Credit River Township Board Meeting

Monday, April 3, 2017 6pm

Meeting Minutes

6PM: Chairman Kostik called the April 3, 2017 Month Board Meeting to Order, Pledge of Allegiance

Members Present: Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence, Supervisor Howe
Others Present: Engineer Nelson, Attorney Ruppe, Treasurer Hill, Clerk Donovan

1. Approve or Amend Agenda

   Motion to approve agenda as stated: Vice Chairman Novak
   Second: Supervisor Lawrence
   Passed: 5-0

2. Consent Agenda

   1) March 6, 2017 Board Meeting Minutes
   2) March 2016 Developer’s Escrow Statement

   Motion to approve Consent Agenda: Vice Chairman Novak
   Second: Supervisor Lawrence
   Passed: 5-0

3. Open Forum

   Resident M. Evan asked the board for a pothole road repair to the apron going from Cty Road 27 south onto Broadview Dr. The board discussed and will repair the pothole going into the Grey Fox Estates development. Treasurer Hill will send an invoice for the pothole repair to Scott County.

   Deputy Lueck attended the board meeting to review calls. Calls are picking up probably due to the warmer weather. Minor vandalism occurred in the Franciscan Retreat area and Murphy Hanrehan park area.

4. Old Business

   1) Call for Assessment Hearing – Valley Oaks

      Motion to approve Resolution 2017-04 declaring the official intent of Credit River Township to reimburse certain expenditures from the proceeds of improvement bonds to be issued by the township for Valley Oaks- Oak Hill Lane, Oak Hill Circle, Valley View Court, Wood Ridge Drive, and Park Lawn Court: Vice Chairman Novak
      Second: Supervisor Schommer
      Passed: 5-0
Motion to approve Resolution 2017-05 declaring costs to be assessed and ordering preparation of proposed assessment and notice of assessment hearing for Valley Oaks- Oak Hill Lane, Oak Hill Circle, Valley View Court, Wood Ridge Drive, and Park Lawn Court on May 15, 2017 at 8:00pm: Vice Chairman Novak
Second: Supervisor Schommer
Passed: 5-0

2) Call for Assessment Hearing – Century Hills

Motion to approve Resolution 2017-06 declaring the official intent of Credit River Township to reimburse certain expenditures from the proceeds of improvement bonds to be issued by the township for Century Hills- Century Lane, Kane Avenue and Bonita Way: Vice Chairman Novak
Second: Supervisor Schommer
Passed: 5-0

Motion to approve Resolution 2017-07 declaring costs to be assessed and ordering preparation of proposed assessment and notice of assessment hearing for Century Hills- Century Lane, Kane Avenue and Bonita Way on May 15, 2017 at 8:15pm.
Chairman Novak
Second: Supervisor Schommer
Passed: 5-0

Engineer Nelson requested two supervisors be given the authority to review quotes for seeding prior to the next meeting. Board authorized two Supervisors (Chairman Kostik and Supervisor Schommer) to approve quotes in the best interest of the township.

5. New Business
1) NSU
Shane Symmank, Natural System Utilities (NSU), updated the board on CSTS and changes at NSU. Year End Reports were sent to board representatives earlier.

NSU did a Case Study of Credit River Township CSTS which will be put on the website.

Monterey Heights-South Passage and Territory systems received the Operational Excellence Award.

Permit renewals will be coming up. The permit renewals will be changing from 5 year renewal to 10 year renewals.

2) Territory Septic Charges

Supervisor Lawrence was contacted by a homeowner regarding their STEP system which froze and then they were charged for the repair. Homeowner feels he should not have been charged the $414.80 for the repair. An emergency call was made in this case to
thaw out the STEP system. NSU stated cover was secure but landscaping may have contributed to the problem. The Board feels the homeowner should be responsible for the repair and payment.

NSU has had issues with landscaping and STEP systems freezing and will work with homeowners to recommend changes to landscaping to help prevent recurring issues.

3) **CTY 68 & CTY 27 Roundabout Construction Concerns**

Resident D. Clemens from Grey Fox HOA brought up concerns with the construction of Cty 68 and Cty 27 roundabout and the possibility of traffic cutting through the Grey Fox neighborhood and lack of speed limit signs specifically on Foxfield Dr.

Board recommends posting 5 ton weight limits signs when construction begins, which will be approximately June 10, 2017 and additional 30 mph signs.

**Motion to approve Resolution 2017-08, authorizing the posting of weight limits on township roads upon posting for Foxfield Dr., Broadview Dr., Oak Grove Ave., 196th St. and Southfork Dr.: Vice Chairman Novak**
Second: Supervisor Howe
Passed: 5-0

Builders will need to call for an Overweight Permit. The Sheriff will be informed of the weight restrictions when posted.

4) **Board Responsibility Reorganization**

The 2017-2018 Board Responsibility list was reviewed and changes made.

Pay Rate Information was reviewed by the board and the following changes were made:
Supervisor Board Meeting Attendance: $120
Supervisor “Other” Meeting Attendance: $80
Man and Truck: $75/hr
All “Other” Supervisor Labor: $50/hr

**Motion to approve the new 2017-2018 Board Responsibilities and Pay Rate:**
Supervisor Howe
Second: Supervisor Schommer
Passed: 5-0

The new 2017-2018 Responsibility List with Pay Rate information is attached.

6. **Road Report**

1) **Sweeping 2016 Seal Coat, Territory**

Supervisor Howe has been contacted by residents in Territory regarding excess rock from the 2016 Seal Coating. Additional sweeping will be done in the next week in Territory.
7. **Engineer’s Report**

1) **Approve Crack Filling Quote**

Engineer Nelson requested the board to approve the quote of $24,655 from Gopher State Seal Coat for crack filling.

*Motion to approve the Gopher State Seal Coat quote of $24,655 for crack filling: Vice Chairman Novak
Second: Supervisor Schommer
Passed: 5-0*

2) **Approve Plans and Specs for 2017 Seal Coat Project**

Engineer Nelson reviewed the Plans and Specs for the 2017 Seal Coat Project and requested the approval from the board.

*Motion to approve the Plans and Specs for the 2017 Seal Coat Project: Supervisor Schommer
Second: Supervisor Howe
Passed: 5-0*

3) **Lucerne Trail**

Engineer Nelson contacted Chard Tile and Excavating to finish the last section of Lucerne Tr, which was not finished before winter. Chard has been purchased by Old Castle, they will honor the quote from last year to complete the work. A quote will be sent on new letterhead.

The board discussed the gravel segment of Lucerne -FEMA funds will be used. Fill will come from the park construction from the Gallagher Park. A Request for Quote will be prepared by Engineer Nelson.

4) **2018 Projects**

Engineer Nelson prepared the 2018 CIP projects. 2018 will be a bonding year.

Public Information meetings to be held on May 15, 2017:
- Century Lane/Harvest Hills Dr –Overlay at 6:00 pm
- Wagonwheel- Reconstruct at 6:30 pm
- Creekwood - Reclaim and Pave at 7:15pm

Meeting information notices will be sent to property owners by the end of April.

8. **Treasurer Report**

1) **Transfer Funds**
Treasurer Hill requested the transfer of $90,000 from the township savings to checking accounts for the payment of claims.

Motion to approve the transfer of $90,000 from the township savings account to the township checking account for the payment of claims: Supervisor Lawrence
Second: Supervisor Howe
Passed: 5-0

2) Anchor Bank Addendum A and Contact Forms

Treasurer Hill discussed the need for Anchor Bank forms to be updated, Addendum A and Contact Forms will be updated and signed.

9. Clerk’s Report

10. Town Hall

Chairman Kostik will be cleaning the shed prior to the May 6, 2017 Savage Recycle day.

11. Review and Pay Bills

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>436E</td>
<td>Visa Community Card</td>
<td>4/3/2017</td>
<td>$332.14</td>
<td>iContact, Election &amp; Office Supplies</td>
</tr>
<tr>
<td>433E</td>
<td>Anchor Bank</td>
<td>4/3/2017</td>
<td>$40.00</td>
<td>Bank fee</td>
</tr>
<tr>
<td>437E</td>
<td>EFTPS</td>
<td>4/3/2017</td>
<td>$1,702.21</td>
<td>FICA and Federal WH</td>
</tr>
<tr>
<td>434E</td>
<td>PERA</td>
<td>4/3/2017</td>
<td>$765.55</td>
<td>Pera employee and Employer payment</td>
</tr>
<tr>
<td>435E</td>
<td>Minnesota Revenue</td>
<td>4/3/2017</td>
<td>$126.48</td>
<td>State WH</td>
</tr>
<tr>
<td>Paid Chk# 009228</td>
<td>AL NOVAK</td>
<td>4/3/2017</td>
<td>$711.09</td>
<td>Medicare</td>
</tr>
<tr>
<td>Paid Chk# 009229</td>
<td>BRENT LAWRENCE</td>
<td>4/3/2017</td>
<td>$1,009.45</td>
<td>FICA 6.2</td>
</tr>
<tr>
<td>Paid Chk# 009230</td>
<td>CHRIS KOSTIK</td>
<td>4/3/2017</td>
<td>$718.72</td>
<td>PERA</td>
</tr>
<tr>
<td>Paid Chk# 009231</td>
<td>DOMINIQUE SCHILKE HILL</td>
<td>4/3/2017</td>
<td>XXXX</td>
<td>March 2017 Srv Paid in April 2017</td>
</tr>
<tr>
<td>Paid Chk# 009232</td>
<td>KAREN DONOVAN</td>
<td>4/3/2017</td>
<td>XXXX</td>
<td>March 2017 Srv Paid in April 2017</td>
</tr>
<tr>
<td>Paid Chk# 009233</td>
<td>LEROY SCHOMMER</td>
<td>4/3/2017</td>
<td>$895.79</td>
<td>March 2017 Srv Paid in April 2017</td>
</tr>
<tr>
<td>Paid Chk# 009234</td>
<td>PAUL HOWE</td>
<td>4/3/2017</td>
<td>$772.84</td>
<td>March 2017 Srv Paid in April 2017</td>
</tr>
<tr>
<td>Paid Chk# 009235</td>
<td>BARBARA J STARKEY</td>
<td>4/3/2017</td>
<td>$29.56</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009236</td>
<td>DEBRA FAIRBANKS</td>
<td>4/3/2017</td>
<td>$117.35</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009237</td>
<td>JOHN SCHULTE</td>
<td>4/3/2017</td>
<td>$42.00</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009238</td>
<td>LOYD ERBAUGH</td>
<td>4/3/2017</td>
<td>$236.82</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009239</td>
<td>MARY HAMRE</td>
<td>4/3/2017</td>
<td>$102.82</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009240</td>
<td>RICHARD SEGERS</td>
<td>4/3/2017</td>
<td>$91.49</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009241</td>
<td>ROBIN ARNDT</td>
<td>4/3/2017</td>
<td>$87.50</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009242</td>
<td>THOMAS COSGROVE</td>
<td>4/3/2017</td>
<td>$101.08</td>
<td>Election Judge - Wages</td>
</tr>
<tr>
<td>Paid Chk# 009243</td>
<td>BRENT LAWRENCE</td>
<td>4/3/2017</td>
<td>$33.71</td>
<td>March Mileage Reimbursement</td>
</tr>
<tr>
<td>Paid Chk# 009244</td>
<td>CENTERPOINT ENERGY</td>
<td>4/3/2017</td>
<td>$90.37</td>
<td>Acct # 5179787-Town Hall Gas</td>
</tr>
<tr>
<td>Paid Chk# 009245</td>
<td>CHORES AND MORE BY HEIDI INC</td>
<td>4/3/2017</td>
<td>$155.00</td>
<td>Town Hall Full Cleans 2/28</td>
</tr>
<tr>
<td>Paid Chk# 009246</td>
<td>CITY OF LAKEVILLE</td>
<td>4/3/2017</td>
<td>$196.12</td>
<td>Plowing &amp; Deicing Judicial Roa</td>
</tr>
<tr>
<td>Paid Chk# 009247</td>
<td>COLLINS TREE CARE, INC</td>
<td>4/3/2017</td>
<td>$28,750.00</td>
<td>Valley Oaks Overlay 2017- Cut</td>
</tr>
<tr>
<td>Paid Chk# 009248</td>
<td>COURI &amp; RUPPE, P.L.L.P.</td>
<td>4/3/2017</td>
<td>$3,452.50</td>
<td>Legal - General Township</td>
</tr>
<tr>
<td>Paid Chk# 009249</td>
<td>DOMINIQUE SCHILKE HILL</td>
<td>4/3/2017</td>
<td>$50.00</td>
<td>March Cell Phone Reimbursement</td>
</tr>
<tr>
<td>Paid Chk# 009250</td>
<td>ECM PUBLISHERS INC</td>
<td>4/3/2017</td>
<td>$224.94</td>
<td>Legal Publishing - Annual Town</td>
</tr>
<tr>
<td>Paid Chk# 009251</td>
<td>G&amp;K SERVICES</td>
<td>4/3/2017</td>
<td>$124.80</td>
<td>Town Hall Rug Service - March</td>
</tr>
<tr>
<td>Paid Chk# 009252</td>
<td>GALLAGHERS</td>
<td>4/3/2017</td>
<td>$6,731.00</td>
<td>March 2017 Winter Road Mtc</td>
</tr>
</tbody>
</table>
12. Adjourn

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

Motion to adjourn April 3, 2017 Credit River Township Meeting: Supervisor Lawrence
Second: Supervisor Howe
Motion passed: 5-0

The April 3, 2017 Credit River Township Board Meeting was adjourned at 8:20 pm.

Recorded by:

___________________________________
Karen Donovan
Clerk - Credit River Township

Approved by:

___________________________________
Chris Kostik
Chairman
Credit River Township