Credit River Township Board Meeting

Monday, April 2, 2018 6pm

Meeting Minutes

Chairman Kostik called the April 2, 2018 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, Clerk Donovan

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

1. Approve or Amend Agenda

   Supervisor Schommer removed Item 6.4 Variance Request under new business.

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

2. Consent Agenda

   1) March 5, 2018 Board Meeting Minutes

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

3. Open Forum

   Sheriff Luke Hennen attended meeting.

4. 2017 Audit Report Presentation

   Justin Nilson, CPA Audit Manager from Abdo Eick and Meyers, LLP presented the board with the audit findings from the 2017 Credit River Township 2017 Audit Report. On Page 3, Material Audit Adjustment was required to report but was more of a timing issue. No significant findings were noted.

   The 2017 Credit River Township Audit report will be available for public review at the town hall upon request.
5. Old Business

6. New Business
   1) Utility Ditch Permit Fees
      
      Follow up next month with Engineer Nelson.

   2) Radar Speed Signs
      
      Chairman Kostik reviewed the email received from Sheriff Hennen regarding
      CenterPoint offering grants to townships for Radar Speed Signs. Chairman Kostik will do
      further investigation with the information provided by Sheriff Hennen.

   3) Integra
      
      Representative from Integra attended meeting. Franchise agreement renews in 2020.
      Change of control to New Ulm Telecom acquiring Scott Rice Telecom (Integra) in June
      2018.

   4) Board Reorganization
      
      The Board reviewed the responsibilities for each board member. Supervisor Schommer
      will be added to winter roads.

      Motion to Approve the Board Responsibilities with the addition as noted for 2018-
      2019: Supervisor Lawrence
      Second: Supervisor Schommer
      Motion passed: 4-0

      Motion to keep the Pay Rate as stated for 2017-2018 the same as 2018-2019:
      Supervisor Lawrence
      Second: Supervisor Howe
      Motion Passed: 4-0

7. Road Report
   1) Dust Coating
      
      Supervisor Lawrence will get the township on the schedule for dust coating.

8. Engineer’s Report (See Notes Below from April 9, 2018)

9. Treasurer Report
   1) Transfer of Funds
      
      Treasurer Hill advised Anchor Bank will be changing names to Old National Bank. The
      transition will occur over the last weekend in April prior the next board meeting.
Treasurer Hill recommends a transfer of funds to cover May claims in case of any issues that may occur in the transition.

Treasurer Hill requested a transfer of $100,000 from savings to checking to cover the payment of claims for April 2018 and May 2018.

Motion to approve the transfer of $100,000 from savings to checking for the payment of claims:
Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 4-0

- Treasurer Hill advised the board that with the new income tax rates, federal and state taxes are no longer being withheld and they should review their exemptions.

- Developers Escrow Reviewed.

- Treasurer Hill advised annual reviews are due for both the Clerk and the Treasurer and should be done in May.

10. Clerk’s Report

11. Town Hall


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<thead>
<tr>
<th>Check</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
<th>Comment</th>
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<tr>
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<td>Visa Community Card</td>
<td>4/2/2018</td>
<td>$202.25</td>
<td>iContact, Election Supplies</td>
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<td>State WH</td>
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<td>Anchor Bank</td>
<td>3/5/2018</td>
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<td>PERA</td>
<td>4/2/2018</td>
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<td>Pera remittance</td>
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<td>Paid Chk # 009692</td>
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<td>BRENT LAWRENCE</td>
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<td>CHRIS KOSTIK</td>
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<td>DOMINIQUE SCHILKE HILL</td>
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<td>Acct#5179787-8; Town Hall Gas</td>
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<td>$80.00</td>
<td>Town Hall Full Cleaning</td>
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<td>Paid Chk # 009705</td>
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<td>Paid Chk # 009706</td>
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PAID CHK# 009713 HAKANSON ANDERSON ASSOC INC 4/2/2018 $23,859.00 Engineering Fees
PAID CHK# 009714 INTEGRA TELECOM 4/2/2018 $658.42 Telephone
PAID CHK# 009715 KAREN DONOVAN 4/2/2018 $97.42 Cell phone and mileage Reimbursement
PAID CHK# 009716 LLOYD ERBAUGH 4/2/2018 $116.91 Election Judge Compensation
PAID CHK# 009717 MARKS BOBCAT SERVICE, INC. 4/2/2018 $740.00 Snow Plowing
PAID CHK# 009718 MARY HAMRE 4/2/2018 $113.95 March 2018 Election
PAID CHK# 009719 MATIT 4/2/2018 $2,000.00 Planning and Zoning Deductible
PAID CHK# 009720 MELISSA KYRO 4/2/2018 $50.00 6360 Broadview Drive Prior Lak
PAID CHK# 009721 MPCA 4/2/2018 $1,515.00 Annual Waste water Permit Fee
PAID CHK# 009722 MVEC 4/2/2018 $782.12 Acct#777623401 - Town Hall Ele
PAID CHK# 009723 NATURAL SYSTEMS UTILITIES MN 4/2/2018 $12,288.17 Territory Engineering
PAID CHK# 009724 PARI SCHILZ 4/2/2018 $242.18 Election Judge Compensation
PAID CHK# 009725 PERFORMANCE POOL AND SPA 4/2/2018 $1,456.00 Escrow Refund - Pool 21815 Waga
PAID CHK# 009726 RICHARD SEGERS 4/2/2018 $91.63 Election Judge Compensation
PAID CHK# 009727 ROBIN ARNDT 4/2/2018 $95.05 Election Judge Compensation
PAID CHK# 009728 SCOTT COUNTY ACCOUNTING DEPART 4/2/2018 $65.62 2018 Ballot Printing Fee
PAID CHK# 009729 SHANE FLANNERY 4/2/2018 $50.00 Mail box Damage
PAID CHK# 009730 SW NEWSMEDIA 4/2/2018 $181.59 Accuracy Testing
PAID CHK# 009731 TREVOR R SCHUSTER 4/2/2018 $3,282.00 Escrow Refund
PAID CHK# 009732 U.S. BANK EQUIPMENT FINANCE 4/2/2018 $143.25 Acct#1388554; Lease Payment Co
PAID CHK# 009733 XCEL ENERGY 4/2/2018 $8.43 St. Francis Light
PAID CHK# 009734 damaged check
PAID CHK# 009735 damaged check

$79,223.80

Motion to continue April 2, 2018 Board Meeting on 4-9-2018, for the completion of the Engineer’s Report: Supervisor Lawrence
Second: Supervisor Hove
Motion Passed: 4-0
Motion to reconvene the April 2, 2018 Board Meeting on April 9, 2018 at 6:00pm: Vice Chairman Novak
Second: Supervisor Howe
Passed: 4-0

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

8. Engineer’s Report (4-9-2018)

1) Creekwood

Northwest Asphalt was the lowest bid for the Creekwood Project at $486,528.23, which was lower than the estimated. Drainage improvements may be considered, Engineer Nelson will review with Supervisor Schommer. Based on favorable bids, assessments may go down.

2) Harvest Hills Overlay

Hardrives was the lowest bid at $88,261.25 for the Harvest Hills Overlay Project.

3) Wagonwheel Improvement Project

McNamara was the lowest bid at $442,825.50 for the Wagonwheel Improvement Project.

No action was taken at the board meeting, bids will be awarded at the May 7, 2018 Board Meeting.

Target bonds for June 4, 2018 meeting.

Nick Anhut from Ehlers, Inc. attended meeting to discuss the bonding process.

4) 2018 Street Maintenance Project

- Crack Filling
  Engineer Nelson reviewed the Crack filling Project requirements for 2018.

- Seal coat Projects
  Engineer Nelson reviewed the Seal Coat Projects for 2018.

Motion to approve plans and specs for 2018 Maintenance Projects and advertise for bids: Supervisor Howe
Second: Vice Chairman Novak
Motion Passed: 4-0
5) 210th Cost Estimates

Engineer Nelson reviewed estimates for 210th.

6) Nevada Cost Estimates

Engineer Nelson reviewed estimates for Nevada.

A workshop will be scheduled for April 25, 2018 after the 2040 Comp Planning Meeting to discuss 210th and Nevada.

7) 2018 Sign Replacement

Engineer Nelson reviewed the signs to be replaced in 2018. Developments targeted are 10+ years old and due for replacement.

Motion to approve the Sign Replacement Plan for 2018 and authorize Engineer Nelson to obtain quotes: Vice Chairman Novak
Second: Supervisor Howe
Motion Passed: 4-0

8) 2019 – 2023 CIP

Engineer Nelson introduced the 2019-2023 Capital Improvement Plan (CIP). There were no changes to the 2019 CIP. Changes were reviewed beginning in 2020.

Engineer Nelson recommends approving the 2019 CIP prior to September Continuation of the Annual meeting.

13. Adjourn

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

Motion to adjourn the April 2, 2018 Credit River Township Meeting: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 4-0

The April 2, 2018 Credit River Township Board Meeting was adjourned on April 9, 2018 at 7:40 pm.

Recorded by:

Karen Donovan
Clerk - Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township