

## **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

## 12. Review and Pay Bills (4/2/2018)

Check	Vendor	Date	Amount	Comment
E499E	Visa Community Card	4/2/2018	\$202.25	iContact, Election Supplies
E496E	Minnesota Revenue WH	4/2/2018	\$83.81	State WH
E497E	EFTPS	4/2/2018	\$1,577.71	FICA & Medicare WH
E500E	Anchor Bank	3/5/2018	\$57.00	Bank Fees
E498E	PERA	4/2/2018	\$749.76	Pera remittance
Paid Chk# 009692	AL NOVAK	4/2/2018	\$600.27	March 2018 Svc Paid in April 2
Paid Chk# 009693	BRENT LAWRENCE	4/2/2018	\$1,075.85	March 2018 Svc Paid in April 2
Paid Chk# 009694	CHRIS KOSTIK	4/2/2018	\$845.35	March 2018 Svc Paid in April 2
Paid Chk# 009695	DOMINIQUE SCHILKE HILL	4/2/2018	xxxx	March 2018 Svc Paid in April 2
Paid Chk# 009696	KAREN DONOVAN	4/2/2018	xxxx	March 2018 Srv Paid in April 2
Paid Chk# 009697	LEROY SCHOMMER	4/2/2018	\$1,112.82	March 2018 Srv Paid in April 2
Paid Chk# 009698	PAUL HOWE	4/2/2018	\$848.55	March 2018 Srv Paid in April 2
Paid Chk# 009699	ABDO EICK & MEYERS LLP	4/2/2018	\$3,000.00	FYE 17 Audit - Progress Payment
Paid Chk# 009700	BARBARA J STARKEY	4/2/2018	\$108.67	Mileage Reimbursement
Paid Chk# 009701	BRENT LAWRENCE	4/2/2018	\$27.25	March Mileage Reimbursement
Paid Chk# 009702	CENTERPOINT ENERGY	4/2/2018	\$137.17	Acct#5179787-6; Town Hall Gas
Paid Chk# 009703	CHORES AND MORE BY HEIDI INC	4/2/2018	\$80.00	Town Hall Full Cleaning
Paid Chk# 009704	CINTAS	4/2/2018	\$72.78	Town Rug Service
Paid Chk# 009705	CITY OF LAKEVILLE	4/2/2018	\$670.70	Plowing & Deicing Judicial Road
Paid Chk# 009706	COURI & RUPPE, P.L.L.P.	4/2/2018	\$2,517.50	Legal Fees
Paid Chk# 009707	DEBRA FAIRBANKS	4/2/2018	\$96.45	Mileage Reimbursement
Paid Chk# 009708	DOMINIQUE SCHILKE HILL	4/2/2018	\$50.00	cell phone reimbursement
Paid Chk# 009709	ECM PUBLISHERS INC	4/2/2018	\$110.43	Agenda - 03/05/2018 Board Meet
Paid Chk# 009710	FINANCE & COMMERCE, INC.	4/2/2018	\$515.77	2018 Project bids
Paid Chk# 009711	G&K SERVICES	4/2/2018	\$83.20	Town Hall Rug Service
Paid Chk# 009712	GALLAGHERS	4/2/2018	\$12,926.50	February Winter Road Mtc

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#777628301 - 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 Wag
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 Howe  
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**

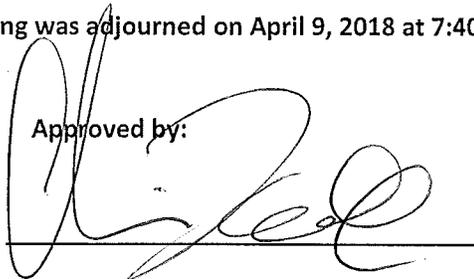
The April 2, 2018 Credit River Township Board Meeting was adjourned on April 9, 2018 at 7:40 pm.

Recorded by:



**Karen Donovan  
Clerk - Credit River Township**

Approved by:



**Chris Kostik  
Chairman  
Credit River Township**