

Credit River Township Board Meeting
Wednesday, September 7, 2016 6pm
Board Meeting Minutes

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

Members Absent: Vice Chairman Novak

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

6PM: Call Month Board Meeting to Order, Pledge of Allegiance by Chairman Kostik

1. Approve or Amend Agenda

Supervisor Schommer added to New Business, Three River Park as item 9 and Road Grading Billing for Murphy Blvd/Lucerne Blvd as item 3 under Road Report.

Motion to Approve Amended Agenda: Supervisor Lawrence

Second: Supervisor Howe

Motion Passed: 4-0

2. Consent Agenda

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

Motion to Approve Consent Agenda: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

3. Open Forum

Resident T. Webinger spoke about his concern with the need for stop signs in Scottview Estates and asked the board for the next steps on adding two stop signs on Overland Dr. The Board asked Engineer Nelson for what the recommendation is for determining where stop signs should be added. Engineer Nelson explained based on the State of Minnesota guidelines, research and training, he would not recommend stop signs for speed control.

Motion to install stop signs on Overland Dr. east and west bound (3 way stop on Overland Dr. and Heitel Way): Supervisor Lawrence

Second: Supervisor Howe

Passed: 4-0

T. Albain: 19670 Bernard Ave. Mr. Albain was in the process of obtaining a building permit for shed. The survey he had done resulted in finding his driveway on a portion of his neighbor's property and property line issues. He is requesting portion of drainage easement vacated to allow for the shed to be built and to have this added to the agenda on the October meeting for the vacation of easement. An additional \$500 escrow will be required for the vacation of easement.

Motion to set the public hearing for the Drainage and Utility Easement Vacation for the portion of 16970 Bernard Ave. for October 3, 2016 at 6:00pm, contingent on receiving all necessary information from the applicant to meet all public notice publishing requirements: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

4. Old Business

1) Escrow Update

19555 Oak Grove Ave: Treasurer LeVoir advised the board of the escrow balance for 19555 Oak Grove Ave is at \$685.86. Treasurer LeVoir has prepared a Certification Letter to be sent on Friday, September 9th, if needed, to certify to taxes for the outstanding invoice of \$1046.25, which was requested to be separated from the escrow balance. Board recommends an escrow balance of \$5,000, as project has not been completed.

2) Lower 167th St.

B. Gelow- Resident of 167th St. appeared before the board to discuss the drainage issues on Lower 167th St. The board reviewed photos in the drop box. Mr. Gelow feels the rip-rap dams currently in place are causing more issues and is looking for other options for the long term. Board will consider this issue under advisement to determine if further action will be required.

3) Haugh Wetland Enforcement Action

Engineer Nelson reviewed the Haugh Wetland and the Army Corps of Engineers letter. Army Corps of Engineers will not pursue further enforcement action of the restoration order of the Haugh Wetland. Engineer Nelson explained the Township is the LGU, and the DNR would like to close the case but will need to have all parties in agreement. Engineer Nelson would like the board to consider sending written correspondence that no further action will be taken against this property.

Motion to have Engineer Nelson draft letter to send to the residents and copy in DNR: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

5. New Business

1) Assessment Services Contract 2017-2019

Treasurer LeVoir reviewed the JPA received from Scott County for 2017-2019 for Assessment Services.

Motion to approve the Scott County JPA Assessment Services agreement for 2017-2019: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

2) Consider Frontier Estates Second Addition

D. Enright, applicant, requesting the Lot Split Recommendation for Frontier Estates Second Addition, Information was received from Scott County that the Plat was not completed by Mr. Enright's engineer at the time of meeting. Engineer Nelson explained some of the issues. Scott County requires township approval. Engineer Nelson prepared a Condition letter for recommendation and reviewed with the board (in drop box). Additional fees will be required, which Mr. Enright is aware of.

Motion to approve Lot Split of Frontier Estates Second Addition with the concerns and conditions addressed by Engineer Nelson: Supervisor Schommer

Second: Supervisor Lawrence

Motion Passed: 4-0

3) Snow Plowing Quote

Supervisor Lawrence received a quote from Gallagher, Inc. for Snow Plowing.

Motion to approve the quote provided by Gallagher, Inc. for Snow Plowing 2016-2017: Supervisor Howe

Second: Supervisor Schommer

Motion Passed: 4-0

4) Drainage- 165th St.

Supervisor Lawrence and Engineer Nelson did a site visit to 7940 165th St. Water is coming approx. 10ft from the home. Engineer Nelson advised the ditch is not maintained and may need to be cleaned out. Supervisor Lawrence would like to recommend that this is done. Engineer Nelson will need to determine the ditch area to be clean out.

5) Drainage- Murphy Lake Rd.

Supervisor Lawrence received a call from Three Rivers Park District asking about the area north of the intersection of Sunset and Murphy Lake Rd, which fills with water. Savage has added barriers. Engineer Nelson advised Credit River Township does not have ROW and permission would be needed. Supervisor Lawrence will respond to Three Rivers Park District that fill will added to the area with the next grading to the road.

6) Drainage- Fern Dr.

Supervisor Lawrence was contacted regarding drainage issue on 20944 Fern Dr. No further action will be taken at this time.

7) Hampshire Ave-Savage 2017 Project

Supervisor Lawrence and Chairman Kostik were advised by the City of Savage that they will be improving Hampshire Ave. in 2017, possibly doing a repaving or a reconstruction project. Savage asked if Credit River Township would like to have the township portion done at the same time, although it is not on the Credit River CIP for 2017. Supervisor Lawrence recommends a meeting with Savage for additional information which will include Engineer Nelson and Chairman Kostik.

8) CSTS Mowing

Supervisor Lawrence advised that mowing needs to be done at the CSTS sites and a request has been made to do the mowing.

6. Road Report

1) CSAH 8 Project / Lucerne Trail

Engineer Nelson reviewed an Email from Jake Balk, Scott County, regarding the issues of the washed out ditch and pavement short of Fern Dr. intersection. Engineer Nelson reminded the board that a Road Agreement was prepared and sent to Scott County and never returned. A recent email from Jake Balk is asking for Credit River Township to pay for a portion of the road project, which was not understood to be the agreement. A meeting with Tony Winiacki from Scott County will be requested by Engineer Nelson to include Chairman Kostik, Supervisor Schommer and Engineer Nelson.

2) Birch Lane Pavement Damage

Engineer Nelson noted pavement damage to Birch Lane. Repairs will be added to the list for fall patching.

3) Road Grading Billing Murphy Blvd/Lucerne

Supervisor Schommer recommend billing Scott County for extra grading on Murphy Blvd and Lucerne due to the road closures from the CR 8 and CR 68 construction projects. Treasurer LeVair will send an invoice for 9 hours at \$84/hour for extra road grading to be sent to Tony Winiecki at Scott County.

7. Engineer's Report

1) Consider Feasibility Report for Century Hills Overlay Project

Engineer Nelson reviewed the Feasibility Report for Century Hills Overlay Project. Project estimate \$115,000 or \$2,875 per benefitting 20 properties.

**Motion to accept Resolution 2016-13, Accepting the Feasibility Study and Calling a Hearing for Century Hills Improvement Project on Monday October 17, 2016 at 7pm: Supervisor Schommer.
Second: Supervisor Howe
Motion Passed: 4-0**

2) Consider Feasibility Report for Valley Oaks Improvement Project

Engineer Nelson reviewed the Feasibility Report for Valley Oaks Improvement Project. An overlay was projected and several culverts will need to be replaced to address drainage issues. Project estimate: \$301,000 or \$4,180 per benefitting 36 properties. Treasurer LeVair pointed out to the board this estimate is approximately \$100,000 over the preliminary estimate.

**Motion to accept Resolution 2016-14, Accepting the Feasibility Study and Calling a Hearing for Valley Oaks Improvement Project on Monday October 17, 2016 at 7:30pm: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 4-0**

3) Consider Feasibility Report for Judicial Estates Improvement Project

Engineer Nelson reviewed the Feasibility Report for Judicial Estates. Engineer Nelson's opinion is it is past the point of an overlay. Project estimate is \$225,350 or \$10,400 per the 13 benefitting properties. Discussion by the board regarding the future of the road, property owner opposition and costs to the township. A letter will be drafted by Engineer Nelson to be sent to the residents of Judicial Estates.

**Motion to accept the Feasibility Report for Judicial Estates and not to proceed with the capital improvement project for Judicial Estates: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0.**

4) Consider Pay Estimate #1 for Scottview Estates

Engineer Nelson advised the Scottview Estates improvement project is on budget even with additional expenses for drain tile. Engineer Nelson recommending approval of Pay Estimate #1 in the amount of \$320,576.03, to Northwest Asphalt.

**Motion to approve Pay Estimate #1 to Northwest Asphalt, Inc. in the amount of \$320,576.03:
Supervisor Schommer
Second: Supervisor Lawrence**

Motion Passed: 4-0

5) Consider Final Payment for 2016 Maintenance Project

Engineer Nelson recommends final payment of \$90,715.19 to Allied Blacktop, which was lower than the estimate.

Motion to approve the final payment of \$90,715.19 to Allied Blacktop, contingent upon the receipt of the required documentation: Supervisor Schommer

Second: Supervisor Lawrence

Motion Passed: 4-0

6) Consider Fall Crack Filling Quotes

Engineer Nelson received quotations from Gopher State Seal Coat for three areas:

Monterey Ave: \$700

Stonebridge Development: \$3,359

Flemming Road: \$500

Motion to approve proposal from Gopher State Seal Coat: Supervisor Lawrence

Second: Supervisor Howe

Motion Passed: 4-0

8. Treasurer's Report

1) Transfer Funds

Treasurer LeVoir requesting a transfer of \$470,000 from the township savings to the township checking to pay claims.

Motion to approve the transfer of \$470,000 from the township savings to the township checking to pay claims: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 4-0

2) Mediacom Franchise Fee Update

Treasurer LeVoir advised the township has now received both the first and second quarterly payments from Mediacom. The new agreement with Mediacom requires quarterly payments.

3) Unpaid Service Fees – 2017 Certifications

Treasurer LeVoir advised the board that the Certification Letters will be sent on Friday, September 9 for unpaid CSTS fees and service fees and 19555 Oak Grove. 6% will be used as the interest rate.

4) Budget/Levy 2017

Treasurer LeVoir reviewed the 2017 Budget/Levy to be presented at the Continuation of the Annual meeting on September 12, 2016. The Board had no changes to the presentation.

Treasurer LeVoir advised a payment to Bohnsack was prepared for work done on the Harvest Hills Project.

Motion to approve payment to Bohnsack-hold until work is completed: Supervisor Schommer

Second: Supervisor Howe

Motion Passed: 4-0

9. Clerk's Report

10. Town Hall

Supervisor Schommer updated the status of the town hall landscaping which will be completed on September 8.

11. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000397E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000398E	VISA COMMUNITY CARD	\$260.45	iContact Fee; Stamps; Office&Election Supplies
Paid Chk# 000399E	EFTPS	\$1,539.40	FICA/Medicare/Fed WH
Paid Chk# 000400E	PERA	\$768.80	PERA
Paid Chk# 000401E	MINNESOTA REVENUE MW5	\$133.77	State WH
Paid Chk# 008916	AL NOVAK	\$692.62	August 2016 Srv Paid in September 2016
Paid Chk# 008917	BRENT LAWRENCE	\$977.37	August 2016 Srv Paid in September 2016
Paid Chk# 008918	CHRIS KOSTIK	\$717.44	August 2016 Srv Paid in September 2016
Paid Chk# 008919	KAREN DONOVAN	XXXX	August 2016 Srv Paid in September 2016
Paid Chk# 008920	LEROY SCHOMMER	\$812.68	August 2016 Srv Paid in September 2016
Paid Chk# 008921	PAUL HOWE	\$686.86	August 2016 Srv Paid in September 2016
Paid Chk# 008922	SARAH LEVOIR	XXXX	August 2016 Srv Paid in September 2016
Paid Chk# 008923	AL ASPENGREN	\$60.32	Primary Election Judge - Wages & Mileage
Paid Chk# 008924	BARBARA J STARKEY	\$103.96	Primary Election Judge - Wages & Mileage
Paid Chk# 008925	DEBRA FAIRBANKS	\$161.60	Training&Primary Election Judge-Wages&Mileage
Paid Chk# 008926	JAN PENNEY	\$38.80	Election Judge Training - Wages & Mileage
Paid Chk# 008927	JEROME MICHELS	\$131.98	Training&Primary Election Judge-Wages&Mileage
Paid Chk# 008928	JOHN SCHULTE	\$63.00	Primary Election Judge - Wages
Paid Chk# 008929	LLOYD ERBAUGH	\$116.86	Primary Election Judge - Wages & Mileage
Paid Chk# 008930	MARY HAMRE	\$137.90	Training&Primary Election Judge-Wages&Mileage
Paid Chk# 008931	MARY JANE CASEY	\$112.54	Primary Election Judge - Wages & Mileage
Paid Chk# 008932	PARI SCHILZ	\$306.90	Training&Primary Head Judge-Wages&Mileage
Paid Chk# 008933	RICHARD SEGERS	\$161.60	Training&Primary Election Judge-Wages&Mileage
Paid Chk# 008934	ROBIN ARNDT	\$91.00	Primary Election Judge - Wages
Paid Chk# 008935	THOMAS COSGROVE	\$155.18	Training&Primary Election Judge-Wages&Mileage
Paid Chk# 008936	ALLIED BLACKTOP COMPANY	\$90,715.19	Seal Coat Roads Project - 2016
Paid Chk# 008937	BOHNSACK EXCAVATING INC.	\$2,759.65	Lower 167th St E - Ditch Repair
Paid Chk# 008938	BRAUN INTERTEC CORPORATION	\$7,854.50	Geotechnical Testing Services
Paid Chk# 008939	BRENT LAWRENCE	\$27.00	August 2016 Expense Reimbursement
Paid Chk# 008940	CENTERPOINT ENERGY	\$15.85	Town Hall Gas
Paid Chk# 008941	COLLINS TREE CARE, INC	\$2,200.00	Tree Trimming and Removal - Various Roads
Paid Chk# 008942	COURI & RUPPE, P.L.L.P.	\$1,132.50	Legal Fees
Paid Chk# 008943	DOUG BONJEAN	\$802.00	NPDES Escrow Refund - 9247 195th St E
Paid Chk# 008944	ECM PUBLISHERS INC	\$24.54	Legal Publishing Notices
Paid Chk# 008945	FINISHED BASEMENT COMPANY	\$712.00	NPDES Escrow Refund - 19545 Dakota Ave
Paid Chk# 008946	G&K SERVICES	\$121.80	Town Hall Rug Service
Paid Chk# 008947	GALLAGHERS	\$2,454.00	August 2016 Gravel Road Mtc
Paid Chk# 008948	GOPHER STATE ONE CALL	\$85.05	July 2016 Utility Locates
Paid Chk# 008949	HAKANSON ANDERSON ASSOC INC	\$25,666.12	Engineering
Paid Chk# 008950	INTEGRA TELECOM	\$651.78	Phone
Paid Chk# 008951	JB WOODFITTER AND ASSOCIATES	\$42.75	Escrow Balance Refund - Encroachment Agr.
Paid Chk# 008952	KAREN DONOVAN	\$89.42	August 2016 Expense Reimbursement
Paid Chk# 008953	KRAEMER MINING& MATERIALS INC	\$419.18	August 2016 Gravel Road Mtc
Paid Chk# 008954	LEGACY REMODELING & EXTERIORS	\$820.00	NPDES Escrow Refund - 6100 Century Lane
Paid Chk# 008955	MARKS BOBCAT SERVICE, INC.	\$3,500.00	Town Hall&Parks Mowing; Ditch-Prairie Grass Pass
Paid Chk# 008956	MCNAMARA CONTRACTING INC	\$2,106.20	Flag Trail Rd Project - Repair Patching
Paid Chk# 008957	MIHM CUSTOM HOMES	\$1,670.00	NPDES Escrow Refund - 19256 Stonegate Drive
Paid Chk# 008958	MVEC	\$699.18	Electricity

Paid Chk# 008959	NATURAL SYSTEMS UTILITIES MN	\$11,448.52	CSTS Monitoring
Paid Chk# 008960	NORTHWEST ASPHALT, INC	\$320,576.03	Scottview Estates CIP 2016 - Pay Estimate #1
Paid Chk# 008961	PRIOR LAKE BLACKTOP, INC.	\$1,450.00	Patch on Wagon Wheel Trail
Paid Chk# 008962	RITEWAY BUSINESS FORMS	\$194.50	Check Stock Purchase
Paid Chk# 008963	SARAH LEVOIR	\$50.00	August 2016 Expense Reimbursement
Paid Chk# 008964	SCOTT SOIL & WATER CONSV DIST	\$630.00	July 2016 Building Site Inspections
Paid Chk# 008965	ST CROIX RECREATION FUNPLAYGRD	\$152.40	Casey Park Improvement - Toddler Swing & Parts
Paid Chk# 008966	SW NEWSMEDIA	\$69.25	Legal Publishing Notices
Paid Chk# 008967	TED MCWILLIAMS	\$38.00	Escrow Balance Refund - Hills of Credit River
Paid Chk# 008968	U.S. BANK EQUIPMENT FINANCE	\$143.25	Lease Payment Copier - September 2016
Paid Chk# 008969	WILLIAM L. OR	\$325.00	Escrow Balance Refund- 18931 Meadow View Blvd
Paid Chk# 008970	XCEL ENERGY	\$12.79	St. Francis Light
Paid Chk# 008971	YORWAY CUSTOM HOME BUILDERS	\$900.00	Access Escrow Refund - 21397 Crimson Court
Paid Chk# 008972	BOHNSACK EXCAVATING INC.	\$18,375.00	Complete Harvest Hills Outlet Project

Total 511,166.53

12. Adjourn

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

Motion to Adjourn September 7, 2016 Credit River Township Meeting: Supervisor Schommer

Second: Supervisor Howe

Motion passed: 4-0

The September 7, 2016 Credit River Township Board Meeting was adjourned at 9:45 pm.

Recorded by:

Karen Donovan
Clerk of Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township