

Credit River Township Board Meeting

Monday, October 3, 2016 6pm

Meeting Minutes

6PM: Chairman Kostik called the October 3, 2016 Board Meeting to Order, Pledge of Allegiance

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

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

1. Approve or Amend Agenda

Chairman Kostik added a Closed Session after New Business to discuss Liberty Creek/Zweber lawsuit. Engineer Nelson requested to move 7.2 Lucerne Tr to Old Business as Item 4.

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

2. Consent Agenda

- 1) August 2016 Treasurer's Report
- 2) September 2016 Developer's Escrow Statement
- 3) September 7, 2016 Board Meeting Minutes

**Motion to Approve Consent Agenda: Supervisor Howe
Second: Supervisor Lawrence
Motion Passed: 5-0**

3. Open Forum

4. Old Business

1) Adopt Assessment Roll for Scottview Estates

Engineer Nelson presented the forecasted road project costs for Scottview Estates at approximately \$758,000, which is \$60,000 under budget. The 55 benefitting properties share 60% of cost or \$8,270 per benefitting property. The original projection was \$8,900 per benefitting property.

Treasurer LeVoir also advised the interest rates are favorable, resulting in a 4% interest rate, the original interest rate projection was at 6%.

**Resolution 2016-15 Adopting Assessment for the Improvement of Overland Dr, Greenview Court, Heitel Way, Edgewood Lane, and Towering Oaks Trail: Vice Chairman Novak
Second: Chairman Schommer
Motion Passed: 5-0**

2) 19555 Oak Grove Ave-Patching Estimate

Escrow of \$ 5,000 is available for road repair patching of the area near 19555 Oak Grove. Prior Lake Blacktop provided an estimate of \$17,502 to repair area.

**Motion to accept the estimate from Prior Lake Asphalt of \$17,502 to make the road repairs at 19555 Oak Grove Ave: Supervisor Schommer
Second: Vice Chairman Novak
Motin Passed: 5-0**

Attorney Ruppe will contact the attorney for the resident to notify the \$5,000 escrow funds will be used to make the road repair.

3) Lower 167th Street

Supervisor Lawrence followed up with the concerns on Lower 167th Street after the September meeting. Resident B. Gelow is still concerned with the Rip-rap, which he feels is higher than the gravel road and believes is causing additional road wash out and narrowing of the road. Residents are looking for short term solutions. Board concern is that there is no ROW. Engineer Nelson advised paving is a consideration for a long term plan but may cost approximately \$100,000 or \$10,000-\$15,000 per property. Supervisor Schommer will contact Bohnsack to have the Rip-rap adjusted lower for the short term. Supervisor Lawrence will contact the residents.

4) Lucerne Trail

Estimate received from Chard Tiling to complete the curb and gutter on Lucerne Tr., where curb and gutter construction was stopped on Lucerne Tr. by Scott Cty. The Board's agreement with Scott County was understood to be that the curb was to be completed. Responsibility for snow plowing this Service Road needs to be determined. If snow plowing is done by township than acceptance assumed. Scott County will be

contacted by Engineer Nelson regarding how Scott County plans to handle the snow plowing for this road.

Motion to accept the quote from Chard Tiling of \$32,537.75 to reclaim pavement and put curbing on Lucerne Trail: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 5-0

Motion to accept Resolution 2016-16 to accept the donation of \$5,000 from D. Enright, contingent on receiving the check from Mr. Enright:

Supervisor Howe

Second: Supervisor Lawrence

Motion Passed: 5-0

5. New Business

1) Creekwood Drainage

Supervisor Lawrence and Engineer Nelson did a site visit to Creekwood due to a resident concern regarding drainage issues. Resident concern is that the culvert is not draining. Engineer Nelson advised a replacement of the culvert can be done but an increase in size cannot be done due to easement issues with drainage. Short term solution is to clean outside of culvert on the north side but will affect other properties. Supervisor Lawrence and Supervisor Schommer will discuss issues with neighboring residents to obtain Waiver of Trespass to allow temporary construction access.

2) Scott County Capital Improvement Program

Chairman Kostik reviewed the Scott County Capital Improvement Plan 2017-26. Scott County asked for any comments to their schedule. Supervisor Lawrence's recommendation would be to move up the work on Cty Rd 27 between Cty Road 21 and Cty Rd 44, due to the number of accidents and traffic concerns. Chairman Kostik will send an email to the county to make the recommendation.

3) 21145 Texas Ave-Lot Split/Skluzacek Addition

Resident J. Skluzacek attended the board meeting regarding the request for a lot split of 21145 Texas Ave. Additional information was requested by Scott Cty. Engineer Nelson provided his review. Recommendation will not be given by the board at this time. Additional fee of \$500 and a \$500 escrow for the Wet Land Delineation was requested.

4) Scott County Area Planning Meeting

Chairman Kostik discussed the upcoming Scott County Area Planning meeting to review and discuss the 2040 Comprehensive Plan. The meeting will be on November 3, 2016 at 6pm with Credit River Township, New Market and Cedar Lake. Chairman Kostik is recommending to have the meeting at the town hall. Engineer Nelson and members of the board will attend.

5) Legends-Liquor License Renewal

Samantha Smeester, a representative from Legends Golf and Grill, attended the meeting requesting the liquor license recommendation renewal for the Legends Golf and Grill.

Motion to approve Resolution 2016-17 supporting the recommendation of the Liquor Sales for Legends Golf and Grill: Vice Chairman Novak

Second: Supervisor Howe

Motion Passed: 5-0

6) Mark's Bobcat Snow Plow Contract

Contract received from Mark's Bobcat to snow plow town hall parking lot and sidewalks.

Motion to approve the contract with Mark's Bobcat for snow plowing: Vice Chairman Novak

Second: Supervisor Schommer

Motion Passed: 5-0

7) Escrow Refund Request

Treasurer LeVoir requested the escrow refund of \$213.10 for K. Spang and advised the vacating of easement was recorded for their property.

Motion to approve the escrow refund of \$213.10 for K. Spang: Supervisor Howe

Second: Supervisor Schommer

Motion Passed: 5-0

8) Pahl Administrative Split

Resident M. Pahl spoke with the Scott County regarding the administrative split of his property. Information has been presented to the board. A home is already on the property, which the property owner would like to split off from the current 40 acres. (5 acre lot with a home already in place and 35 acre lot.)

Engineer Nelson advised a wetland delineation was not needed since no additional lots were requested and there will be no easement changes.

No formal recommendation from the township is required for an Administrative Split.

9) Albain Drainage & Utility Easement Vacation and Encroachment Agreement

Motion to accept the Encroachment Agreement as drafted by Attorney Ruppe, Chairman Kostik has authority to modify agreement if necessary after consultation with Attorney Ruppe: Vice Chairman Novak

Second: Supervisor Schommer

Motion Passed: 5-0

Motion to accept Resolution 2016-18, to set the public hearing for the Drainage and Utility Easement Vacation on November 7, 2016 at 6pm: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 5-0

Motion to go into closed session for Case File #70-CD-13-5687: Vice Chairman Novak

Second: Supervisor Howe

Motion Passed: 5-0

Motion to reopen the October 3, 2016, Credit River Board Meeting: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 5-0

6. Road Report

1) Scott County Road Grading Invoice Update

Road grading invoice will be resent by Treasurer LeVoir to Tony Winiecki at Scott County and will copy Commissioner Wolf.

7. Engineer's Report

1) Scottview Estates Pay Estimate #2

Engineer Nelson presented the Pay Estimate #2 from Northwest Asphalt based on work completed on the Scottview Estates road project for \$222,527.73

**Motion to accept Pay Estimate #2 from Northwest Asphalt in the amount of \$222,527.33: Vice Chairman Novak
Second: Supervisor Lawrence
Motion Passed: 5-0**

2) Hampshire Avenue

Chairman Kostik, Supervisor Lawrence and Engineer Nelson met with the Engineer from Savage. Savage is asking if the township would like to continue the Hampshire Ave road improvement project to include the townships portion of the road. CIP is scheduled for 2020. The board will wait for the Savage feasibility study to be completed.

JPA is in effect into perpetuity or unless one side cancels the agreement.

8. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested the transfer of \$255,000 from savings to checking.

**Motion to approve the transfer of \$255,000 from the township savings to the township checking accounts: Supervisor Lawrence,
Second: Supervisor Schommer
Motion Passed: 5-0**

2) Levy Resolution

Treasurer LeVoir provided the resolution setting the final levy for 2016 to be collected in 2017 and asked the board to review. The levy was set by the Credit River residents.

**Motion to Approve Resolution 2016-19 to Set the Final 2016 Levy for Collection in 2017: Supervisor Lawrence
Second: Supervisor Schommer**

Roll Call	Aye	Nay
Chairman Kostik	X	
Vice Chairman Novak	X	
Supervisor Lawrence	X	
Supervisor Schommer	X	
Supervisor Howe	X	

Motion Passed: 5-0

3) Approval of 2017 Budgeted Revenues and Expenditures

**Motion to Approve the Line Item Revenue and Expenditures in the General Fund, Road and Bridge Fund, Park Fund, 2009 GO Bond Fund, 2012 GO Bond Fund, 2015 GO Bond Fund, 2015 Road Project Fund and the Capital Improvement Fund for 2017: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 5-0**

4) 2017 Certification Resolutions (Unpaid Srv Fees & Unpaid CSTS Fees)

Treasurer LeVoir advised the board of the properties with delinquent Service Fees.

**Motion to approve Resolution 2016-20 Certifying Delinquent Service Fees And Related Interest: Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0**

**Motion to Approve Resolution 2016-21 Certifying Delinquent Community Sewer Treatment Service Fees and Related Interest for Monterey Heights/South Passage: Vice Chairman Novak
Second: Supervisor Howe
Motion Passed: 5-0**

**Motion to Approve Resolution 2016-22 Certifying Delinquent Community Sewer Treatment Service Fees and Related Interest for Territory: Vice Chairman Novak
Second: Supervisor Lawrence
Motion Passed: 5-0**

**Motion to Approve Resolution 2016-23 Certifying Delinquent
Community Sewer Treatment Service Fees and Related Interest for
Stonebridge: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 5-0**

5) CSTS Budgeting

Treasurer LeVoir requested a meeting to be held regarding the CSTS budget with Chairman Kostik, Vice Chairman Novak and NSU Representative Shane Symmank. Treasurer LeVoir will send an email to coordinate a meeting time.

6) Assessment Letters

Treasurer LeVoir will send a letter with the assessed amount to the residents of Scottview Estates.

7) Harvest Hills Outlet – FEMA Update

Treasurer LeVoir updated the board that the Harvest Hills Outlet project has been completed and one invoice is pending from Prior Lake Blacktop. As soon as the invoice is received, information will be sent to Scott County for reimbursement.

Treasurer LeVoir announced her resignation as the Credit River Treasurer, effective January 1, 2017, with limited hours for training.

**Motion to post for Treasurer position: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 5-0**

9. Clerk's Report

10. Town Hall

11. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000402E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000403E	VISA COMMUNITY CARD	\$175.99	iContact Fee; Stamps; Carbonite Renewal Fee
Paid Chk# 000404E	EFTPS	\$1,582.38	FICA/Medicare/Fed WH
Paid Chk# 000405E	PERA	\$798.56	PERA
Paid Chk# 000406E	MINNESOTA REVENUE MW5	\$141.68	State WH
Paid Chk# 008973	AL NOVAK	\$600.27	September 2016 Srv Paid in October 2016
Paid Chk# 008974	BRENT LAWRENCE	\$914.26	September 2016 Srv Paid in October 2016
Paid Chk# 008975	CHRIS KOSTIK	\$746.55	September 2016 Srv Paid in October 2016
Paid Chk# 008976	KAREN DONOVAN	XXXX	September 2016 Srv Paid in October 2016
Paid Chk# 008977	LEROY SCHOMMER	\$821.91	September 2016 Srv Paid in October 2016
Paid Chk# 008978	PAUL HOWE	\$779.26	September 2016 Srv Paid in October 2016
Paid Chk# 008979	SARAH LEVOIR	XXXX	September 2016 Srv Paid in October 2016
Paid Chk# 008980	BOHNSACK EXCAVATING INC.	\$1,796.37	Replaced Collapsed Culvert - Creekwood Circle
Paid Chk# 008981	BRAUN INTERTEC CORPORATION	\$4,201.50	Scottview Estates CIP-Testing Services
Paid Chk# 008982	BRENT LAWRENCE	\$18.90	September 2016 Expense Reimbursement
Paid Chk# 008983	BUILDER JONES, LLC	\$2,312.00	Access/NPDES Escrow Refund-19020 Oak Gr
Paid Chk# 008984	CENTERPOINT ENERGY	\$15.85	Town Hall Gas
Paid Chk# 008985	CHORES AND MORE BY HEIDI INC	\$125.00	Town Hall Full Clean - 08/30/2016
Paid Chk# 008986	COURI & RUPPE, P.L.L.P.	\$1,361.25	Legal Fees
Paid Chk# 008987	DAKOTA COUNTY	\$20.00	Treasurer Notary Renewal Fee
Paid Chk# 008988	DOUGLAS J VANBENTHUYSEN	\$1,356.00	NPDES Escrow Refund - 19630 Southfork Dr
Paid Chk# 008989	ECM PUBLISHERS INC	\$40.90	Legal Publishing Notices
Paid Chk# 008990	G&K SERVICES	\$81.20	Town Hall Rug Service
Paid Chk# 008991	GALLAGHERS	\$1,071.00	September 2016 Gravel Road Mtc
Paid Chk# 008992	GILES OUTDOOR SERVICES LLC	\$1,356.00	NPDES Escrow Refund - 20511 Flag Trail
Paid Chk# 008993	GOPHER STATE ONE CALL	\$72.90	August 2016 Utility Locates
Paid Chk# 008994	HAKANSON ANDERSON ASSOC INC	\$33,581.19	Engineering
Paid Chk# 008995	INTEGRA TELECOM	\$651.78	Phone
Paid Chk# 008996	JACOB P LEHRER	\$1,640.00	NPDES Escrow Refund - 19812 Vernon Ave
Paid Chk# 008997	JAMES W OR	\$874.00	NPDES Escrow Refund - 8890 204th St E
Paid Chk# 008998	KAREN DONOVAN	\$57.02	September 2016 Expense Reimbursement
Paid Chk# 008999	KEVIN E SPANG	\$213.10	Escrow Balance Refund - Lot Combination
Paid Chk# 009000	MARK OR SHANNON SYMINGTON	\$460.00	NPDES Escrow Refund - 19336 Heitel Way
Paid Chk# 009001	MARKS BOBCAT SERVICE, INC.	\$2,740.00	Town Hall Mowing&Parks Mowing/Grass Clippings
Paid Chk# 009002	MVEC	\$735.30	Electricity
Paid Chk# 009003	NATURAL SYSTEMS UTILITIES MN	\$5,258.73	CSTS Monitoring
Paid Chk# 009004	NORTHWEST ASPHALT, INC	\$222,527.73	Scottview Estates CIP 2016 - Pay Estimate #2
Paid Chk# 009005	PRIOR LAKE LANDSCAPE	\$2,355.00	Town Hall Park Improvements
Paid Chk# 009006	SAFETY SIGNS	\$300.60	Posts/Street Sign/Culvert Marker
Paid Chk# 009007	SARAH LEVOIR	\$50.00	September 2016 Expense Reimbursement
Paid Chk# 009008	SCOTT SOIL & WATER CONSV DIST	\$1,620.00	August 2016 Building Site Inspections
Paid Chk# 009009	U.S. BANK EQUIPMENT FINANCE	\$143.25	Lease Payment Copier - October 2016
Paid Chk# 009010	XCEL ENERGY	\$12.97	St. Francis Light

Total 297,770.41

12. Adjourn

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

**Motion to adjourn October 3, 2016 Credit River Township Meeting:
Supervisor Howe
Second: Supervisor Lawrence
Motion passed: 5-0**

The October 3, 2016 Credit River Township Board Meeting was adjourned at 9:05 pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Chris Kostik
Chairman
Credit River Township**