Credit River Township Board Meeting

Monday, December 4, 2017 6pm

Minutes-Final

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

Chairman Kostik called the December 4, 2017 Board Meeting to Order at 6:00pm, Pledge of Allegiance

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

Members Absent: Vice Chairman Novak

Others Present: Treasurer Hill, Attorney Ruppe, Clerk Donovan

1. Approve or Amend Agenda

Amend Agenda items:
Supervisor Lawrence added “Town Hall Rental” as Item 1 under Town Hall
Supervisor Schommer added “Trees” as Item 1 under Road Report
Attorney Ruppe requested to Remove Item 4- Planning & Zoning from New Business

Motion to approve the Agenda as amended: Supervisor Schommer
Second: Supervisor Howe
Motion Passed: 4-0

2. Consent Agenda
   1) November 6, 2017 Board Meeting Minutes

Motion to approve the Consent Agenda: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 4-0

3. Open Forum

Deputy Lueck attended meeting with and reviewed activity within the township. Deputy Lueck also discussed the Sheriff’s department preparation for the upcoming Super Bowl.

4. Old Business

5. New Business
   1) Small Structure Permit Applications

Clerk Donovan reviewed a recent building permit request from a resident utilizing a Scott County Small Structure Permit Application for structures under 200 sq. ft.
The board requested this to be added to the January agenda to allow Engineer Nelson to have input on fees for permit review.

2) Elections

The board discussed the notification from Scott County informing all townships within the county that they will no longer support the annual March elections (letter located in drop box). The letter received recommended townships move to November elections on even years which will be supported by the county. If townships decide to continue with the March elections, all administrative functions specified in the letter would be handled by the township which would significantly increase the cost incurred by the township for each election. Attorney Ruppe and Supervisor Lawrence reviewed the requirements to change to a November election including having the question on the March ballot for residents to vote and a change in the board member terms. A resolution was prepared by Attorney Ruppe. Communication of the proposed change to November elections will be prepared by the board.

Motion to approve Resolution 2017-28 designating the first Tuesday after the first Monday in November on even years as the township general election date: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0

3) Creekwood Improvement Project – JPA with the City of Savage

Chairman Kostik reviewed the six properties in Creekwood located in Savage but are part of the Creekwood Improvement Project. The JPA with the City of Savage has been reviewed by the township’s Attorney Ruppe and the attorney for Savage. Attorney Ruppe will develop a letter to be sent to the six property residents with a waiver form explaining that this is a cost savings approach. Chairman Kostik will review letter prior to sending to residents. Attorney Ruppe recommends the board approval of the JPA.

Motion to approve the Joint Powers Agreement between City of Savage and Credit River Township for the Creekwood Improvement Project: Supervisor Schommer
Second: Supervisor Howe
Motion Passed: 4-0

4) Plowing south of Dakota JPA with New Market

Attorney Ruppe reviewed the snow plowing JPA with New Market for the board’s review.

Motion to approve the JPA contract with New Market for snow plowing Dakota Avenue and the plat of O & E Development: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0
6. Road Report
   1) Trees

   Supervisor Schommer was contacted by a resident on Huntington Way of a tree leaning over the road and requested trimming. Supervisor Schommer advised the trees will be trimmed and also trees on Brookwood will be trimmed as well.

7. Engineer’s Report

8. Treasurer Report
   1) Transfers

   Treasurer Hill requested a transfer of $100,000 from the township checking account to savings account.

   Motion to approve the transfer from Checking to Savings in amount of $100,000:
   Supervisor Lawrence
   Second: Supervisor Howe
   Motion Passed: 4-0

   2) Increase for Clerk

   The board previously reviewed the performance review of Clerk Donovan. A 5% increase was recommended.

   Motion to approve the 5% pay increase for Clerk Donovan: Supervisor Schommer
   Second: Supervisor Lawrence
   Motion Passed: 4-0

   3) Items scheduled in December

   Treasurer Hill advised the board of a preliminary audit on December 5.

   Banyon will be demonstrating the ACH Utility Billing Module. If a decision is made to go with the module there would be a one time charge of a $795 set up charge. Treasurer Hill will also be meeting with Anchor to review upload process.

9. Clerk’s Report
   1) Designate Polling Location for 2018

   Minnesota Stat. § 204B.16 requires the town board to designate its local polling place for elections annually.

   Motion to approve Resolution 2017-29 designating the Credit River Town Hall at 18985 Meadow View Blvd, Prior Lake, Minnesota in Scott County as its polling place in 2018: Supervisor Lawrence
   Second: Supervisor Howe
   Motion Passed: 4-0
2) Approve 2018 Board Meeting Schedule

Clerk Donovan presented the 2018 Board Meeting Schedule for the board and staff review.

Motion to approve the Board Meeting Schedule for 2018, with changes discussed for holidays: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0

3) Township Office Hours - Dec 26

The board approved the town hall will be closed on Tuesday on December 26, 2017. Clerk Donovan will post a notice of the closure.

10. Town Hall
1) Rental of Town Hall

Supervisor Lawrence was asked by a resident if the town hall was available for rental. After discussing the security, holding tank and need for staff attendance, the board was in agreement that the town hall would not be available for rental.

11. Review and Pay Bills

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12. Adjourn

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

Motion to adjourn December 4, 2017 Credit River Township Meeting: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 4-0

The December 4, 2017 Credit River Township Board Meeting was adjourned at 7:05 pm.

Recorded by:

Karen Donovan
Clerk - Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township