

# Credit River Township Board Meeting

Monday, December 3, 2018 6pm

## Minutes -Final

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

**Members Absent:** Vice Chairman Novak

**Others Present:** Engineer Nelson, Attorney Ruppe, Treasurer Hill, Clerk Donovan

Chairman Kostik called the December 3, 2018 Board Meeting to Order at 6:00 pm, Pledge of Allegiance

### 1. Approve or Amend Agenda

Chairman Kostik added "Long-term CSTS Needs" to New Business as Item 4.  
Supervisor Schommer added "Salt Pretreating" as Item 1 under Road Report  
Treasurer Hill "CSTS Budget" as Item 5 to Treasurer Report

**Motion to approve the agenda as amended:** Supervisor Lawrence

**Second:** Supervisor Howe

**Motion Passed:** 4-0

### 2. Consent Agenda

- 1) October 1, 2018 Board Meeting Minutes
- 2) 210<sup>th</sup> & Nevada Improvement Hearing Minutes
- 3) November 8, 2018 Board Meeting Minutes
- 4) Treasurer Reports

**Motion to approve the Consent Agenda:** Supervisor Schommer

**Second:** Supervisor Howe

**Motion Passed:** 4-0

### 3. Open Forum

None Heard

### 4. Old Business

- 1) Tara Farm Developer's Agreement (Informational Purposes Only – No Action Required)

Attorney Ruppe advised the board of the newest version of the Tara Farm, which is in the drop box and has been sent out for review. No comments have been heard.

### 5. New Business

- 1) Lake Estates Preliminary Plat

Engineer Nelson advised of several documents regarding the Lake Estates Preliminary Plat, which are in the dropbox. A review of the Preliminary Plat was done which has the development of 16 lots, extending Broadview Dr. Outlet B will not to be developed until it can be combined to the development to the north. Comments were made regarding the Interim extension of the Broadview Dr. cul de sac, which does not meet fire code and will be addressed in the developer's agreement.

A Planning Advisory meeting with Scott County will be held on Monday, Dec 10, 2018.

Motion to recommend approval of the Lake Estates Preliminary Plat contingent on the comments from the Town Engineer, Shane Nelson, and Town Planner, Cindy Nash, being addressed as well as addressing Applicant granting the Township a temporary road easement as outlined below: Supervisor Howe  
Second: Supervisor Schommer  
Motion Passed: 4-0

Clerk Donovan will send a copy of the recommendation to Scott County.

## **2) Electronic Document Management**

Chairman Kostik recommends research into how to manage documents possibly utilizing programs similar to Laserfiche as is used by the City of Prior Lake.

Supervisor Howe will research costs and system requirements.

## **3) Otting Administrative Subdivision**

Supervisor Howe and Chairman Kostik received email stated county thought board was talking about the Otting Administrative Subdivision in meeting. Engineer Nelson advised that the Wetland Delineation has been completed.

Board concern is if parcel is buildable. If property owner cannot prove parcel is buildable parcel board recommends not able to split.

**Motion to recommend approval of the 19915 Texas Ave Administrative Subdivision contingent on the applicant showing Parcel A is a buildable lot, applicant showing where building site is located, access to public road is shown and condition that easement of Parcel A exists or will be granted: Supervisor Howe**  
Second: Supervisor Lawrence  
Motion Passed: 4-0

Clerk Donovan will send recommendation to Greg Wagner at Scott County

## **4) CSTS Long Term Needs**

Chairman Kostik concern is what are the long term projections of the CSTS system i.e. life expectancy of mounds and whether or not the township should implement CIP

projections for CSTS replacement of mounds over a period of time. Current plans are to have special assessments to the homeowners for major improvements or expenditures.

Board recommends CSTS rate hearings earlier in the year.

Chairman Kostik will contact Shane Symmank of Natural Systems Utility (NSU) to look into conducting a rate study and calculations which are part of NSU contracts.

## **6. Road Report**

### **1) Salt Pretreating of Roads**

Supervisor Schommer advised the City of Prior Lake and Scott County recommends only doing salt pretreatment if someone is doing it consistently and has the ability to monitor. Salt Pre-treatment needs specific temperature, time etc. Traffic is also required to spread evenly so side streets are more difficult to pretreat effectively.

**Motion to renew JPA for plowing New Market: Supervisor Howe**  
**Second: Supervisor Schommer**  
**Motion Passed: 4-0**

## **7. Engineer's Report**

## **8. Treasurer Report**

### **1) Transfer**

Treasurer Hill advised no transfer is needed. Bond Payment may be needed before the next board meeting.

### **2) Special Assessment Payments**

Treasurer Hill advised 2018 CIP special assessment payments were \$315,425 or 39%.

- Creekwood = 44%
- Harvest Hills = 50%
- WagonWheel = 31%

**Motion approving Resolution 2018-25 approving the transfer of funds for reimbursement in the amount of \$125,063.62: Supervisor Schommer**  
**Supervisor Lawrence**  
**Motion Passed: 4-0**

### **3) Audit Dates**

December 11, 2018 is the preliminary audit date.

**4) 2019 Budget**

Treasurer Hill requests the approval of the 2019 expense budget of \$2,916,243.16 , which is \$161,050.84 less than the 2018 expense budget

Motion to approve the 2019 Expense Budget of \$2,916,243.16 : Supervisor Schommer  
 Second: Supervisor Lawrence  
 Motion Passed: 4-0

**5) 2019 CSTS Budget**

2019 Expense CSTS Budgets	
Stonebridge	\$ 37,100.00
Territory	\$123,450.00
MHSP	\$ 49,205.00

Motion to approve the 2019 CSTS Expense Budget: Supervisor Howe  
 Second: Supervisor Schommer  
 Motion Passed: 4-0

Motion approve the administrative cost for the Treasurer at \$32/hr. Supervisor Schommer  
 Second: Supervisor Lawrence  
 Motion Passed: 4-0

**9. Clerk's Report**

**1) 2019 Board Meeting Calendar-Correction**

Clerk Donovan advised of revised dates for the second board meeting if needed in January and February due to MLK Jr and Presidents day.

**10. Town Hall**

**11. Review and Pay Bills**

Check Number	Vendor	Date	Amount	Comments
009974E	Visa	12/3/2018	\$739.32	Postage, iContact, Toner, Election Supplies
009976E	Minnesota Revenue	12/3/2018	\$290.86	State WH
009977E	Pera	12/3/2018	\$803.69	Pera
009975E	EFTPS	12/3/2018	\$1,816.94	Fica, Medicare, Fed WH

Paid Chk# 010007	AL NOVAK	12/3/2018	\$541.80	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010008	BARBARA J STARKEY	12/3/2018	\$169.72	Election Judge - Mileage
Paid Chk# 010009	BRENT LAWRENCE	12/3/2018	\$812.88	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010010	CHRIS KOSTIK	12/3/2018	\$488.00	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010011	DEBRA FAIRBANKS	12/3/2018	\$170.35	Election Judge - Mileage
Paid Chk# 010012	DIANE COMER	12/3/2018	\$216.71	Election Judge - Mileage
Paid Chk# 010013	DOMINIQUE SCHILKE HILL	12/3/2018	xxxxx	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010014	JAN PENNEY	12/3/2018	\$164.90	Election Judge - Mileage
Paid Chk# 010015	JOHN SCHULTE	12/3/2018	\$129.50	Election Judge - Mileage
Paid Chk# 010016	KAREN DONOVAN	12/3/2018	xxxxx	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010017	KATHY URSETH	12/3/2018	\$170.36	Election Judge - Mileage
Paid Chk# 010018	LAURA WEBSTER	12/3/2018	\$98.00	Election Judge - Mileage
Paid Chk# 010019	LEROY SCHOMMER	12/3/2018	\$895.79	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010020	LLOYD ERBAUGH	12/3/2018	\$116.91	Election Judge - Mileage
Paid Chk# 010021	MARY HAMRE	12/3/2018	\$145.45	Election Judge - Mileage
Paid Chk# 010022	PARI SCHILZ	12/3/2018	\$258.18	Election Judge - Mileage
Paid Chk# 010023	PAUL HOWE	12/3/2018	\$848.55	Nov 2018 Svc Paid in Dec 2018
Paid Chk# 010024	RICHARD SEGERS	12/3/2018	\$181.93	Election Judge - Mileage
Paid Chk# 010025	ROBIN ARNDT	12/3/2018	\$169.26	Election Judge - Mileage
Paid Chk# 010026	THOMAS COSGROVE	12/3/2018	\$140.71	Election Judge - Mileage
Paid Chk# 010027	BANYON DATA SYSTEMS	12/3/2018	\$795.00	Banyon Fund Accounting Support
Paid Chk# 010028	BRYAN ROCK PRODUCTS INC	12/3/2018	\$645.58	2018 Road Mtc
Paid Chk# 010029	CENTERPOINT ENERGY	12/3/2018	\$71.08	Acct#5179787-6; Town Hall Gas
Paid Chk# 010030	CHORES AND MORE BY HEIDI INC	12/3/2018	\$275.00	Town Hall Full Clean

Paid Chk# 010031	CINTAS	12/3/2018	\$122.52	Town Rug Service
Paid Chk# 010032	COLLINS TREE CARE, INC	12/3/2018	\$300.00	Lower 167th St E remove 2 popl
Paid Chk# 010033	COURI & RUPPE, P.L.L.P.	12/3/2018	\$4,847.50	Territory 5th Addition
Paid Chk# 010034	DALE KUCHINKA	12/3/2018	\$3,256.00	Ditch Mowing 2018-4 Miles at 3
Paid Chk# 010035	DARREN ENRIGHT	12/3/2018	\$900.00	Driveway escrow refund
Paid Chk# 010036	DOMINIQUE SCHILKE HILL	12/3/2018	\$50.00	Cell Phone Reimbursement Nov
Paid Chk# 010037	ECM PUBLISHERS INC	12/3/2018	\$24.54	11/8/18 Board Meeting
Paid Chk# 010038	GALLAGHERS	12/3/2018	\$6,491.50	Plow Roads
Paid Chk# 010039	GOPHER STATE ONE CALL	12/3/2018	\$41.85	Billable tickets
Paid Chk# 010040	HAKANSON ANDERSON ASSOC INC	12/3/2018	\$26,565.35	Engineering Fees
Paid Chk# 010041	INTEGRA TELECOM	12/3/2018	\$658.91	Phone Bill
Paid Chk# 010042	JEREMY R WEDEL IRRV TST	12/3/2018	\$1,284.00	NPDES escrow deck Escrow retur
Paid Chk# 010043	KA WITT CONSTRUCTION	12/3/2018	\$2,300.00	Repaid Automatic Valve and Pipe CSTS
Paid Chk# 010044	KAREN DONOVAN	12/3/2018	\$103.96	Cell Phne & Mileage Reimbursement
Paid Chk# 010045	MATIT	12/3/2018	\$1,082.00	Workers Compensation from 1/1/
Paid Chk# 010046	MIKES SEPTIC SERVICE	12/3/2018	\$300.00	Pumping Septic System
Paid Chk# 010047	MVEC	12/3/2018	\$789.37	Acct#777628301 - Stonebridge E
Paid Chk# 010048	NATURAL SYSTEMS UTILITIES MN	12/3/2018	\$17,764.30	NSU Operator CSTS
Paid Chk# 010049	PAUL HOWE	12/3/2018	\$388.66	Minnesota Township training St Micheals
Paid Chk# 010050	PRIOR LAKE BLACKTOP, INC.	12/3/2018	\$56,029.00	Mill & Patch in Retreat Area
Paid Chk# 010051	RAYMOND EK	12/3/2018	\$2,461.00	Driveway Escrow Refund - 19062
Paid Chk# 010052	RICK STORLIE	12/3/2018	\$2,596.00	Drive Escrow Refund 19155 Marg
Paid Chk# 010053	RITEWAY BUSINESS FORMS	12/3/2018	\$281.81	Check Stock - 10001-11000
Paid Chk# 010054	RONALD HENRICKSON	12/3/2018	\$2,856.00	NPDES Escrow New home 17241 Mu

Paid Chk# 010055	RYAN & ERIN HAWKINS	12/3/2018	\$956.00	Escrow Refund Shed -
Paid Chk# 010056	SARAH LEVOIR	12/3/2018	\$195.00	Consulting
Paid Chk# 010057	SCOTT SOIL & WATER CONSV DIST	12/3/2018	\$1,567.00	Building Permit Inspections fo
Paid Chk# 010058	Void	12/3/2018	\$0.00	damaged check
Paid Chk# 010059	THOMAS BRIANT	12/3/2018	\$2,455.00	Driveway escrow - New Home 769
Paid Chk# 010060	U.S. BANK EQUIPMENT FINANCE	12/3/2018	\$143.25	Acct#1388554; Lease Payment Co
Paid Chk# 010061	XCEL ENERGY	12/3/2018	\$8.71	Acct#51-6509820-6; St. Francis
			\$152,038.92	

**12. Adjourn**

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

Motion to adjourn December 3, 2018 Credit River Township Meeting: Supervisor Lawrence  
 Second: Supervisor Howe  
 Motion Passed: 4-0

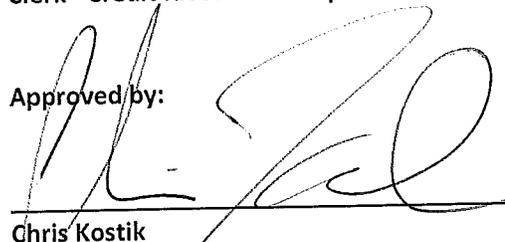
The December 3, 2018 Credit River Township Board Meeting was adjourned at 8:15 pm.

Recorded by:



Karen Donovan  
 Clerk - Credit River Township

Approved by:



Chris Kostik  
 Chairman  
 Credit River Township