

Credit River Township Board Meeting

Monday, February 1, 2016 6pm

Meeting Minutes

The February 1, 2016 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6 pm, by Chairman Kostik.

Members Present:

Chairman Kostik, Supervisor Schommer, Supervisor Lawrence, Supervisor Nilsen

Members Absent:

Vice Chairman Novak

Others Present:

Attorney Ruppe, Engineer Nelson Treasurer LeVoir, Clerk Donovan

Deputy Cumiskey, Scott Cty Sheriff Dept, was in attendance. No major issues were noted.

1. Approve or Amend Agenda

Chairman Kostik added Traditions Development-New Market as #1 Old Business and a Legal Update added as a closed session after the Engineer's Report. Supervisor Schommer added Fern Dr. as #1 under Road Report. Engineer Nelson added Seal Coat Delaminating as #2 under Road Report

Motion to approve Agenda with the additional changes: Supervisor Nilsen

Second: Supervisor Lawrence

Motion Passed: 4-0

2. Consent Agenda

- 1) December 2015 Treasurer's Report
- 2) January 2016 Developer's Escrow Statement
- 3) January 4, 2016 Board Meeting Minutes

Motion to Approve Consent Agenda: Supervisor Nilsen

Second: Supervisor Schommer

Motion Passed: 4-0

3. Open Forum

No Comments

4. Old Business

1) New Market Township-Traditions Update

Mike Huntington from the New Market Township Board appeared to notify the board that Traditions Development will be presenting a new plat layout

at the New Market Town Meeting on February 2, 2016. The new plat design has a revised septic design from the previous plan but the 24 homes remain the same. Supervisor Schommer will attend the New Market Board Meeting.

5. New Business

1) Wedding Barn & Farm Wineries-Scott Cty Ordinance

Scott County is looking for input on the Ordinance for Wedding Barn & Farm Wineries by Feb 15, 2016. Supervisor Lawrence will respond.

2) Credit River Antique Tractor Club

Mr. Newman approached the board regarding this year's Antique Tractor Show and requested the use of the parking lot again for the raffle drawing on October 1 at 1pm. The board approved the request but recommended that the raffle winner is posted on the door and that the town hall remains closed as there have been issues and questions in the past.

3) 20864 Texas Ave Building Permit

Resident would like to build a shed before building a house. Driveway would be needed as well. Township requires escrow (\$2500 escrow and \$5000 Letter of Credit, this escrow is separate from the building permit for the shed) and guarantee that the house will be built. This will not be an Ag building. Contract would be drawn up by Attorney Ruppe upon receipt of the escrow agreement.

6. Road Report

1) Fern Dr.

Supervisor Schommer advised the board that after inspecting nearby roadwork he noticed a trailer being stored in the cul de sac and several snowmobiles and parts in the yard located on Fern Dr. Supervisor Schommer left a note for the resident to contact him. After not hearing from the resident, Scott County Code Enforcement was called.

2) Seal Coat Delamination

Engineer Nelson discussed his attendance at a recent Cities Engineer's Conference. During the conference, issues with seal coating were discussed primarily with construction which occurred from approximately 1990-2003. Issues have been seal coat chipping and crumbling surfaces. No conclusive cause was found. Engineer Nelson expressed concern with seal coating for this summer road projects.

7. Engineer's Report

1) Harvest Hills Outlet

Engineer Nelson has submitted plan to the county. Design has been completed and waiting on pricing from contractors. Project would be completed summer of 2016.

2) Scottview Estates Road Project Update

Engineer Nelson received the geotechnical report and will review. Updated timeline presented to determine assessment hearing.

Informational assessment hearing scheduled for Monday, April 18, 2016 at 7pm.

3) Approve ID Sign Solutions Invoice

Motion to approve payment of the ID Sign Solution invoice for \$13,938.44: Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 4-0

4) Lucerne Trail Road Width

Engineer Nelson discussed the wetland permit and flood mitigation project for Lucerne Tr (FEMA Funds will be used for project). Engineer Nelson asked if the township should consider looking at the long term plan for the road and whether there should be a plan of widening the road for safety improvement to a 28' top in addition to raising the road. Supervisor Lawrence's concern is this is not budgeted at this time. Board would prefer to stay with lengthening the culvert, raising the road and remain at the 22' top.

The Board Meeting went into a closed session for a legal update given by Attorney Ruppe regarding Lake v. Credit River Township Assessment Appeal and Lake v. Spring Lake Township Assessment Appeal.

Board Meeting re-opened.

8. Treasurer Report

1) Transfer Funds

Treasurer LeVair requested \$145,000 transferred from the township savings to the township checking account.

Motion to approve the transfer of \$145,000 from the township savings to checking: Supervisor Lawrence
Second: Supervisor Nilsen
Motion Passed: 4-0

2) Audit Update

Treasurer LeVair updated the board on the January audit and no items were noted. Auditors will provide draft next week for review and will be attend the March meeting.

3) Escrow Update

Treasurer LeVoir updated the following escrow balances:

- 21690 Harvest Hills (Escrow at-\$288). The second request was sent and again no response. This will be certified to taxes in September if not received.
- Traditions Development escrow will be at \$100. Supervisor Schommer will be at meeting at New Market Board Meeting and will mention to the developers that additional escrow will be required if additional work will be needed or reviewed by the board.
- Wolter Escrow/Frontier Estates escrow settlement agreement is requested to be refunded in the amount of \$193.75.

**Motion to refund the Wolter Escrow/Frontier Estates Escrow Settlement Agreement of \$193.75: Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 4-0**

9. Clerk's Report

1) 2016 Election Judge Appointments

Clerk Donovan requested the board to approve the appointments of the 2016 Election Judges for the March Township Election and the May 2016 Prior Lake Bond Referendum.

**Motion to approve Resolution 2016-01 approving the appointments of the 2016 Election Judges for the March 2016 Township Election and May 2016 Prior Lake Bond Referendum: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0**

2) Drop Box Maintenance

Clerk Donovan will archive all 2015 drop box meeting information in the drop box.

10. Town Hall

Supervisor Schommer purchased an additional space heater for use at the town hall.

11. Review and Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000361E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000362E	VISA COMMUNITY CARD	247.66	iContact Fee/Stamps/Office Supplies
Paid Chk# 000363E	EFTPS	1,465.47	FICA/Medicare/Fed WH
Paid Chk# 000364E	PERA	736.91	PERA
Paid Chk# 000365E	MINNESOTA REVENUE MW5	53.17	State WH
Paid Chk# 008620	AL NOVAK	692.62	January 2016 Srv Paid in February 2016
Paid Chk# 008621	BRENT LAWRENCE	858.85	January 2016 Srv Paid in February 2016
Paid Chk# 008622	BRUCE NILSEN	692.62	January 2016 Srv Paid in February 2016
Paid Chk# 008623	CHRIS KOSTIK	673.78	January 2016 Srv Paid in February 2016
Paid Chk# 008624	KAREN DONOVAN	XXXX	January 2016 Srv Paid in February 2016
Paid Chk# 008625	LEROY SCHOMMER	775.74	January 2016 Srv Paid in February 2016
Paid Chk# 008626	SARAH LEVOIR	XXXX	January 2016 Srv Paid in February 2016
Paid Chk# 008627	ABDO EICK & MEYERS LLP	13,500.00	FYE 2015 Audit - Progress Payment
Paid Chk# 008628	BRENT LAWRENCE	15.66	January 2016 Expense Reimbursement
Paid Chk# 008629	BRYAN ROCK PRODUCTS INC	392.59	January 2016 Winter Road Mtc
Paid Chk# 008630	BUSINESS FORMS & ACCOUNTING	159.47	CSTS Utility Billing Postcards
Paid Chk# 008631	CENTERPOINT ENERGY	105.91	Town Hall Gas
Paid Chk# 008632	CHORES AND MORE BY HEIDI INC	100.00	Town Hall Full Clean - 01/05/2016
Paid Chk# 008633	CITY OF LAKEVILLE	674.00	Plowing & De-icing Judicial Road - Dec 2015
Paid Chk# 008634	CITY OF PRIOR LAKE	98,329.50	First Half 2016 - Fire Contract
Paid Chk# 008635	COURI & RUPPE, P.L.L.P.	1,750.00	Legal Fees
Paid Chk# 008636	ECM PUBLISHERS INC	27.79	Legal Publishings
Paid Chk# 008637	G&K SERVICES	81.20	Town Hall Rug Service - January 2016
Paid Chk# 008638	GALLAGHERS	8,039.00	January 2016 Winter Road Mtc
Paid Chk# 008639	GOPHER STATE ONE CALL	24.85	December 2015 Utility Locates
Paid Chk# 008640	HAKANSON ANDERSON ASSOC INC	17,925.60	Engineering
Paid Chk# 008641	ID SIGN SOLUTIONS LLC	13,938.44	Township Street Sign Replacements
Paid Chk# 008642	INTEGRA TELECOM	629.95	Phone
Paid Chk# 008643	KAREN DONOVAN	50.00	January 2016 Expense Reimbursement
Paid Chk# 008644	LEROY SCHOMMER	43.92	January 2016 Expense Reimbursement
Paid Chk# 008645	MARK OR SHANNON SYMINGTON	900.00	Access/Driveway Escrow Refund
Paid Chk# 008646	MARKS BOBCAT SERVICE, INC.	475.00	Town Hall Lot & Sidewalk Winter Mtc
Paid Chk# 008647	MINNESOTA DEPT OF HEALTH	150.00	Monterey Heights Monitoring Well Permits
Paid Chk# 008648	MVEC	828.80	Electricity
Paid Chk# 008649	NATURAL SYSTEMS UTILITIES MN	18,874.17	CSTS Monitoring
Paid Chk# 008650	ROADKILL ANIMAL CONTROL	79.00	Road Kill/Deer Disposal 2015
Paid Chk# 008651	ROVE PEST CONTROL	75.00	Quarterly Pest Control Service
Paid Chk# 008652	SARAH LEVOIR	50.00	January 2016 Expense Reimbursement
Paid Chk# 008653	SCOTT COUNTY TREASURER	6,421.00	2nd Half 2015 Salt & Assessment Set Up Fees
Paid Chk# 008654	SCOTT SOIL & WATER CONSV DIST	828.00	December 2015 - Building Site Inspections
Paid Chk# 008655	SW NEWSMEDIA	161.42	Legal Publishings
Paid Chk# 008656	TRANS-ALARM	89.85	Town Hall Alarm Monitoring Service Qtrly Fee
Paid Chk# 008657	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment Copier - February 2016
Paid Chk# 008658	WENDY K. WOLTER	193.75	Release of Escrow Balance
Paid Chk# 008659	XCEL ENERGY	10.30	St. Francis Light
Paid Chk# 008660	GOPHER STATE ONE CALL	100.00	Utility Locates 2016 Annual Fee
	Total	195,282.50	

12. Adjourn

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

Motion to Adjourn February 1, 2016 Credit River Township Meeting:

Supervisor Lawrence

Second: Supervisor Nilsen

Motion passed: 4-0

The February 1, 2016 Credit River Township Board Meeting was adjourned at 8:10 pm.

Recorded by:

Karen Donovan
Clerk of Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township