comment to consider vacating the drainage and utility easement at 19670 Bernard Ave.

Hearing no public comments, motion to close the public hearing vacating drainage and utility easement at 19670 Bernard Ave: Vice Chairman Novak
Second: Supervisor Lawrence
Passed: 5-0

1. Approve or Amend Agenda

Vice Chairman Novak added new Treasurer Candidate to Treasurer Report and Clerk Review to Clerk Report.

Motion to approve the Agenda with noted changes: Supervisor Schommer
Second: Vice Chairman Novak
Passed: 5-0

2. Consent Agenda

   1) September 2016 Treasurer’s Report
   2) October 2016 Developer’s Escrow Statement
   3) October 3, 2016 Board Meeting Minutes

Motion to approve Consent Agenda: Supervisor Lawrence
Second: Supervisor Schommer
Passed: 5-0

3. Open Forum

Commissioner Wolf mentioned that he and Supervisor Lawrence met informally with the Minneapolis Gun Club. They are inquiring about the possibility of extending hours due to the
increase in student participation. They serve 13 schools and over 1,000 students. The owner of the Minneapolis Gun Club may be coming to the December meeting to discuss the additional hours.

Mr. Zweber commented on the length of time of the road project on CTY 8 and the inconvenience of the project and the pressure on his business, Heritage Golf Course.

4. Old Business
   1) 19555 Oak Grove Avenue

   Engineer Nelson advised the board that all items have been received that were needed to close project at 19555 Oak Grove Ave. Certificate of completion from Halling Engineering received. Treasurer LeVoir advised there is an escrow balance of $637.00.

   2) Consider Easement Vacation – 19670 Bernard Ave

   Motion to approve Resolution 2016-25 Approving Vacation of Drainage and Utility Easement for 19670 Bernard Ave: Vice Chairman Novak
   Second: Supervisor Howe
   Passed: 5-0

   3) Consider Ordering Plans and Specifications for Valley Oaks

   Motion approving Resolution 2016-26 Ordering Plans and Specifications for Valley Oaks 2017 Road Improvement: Supervisor Schommer
   Second: Vice Chairman Novak
   Passed: 5-0

   4) Consider Ordering Plans and Specifications for Century Hills

   Motion approving Resolution 2016-27 Order Plans and Specifications for Century Hills 2017 Road Improvement: Supervisor Howe
   Second: Supervisor Lawrence
   Passed: 5-0

5. New Business
   1) Heritage Links-Liquor License

   Mr. Zweber from Heritage Links attended the meeting to renew the Liquor License.

   Motion to approve Resolution 2016-28 supporting the Liquor License for Heritage Links Golf Course: Supervisor Lawrence
   Second: Supervisor Schommer
   Passed: 5-0
2) Van Zee Administrative Subdivision

Engineer Nelson reviewed the Van Zee Administrative Subdivision (information in drop box), which has been approved by Scott County.
Chairman Kostik to sign RLS.
Mr. Van Zee will send copies via email of recording.

Motion to approve RLS, contingent on the applicant signing easement documents:
Vice Chairman Novak
Second: Supervisor Howe
Passed: 5-0

3) Prior Lake Fire Chief Interviews

Due to the retirement of Fire Chief Doug Hartmann, Supervisor Lawrence has attended interviews regarding the hiring of a new Prior Lake Fire Chief. Supervisor Lawrence mentioned there are several outstanding candidates.

4) Expired Temporary Driveway/Access Permit – 20806 Monterey Ave.

The temporary driveway permit for 20806 Monterey Ave. has expired, Supervisor Schommer has approved an extension until June 1, 2017.

6. Road Report
   1) Scott County Road Grading Invoice

Treasurer LeVoir resent the road grading invoice to Scott Cty and copied in Commissioner Wolf. A response was not received from Scott County. Chairman Kostik discussed that due to limitations from Scott County it will not be paid and Credit River will need to cover the additional costs of grading.

7. Engineer’s Report
   1) Final Payment for 2015 Road Improvement Projects

Engineer Nelson presented the final payment of the 2015 Road Improvements in the amount of $20,040.49, to McNamara Contracting, Inc.

Motion to Approve the Payment of $20,040.49 to McNamara Contracting, Inc.:
Supervisor Schommer
Second: Vice Chairman Novak
Passed: 5-0

2) Pay Estimate #3 for Scottview Road Project

Engineer Nelson advised the board of Pay Estimate #3 in the amount of $56,116.66, to Northwest Asphalt for the Scottview 2016 Road Project.
Motion to Approve the Payment of $56,116.66, to Northwest Asphalt: Supervisor Howe
Supervisor Schommer
Passed: 5-0

3) Hakanson Anderson 2017 / 2018 Rates

Engineer Nelson advised the board of the Hakanson Anderson engineering rate increase to $110/hr. for 2017/2018 from $105/hr., all other items remain unchanged. The engineering rate has remained the same for the prior three years.

Motion to approve the Hankanson Anderson engineering rate for 2017/2018 to $110/hr.: Supervisor Lawrence
Second: Supervisor Howe
Passed: 5-0

Engineer Nelson noted Chard Tiling quote was accepted at the last meeting in October. Engineer Nelson noted additional work has been done on Lucerne Tr. and is waiting for a response from Scott County on the work. If a decision is required prior to the next board meeting, Supervisor Schommer and Chairman Kostik will make a decision in order to get the project completed.

8. Treasurer Report
   1) Transfer Funds

   Treasurer LeVoir requested a transfer from the township savings account to the township checking account in the amount of $10,000 to pay claims.

   Motion to approve the transfer of $10,000 from the township savings account to the township checking account: Vice Chairman Novak
   Second: Supervisor Schommer
   Passed: 5-0

   2) CSTS Budgets 2017

   Treasurer LeVoir reviewed the CSTS Budgets for 2017 (documents in drop box). Treasurer LeVoir met previously with Chairman Kostik, Vice Chairman Novak and Shane Symmank.

   MHSP: 2017 CSTS Budget $48,624 and no major expenditures anticipated. Monthly fees to remain at $104.
   Motion to approve the Monterey Heights/South Passage CSTS Budgeted Expenditures and Revenue and monthly fee at $104: Vice Chairman Novak
   Second: Supervisor Lawrence
   Passed: 5-0

   Territory: 2017 CSTS Budget $101,371, forecast dependent on when CSTS #2 & #3 are needed. Monthly fee to remain at $78.
Motion to approve Territory 2017 Budgeted Expenditures and Revenue and monthly fee of $78: Supervisor Schommer
Second: Vice Chairman Novak
Passed: 5-0

Stonebridge: 2017 CSTS Budget $46,039, monthly fee to remain at $95.
Motion to approve Stonebridge 2017 Budgeted Expenditures and Revenues and monthly fee at $95: Vice Chairman Novak
Second: Supervisor Howe
Passed: 5-0

3) Audit Update

Treasurer LeVoir updated the board of the October meeting with the auditors and no issues were noted.

4) Road Project Special Assessment Prepayments

Treasurer LeVoir advised the board that 10 prepayments were received for the 2016 Scottview Road Project (18% of benefitting properties).

5) Harvest Hills Outlet Update

Treasurer LeVoir advised that all work has been completed and invoice sent to Scott County regarding the Harvest Hills Outlet. A $29,147 check was received from Scott County for the project.

6) New Treasurer

Candidates for the new Treasurer position were interviewed with Treasurer LeVoir, Chairman Kostik and Vice Chairman Novak in attendance. Candidates did not meet with the entire board due to the need to hire and start training as quickly as possible.

Recommendation to make an offer at $24,000 and $28/hr. for CSTS.

Motion to make an offer to Dominique Hill, contingent on 90 day probationary period review and background study results, position as a Treasurer trainee and will be effective as Treasurer, January 1, 2017: Supervisor Howe
Second: Supervisor Schommer
Passed: 5-0

9. Clerk’s Report

1) Proposed 2017 Meeting Calendar

Clerk Donovan proposed the Credit River Township Calendar for 2017. Input given by the board.
Motion to approve the 2017 Meeting Schedule contingent on making the recommended changes: Vice Chairman Novak
Second: Supervisor Howe
Passed: 5-0

2) Clerk Review

Board is recommending an increase of 3% to $26,265 for the clerk salary, retroactive to Clerk Donovan’s one year start date. A performance review will need to be done.

Motion to approve the Clerk salary increase of 3% to $26,265, with retroactive back pay to one year start date: Supervisor Lawrence
Second: Supervisor Howe
Passed: 5-0

10. Town Hall

11. Review and Pay Bills

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**Total:** 151,617.32

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12. Adjourn

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

**Motion to adjourn November 7, 2016 Credit River Township Meeting: Vice Chairman Novak**  
**Second: Supervisor Howe**  
**Motion passed: 5-0**

The November 7, 2016 Credit River Township Board Meeting was adjourned at 7:40 pm.

**Recorded by:**

Karen Donovan  
Clerk of Credit River Township

**Approved by:**

Chris Kostik  
Chairman  
Credit River Township