

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

6PM: Public Hearing: Consider Vacation of Drainage and Utility Easement-19670 Bernard Ave.(T. Albain)

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

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000407E	ANCHOR BANK	40.17	ACH/Check Scanner Fees & Cash Deposit Fee
Paid Chk# 000408E	VISA COMMUNITY CARD	\$275.00	iContact Fee; Stamps; Notary Renewal Fee
Paid Chk# 000409E	EFTPS	\$1,598.98	FICA/Medicare/Fed WH
Paid Chk# 000410E	PERA	\$786.88	PERA
Paid Chk# 000411E	MINNESOTA REVENUE MWS	\$140.51	State WH
Paid Chk# 009011	AL NOVAK	\$748.03	October 2016 Srv Paid in November 2016
Paid Chk# 009012	BRENT LAWRENCE	\$928.12	October 2016 Srv Paid in November 2016
Paid Chk# 009013	CHRIS KOSTIK	\$775.65	October 2016 Srv Paid in November 2016
Paid Chk# 009014	KAREN DONOVAN	XXXX	October 2016 Srv Paid in November 2016
Paid Chk# 009015	LEROY SCHOMMER	\$895.79	October 2016 Srv Paid in November 2016
Paid Chk# 009016	PAUL HOWE	\$733.06	October 2016 Srv Paid in November 2016
Paid Chk# 009017	SARAH LEVOIR	XXXX	October 2016 Srv Paid in November 2016
Paid Chk# 009018	A.K.A.R.E. COMPANIES, LLC	\$1,334.00	NPDES Escrow Refund-7798 Prairie Grass Pass
Paid Chk# 009019	AL NOVAK	\$221.72	Dehumidifier and drain for Town Hall
Paid Chk# 009020	BRAUN INTERTEC CORPORATION	\$1,194.25	Scottview Estates CIP 2016 - Testing Services
Paid Chk# 009021	BRENT LAWRENCE	\$37.61	October 2016 Expense Reimbursement
Paid Chk# 009022	CENTERPOINT ENERGY	\$23.23	Town Hall Gas
Paid Chk# 009023	CHORES AND MORE BY HEIDI INC	\$105.00	Town Hall Full Clean - 09/27/2016
Paid Chk# 009024	CHRIS KOSTIK	\$15.27	October 2016 Expense Reimbursement
Paid Chk# 009025	DALE KUCHINKA	\$3,256.00	Spring & Fall 2016 Ditch Mowing
Paid Chk# 009026	ECM PUBLISHERS INC	\$184.05	Legal Publishing Notices
Paid Chk# 009027	G&K SERVICES	\$81.20	Town Hall Rug Service - October 2016
Paid Chk# 009028	GOPHER STATE ONE CALL	\$79.65	September 2016 Utility Locates
Paid Chk# 009029	GOPHER STATE SEALCOAT INC	\$4,559.00	Crackfill - Various Township Streets
Paid Chk# 009030	HAKANSON ANDERSON ASSOC INC	\$17,356.98	Engineering
Paid Chk# 009031	HOMES BY TRADITION, LLC	\$1,316.00	NPDES Escrow Refund - 19103 Brookwood Rd
Paid Chk# 009032	INTEGRA TELECOM	\$651.33	Phone
Paid Chk# 009033	J LEE BERGET	\$526.00	NPDES Escrow Refund - 19555 Southfork Dr
Paid Chk# 009034	JAMES MICHAEL, JR.	\$1,766.00	NPDES Escrow Refund - 8492 210th St E
Paid Chk# 009035	JOHNSON REILAND BUILDERS &	\$1,478.00	NPDES Escrow Refund - 19491 Natchez Ave
Paid Chk# 009036	KAREN DONOVAN	\$64.04	October 2016 Expense Reimbursement
Paid Chk# 009037	KEVIN OR MARY KAY MYRMEL	\$838.00	NPDES Escrow Refund - 18525 Texas Ave
Paid Chk# 009038	MARKS BOBCAT SERVICE, INC.	\$1,200.00	Town Hall & Parks Mowing - October 2016

Paid Chk# 009039	MAT	\$105.00	2016 Annual MAT Conference Fee - Schommer
Paid Chk# 009040	MCKNAMARA CONTRACTING INC	\$20,040.49	Final Payment: Gensmer, Rolling Oaks, Flag Tr
Paid Chk# 009041	METRO SALES , INC.	\$132.00	Leased Copier Bi-Annual Mtc Contract Fee
Paid Chk# 009042	MEYER CUSTOM BUILDERS, INC	\$1,338.00	NPDES Escrow Refund - 7021 210th St E
Paid Chk# 009043	MINNESOTA DEPT OF HEALTH	\$150.00	MHSP Monitoring Well Permits - Annual Fees
Paid Chk# 009044	MSC	\$7,667.00	2nd CSTS Sites Mowing Event 2016
Paid Chk# 009045	MVEC	\$690.68	Electricity
Paid Chk# 009046	NATURAL SYSTEMS UTILITIES MN	\$11,875.64	CSTS Monitoring
Paid Chk# 009047	NORTHWEST ASPHALT, INC	\$56,116.66	Scottview Estates CIP 2016 - Pay Estimate #3
Paid Chk# 009048	PRIOR LAKE BLACKTOP, INC.	\$1,408.00	Harvest Hills Outlet Project - Driveway Patch
Paid Chk# 009049	RITWAY BUSINESS FORMS	\$475.52	Township Envelopes & CSTS Billing Postcards
Paid Chk# 009050	ROVE PEST CONTROL	\$75.00	Quarterly Pest Control Service Town Hall
Paid Chk# 009051	SAFETY SIGNS	\$250.00	Install Salvage Sign - Lynn Court
Paid Chk# 009052	SARAH LEVOIR	\$50.00	October 2016 Expense Reimbursement
Paid Chk# 009053	SCOTT D. ERVIN	\$1,076.00	NPDES Escrow Refund - 21705 Boulder Creek
Paid Chk# 009054	SCOTT SOIL & WATER CONSV DIST	\$846.00	September 2016 Building Site Inspections
Paid Chk# 009055	SW NEWSMEDIA	\$449.70	Legal Publishing Notices
Paid Chk# 009056	THOMAS P. AND	\$1,392.00	NPDES Escrow Refund - 21809 Vernon Ave
Paid Chk# 009057	TRANS-ALARM INC.	\$89.85	Town Hall Alarm Monitoring Srv Qtrly Fee
Paid Chk# 009058	U.S. BANK EQUIPMENT FINANCE	\$143.25	Lease Payment Copier - November 2016
Paid Chk# 009059	XCEL ENERGY	\$13.15	St. Francis Light

Total 151,617.32

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