

# Credit River Township Board Meeting

Monday, June 4, 2018 6pm

## Minutes-Final

6PM: Chairman Kostik called the June 4, 2018 Board Meeting to Order, Pledge of Allegiance

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

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

### 1. Approve or Amend Agenda

Chairman Kostik requested to move "2018 Improvement Bond" from Treasurer Report to Old Business item as 4.1

Attorney Ruppe requested to add "Resolution to Assume Zoning" under New Business as item 5.8

**Motion to approve the Agenda as Amended: Vice Chairman Novak**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

### 2. Consent Agenda

- 1) Public Hearing Minutes- Wagonwheel, Creekwood and Harvest Hills
- 2) April 2, 2018 Board Meeting
- 3) May 7, 2018 Board Meeting
- 4) 2018 LBAE Meeting Minutes

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

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

### 3. Open Forum

Matt Prettyman, Feldman property Realtor, wondering about status of the zoning 2040 Comp Plan.

Chairman Kostik advised no service plan in the near future for this area and recommended he talk to Cindy Nash, Township Planning Consultant as the 2040 Comp Plan is still in draft form.

### 4. Old Business

- 1) **2018 Improvement Bond**

Nick Anhut, Financial Advisor from Ehlers, Inc., presented a summary of the Bond sale of \$1.405 million for the 2018 Capital Improvement Projects (Creekwood, Harvest Hills and Wagonwheel). Two bids were received, the most competitive bid was at 2.67%, projection was 3%. 2.76% was the second bid. June 27th is the closing date. Credit River has a bond rating at AA+.

**Motion to approve Resolution 2018-13, awarding the sale of general obligation improvement bonds, series 2018a, in the original aggregate principal amount of \$1,335,000; fixing their form and specifications; directing their execution and delivery; and providing for their payment: Supervisor Lawrence**  
**Second: Supervisor Howe**  
**Motion Passed: 5-0**

**2) 210<sup>th</sup> Street, Nevada Avenue and CR 27 Turn Lanes Discussion**

Engineer Nelson referenced document 4.1 in the drop box, which has a Combined Financing Option for the 210<sup>th</sup> St, Nevada Ave and CR 27 Turn Lane estimation of \$1.2 million.

Next step in the process is to prepare feasibility report, which would need to be started soon.

**Motion to change the July 2, 2018 Board Meeting to July 9, 2018 at 6:00 pm: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

No Office Hours will be held on July 3. Clerk Donovan will post on bulletin board.

**5. New Business**

**1) SCALE**

Supervisor Lawrence stated Credit River currently does not contribute to the voluntary contribution to SCALE. Supervisor Lawrence recommended budgeting for 2019 in the amount of \$2,800 (\$.50 per resident).

**2) Tara Farms Development**

Engineer Nelson provided a summary of the Tara Farms Plan Set, document 5.2 in the dropbox. Engineer Nelson reviewed street connections and cul de sacs.

This will be continued on June 18 to allow Cindy Nash time to review Scott County Staff Report.

**3) Territory 5<sup>th</sup> Final Plat Application.**

Engineer Nelson reviewed streets, CSTS and connection with Territory for Territory 5<sup>th</sup> Addition.

Developer's Agreement is needed, Attorney Ruppe is in the process of drafting Developer's Agreement.

**Motion to support any extension of deadline: Supervisor Schommer**

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

**Motion to approve the Final Plat for Territory 5<sup>th</sup> Addition, approval contingent on engineer review, planner comments and attorney review of the Developer's**

**Agreement: Supervisor Howe**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

**4) SCWMA Partnership Agreement**

Supervisor Lawrence recommends joining the Scott County Weed Management Association (SCWMA) to allow for the possibility of grants. Attorney Ruppe will review the memorandum.

**Motion to approve the SCWMA agreement contingent on Attorney Ruppe's review:**

**Supervisor Lawrence**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

**5) Action Overhead Garage Door CUP Transfer**

Mark Paul, DEMCOM, purchased Action Overhead Garage Door from the Lair Family. Mr. Paul stated that the business will remain and may see possible growth in the next few years. There is a need to transfer the current Conditional Use Permit (CUP). Attorney Ruppe confirmed that the CUP transfers with the land.

**Motion for a recommendation to transfer the CUP to DEMCOM. Supervisor Schommer**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

Clerk Donovan will contact Scott County.

**6) Pearson IUP**

Chairman Kostik discussed Prior Lake Aggregate leased land for mining south side of CR44. Prior Lake Aggregate is asking for IUP to be modified to allow for this. Currently there is a JPA with Savage.

Township Planner, Cindy Nash has reviewed and provided comments and recommended approval.

**Motion to approve the recommendation of the modification of Pearson Interim Use Permit (IUP) and will submit Cindy Nash Comments to the City of Savage: Supervisor Howe**  
**Second: Supervisor Schommer**  
**Motion Passed: 5-0**

Supervisor Lawrence will communicate to Savage.

**7) Stonebridge Violation**

A Violation notice was received stating the Denitrification facility being built in Stonebridge is in violation. Facility is not running. MPCA received plans prior to building but did not approve.

**Motion to authorize Shane Symmank to contact MPCA: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

Supervisor Lawrence will discuss with Shane Symmank.

**8) Resolution to Assume Zoning**

Scott County requested a resolution stating Credit River Township's intent to assume Zoning Responsibilities.

**Motion to approve Resolution 2018-14 declaring intent to assume land use/zoning code/land subdivision responsibilities within the jurisdictional boundaries of Credit River Township and requesting Scott County submit the Scott County 2040 Comprehensive Plan and amend Scott County Land Use Ordinance No.3 and Scott County Land Subdivision Ordinance No. 7 accordingly: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

**6. Road Report**

**1) Stonebridge Mailbox**

Stonebridge HOA sent an invoice for plow damage for four mailboxes. Supervisor Schommer mentioned it was \$50 replacement. No reimbursement is the township policy.

**Motion to approve a payment of \$50/mailbox, total \$200 paid to the Stonebridge HOA. A letter/communication will be sent explaining the township policy: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0.**

**2) Gravel Roads**

Dust Coating and Grading was done.

- Quote received from Mark's Bobcat Quote for Scottview drain tile and drainage in between the yards for \$11,905.

**Motion to accept the Mark's Bobcat Quote for \$11,905 for the Scottview drain tile and drainage: Supervisor Howe**  
**Second: Supervisor Lawrence**  
**Motion Passed: 5-0**

## 7. Engineer's Report

### 1) Seal Coat Quotes

Engineer Nelson received two quotes for Seal Coating. Recommends accepting Pearson Bros, Inc. quote at \$50,520.

**Motion to accept the Pearson Bros quote of \$50,520.00 for Seal Coating: Supervisor Schommer**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

### 2) Annual SWPPP Public Input for MS4

**Chairman Kostik Opened the Annual 2018 SWPPP for Public input for the MS4.**  
**No residents in attendance for comment.**  
**Open period was closed by Chairman Kostik**

## 8. Treasurer Report

### 1) Funds Transfer

Treasurer Hill requested a transfer of \$85,000 for the payment of claims from Savings to checking

**Motion to approve the transfer of \$85,000 from Savings to Checking for the payment of claims: Supervisor Lawrence**  
**Second: Supervisor Howe**  
**Motion Passed: 5-0**

### 2) Developer's Escrow

### 3) Budget 2019 Prelim Discussion & Sign up Schedule

Treasurer Hill advised the board that a proposed schedule to meet to discuss the 2019 Budget and procedures are in the budget folder in the dropbox.

### 4) Bank Transition Update

Treasurer Hill updated the board on the bank transition to Old Republic Bank. The interest rates were corrected and ACH worked for Utility Billing.

**9. Clerk's Report**

**1) Election Update**

Clerk Donovan advised Scott County had training for the new ePoll iPads which will be used for the roster and registration during the 2018 Primary and General Election.

**10. Town Hall**

**11. Review and Pay Bills (Combined listinf from 6/7/2018 & 6/18/2018)**

Paid Chk# 000503E	EFTPS	6/3/2018	\$2,120.24	FICA 6.2 - Employee Amt
Paid Chk# 000504E	PERA	6/3/2018	\$767.16	PERA - Employee Amt
Paid Chk# 000505E	MINNESOTA REVENUE MW5	6/3/2018	\$296.30	State WH
Paid Chk# 000507E	PERA	6/16/2018	\$195.26	PERA - Employee Amt
Paid Chk# 000508E	MINNESOTA REVENUE MW5	6/16/2018	\$472.53	iContact Monthly Service Fee -
Paid Chk# 000509E	EFTPS	6/16/2018	\$316.36	FICA 6.2 - Employee Amt
Paid Chk# 009773	AL NOVAK	6/4/2018	\$844.02	Fed WH
Paid Chk# 009774	BRENT LAWRENCE	6/4/2018	\$1,421.60	Territory 5th addition
Paid Chk# 009775	CHRIS KOSTIK	6/4/2018	\$746.63	Harvest Hills - 2018 Road Proj
Paid Chk# 009776	DOMINIQUE SCHILKE HILL	6/4/2018	\$1,835.61	April 2018 Svc Paid in May 201
Paid Chk# 009777	KAREN DONOVAN	6/4/2018	\$1,831.81	Medicare
Paid Chk# 009778	LEROY SCHOMMER	6/4/2018	\$918.88	May 2018 Srv Paid in June 2018
Paid Chk# 009779	PAUL HOWE	6/4/2018	\$1,005.80	May 2018 Svc Paid in June 2018
Paid Chk# 009780	BANYON DATA SYSTEMS	6/4/2018	\$795.00	Stonebridge Banyon Utility Bil
Paid Chk# 009781	BOHNSACK EXCAVATING INC.	6/4/2018	\$9,950.00	Excavator rental - Beaver Dam
Paid Chk# 009782	BRENT LAWRENCE	6/4/2018	\$40.33	May Mileage Reimbursement
Paid Chk# 009783	CENTERPOINT ENERGY	6/4/2018	\$55.28	Acct#5179787-6; Town Hall Gas
Paid Chk# 009784	CERTIFIED RECYCLING	6/4/2018	\$30.00	Trampoline - Car tires recycle
Paid Chk# 009785	CHRIS KOSTIK	6/4/2018	\$66.60	Met Council Meeting
Paid Chk# 009786	CINTAS	6/4/2018	\$36.39	Town Rug Service
Paid Chk# 009787	CITY OF LAKEVILLE	6/4/2018	\$849.54	Plowing & De-icing Judicial
Paid Chk# 009788	COLLABORATIVE PLANNING LLC	6/4/2018	\$75.75	Territory 5th
Paid Chk# 009789	COLLINS TREE CARE, INC	6/4/2018	\$6,800.00	Lucerne Trail tree removal for
Paid Chk# 009790	COURI & RUPPE, P.L.L.P.	6/4/2018	\$4,655.00	IP 2018 - Wagon Wheel
Paid Chk# 009791	DOMINIQUE SCHILKE HILL	6/4/2018	\$90.38	Bond Rating Conference - mile
Paid Chk# 009792	ECM PUBLISHERS INC	6/4/2018	\$24.54	Agenda - 05/07/2018 Board Meet
Paid Chk# 009793	ENVIROTECH SERVICES INC	6/4/2018	\$18,457.00	2018 May - Gravel Road Mtc
Paid Chk# 009794	FINANCE & COMMERCE, INC.	6/4/2018	\$156.58	2018 Maintenance projects
Paid Chk# 009795	GALLAGHERS	6/4/2018	\$5,553.00	Truck - Haul Rock
Paid Chk# 009796	GOLIATH HYDRO-VAC INC	6/4/2018	\$4,046.25	2018 Culvert Mtc -

Paid Chk# 009797	HAKANSON ANDERSON ASSOC INC	6/4/2018	\$24,984.70	Territory Locates
Paid Chk# 009798	INTEGRA TELECOM	6/4/2018	\$659.36	Acct#168689 - Territory Phone
Paid Chk# 009799	KAREN DONOVAN	6/4/2018	\$73.44	Cell Phone Reimbursement xxx
Paid Chk# 009800	KLINGBERG TRUCKING, INC.	6/4/2018	\$5,067.97	May 2018 Gravel Road Mtc
Paid Chk# 009801	KRAEMER MINING& MATERIALS INC	6/4/2018	\$9,239.09	Purchase Rock
Paid Chk# 009802	LEROY SCHOMMER	6/4/2018	\$14.30	Office Supplies
Paid Chk# 009803	MARKS BOBCAT SERVICE, INC.	6/4/2018	\$4,015.00	Snow Plowing
Paid Chk# 009804	MATIT	6/4/2018	\$3,703.00	General township Insurance - 7
Paid Chk# 009805	METRO SALES , INC.	6/4/2018	\$139.00	Leased Copier Bi-Annual Mtc Co
Paid Chk# 009806	MVEC	6/4/2018	\$827.31	Acct#777628301 - MHSP Electric
Paid Chk# 009807	NATURAL SYSTEMS UTILITIES MN	6/4/2018	\$8,307.63	Territory Mar 2018 O&M
Paid Chk# 009808	PAUL HOWE	6/4/2018	\$4.36	May mileage reimbursement
Paid Chk# 009809	SCOTT COUNTY TREASURER	6/4/2018	\$46,700.00	2018 Scott County JPA for Town
Paid Chk# 009810	SW NEWSMEDIA	6/4/2018	\$621.22	Wagon Wheel
Paid Chk# 009811	U.S. BANK EQUIPMENT FINANCE	6/4/2018	\$143.25	Acct#1388554; Lease Payment Co
Paid Chk# 009812	XCEL ENERGY	6/4/2018	\$8.13	Acct#51-6509820-6; St. Francis
Paid Chk# 009813	DOMINIQUE SCHILKE HILL	6/18/2018	xxxx	Retro Paid in June 2018
Paid Chk# 009814	KAREN DONOVAN	6/18/2018	xxxx	Retro Paid in June 2018
Paid Chk# 009815	BOND TRUST SERVICES	6/18/2018	\$11,947.50	Ref; 327973-Credit River Town
Paid Chk# 009816	BOND TRUST SERVICES CORP	6/18/2018	\$4,842.50	Ref: 38590 General Obligation
Paid Chk# 009817	BOND TRUST SRVS CORPORATION	6/18/2018	\$475.00	Comments Ref:38590-PA; Credit
Paid Chk# 009818	CINTAS	6/18/2018	\$36.39	Town Rug Service
Paid Chk# 009819	COLLABORATIVE PLANNING LLC	6/18/2018	\$5,883.25	Territory 5th
Paid Chk# 009820	COLLINS TREE CARE, INC	6/18/2018	\$5,900.00	Creekwood Project
Paid Chk# 009821	DOMINIQUE SCHILKE HILL	6/18/2018	\$64.28	Misc Supplies
Paid Chk# 009822	MARKS BOBCAT SERVICE, INC.	6/18/2018	\$4,510.00	Creekwood Project Ditch work
Paid Chk# 009823	SCOTT COUNTY TREASURER	6/18/2018	\$22,022.00	2018 Scott County JPA for Town
			\$225,685.45	

Motion to continue June 4, 2018 Board Meeting on June 18, 2018 at 5:00 pm: Supervisor Schommer  
Second: Vice Chairman Novak  
Motion Passed: 5-0

**Motion to reconvene the June 4, 2018 Board Meeting on June 18, 2018 at 5:00 pm: Chairman Kostik  
Second: Supervisor Howe  
Passed: 5-0**

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

**Members Absent:**

**Others Present: Engineer Nelson, Attorney Ruppe, Treasurer Hill, Township Planner-Cindy Nash**

**Continued from Engineer's Report**

**3) 210<sup>th</sup> and Nevada (6-18-2018)**

Discussion to have 210<sup>th</sup> and Nevada considered one road project, with the assessment to be the same. On-site Marketing would cover getting the roads ready for paving (dirt work costs) and the residents would be assessed the costs of the paving. Assessments would be \$9,500 for direct access and indirect access assessment would be \$2,375. The Township contribution would be no more than 20%.

**Continued from New Business**

**10) Clerk and Treasurer Reviews (6-18-2018)**

The board reviewed the performances of both Treasurer Hill and Clerk Donovan for the prior year and is recommending an increase to their salary to the following

Clerk Donovan: 5% increase to \$28,875

Treasurer Hill: 11% increase to \$26,000

Currently reviews are done to coincide with hire dates. Chairman Kostik is recommending annual reviews in January to allow for budgeting.

**Motion to approve the salary increase for Clerk Donovan to \$28,875 and Treasurer Hill to \$26,000 and annual reviews to occur in January: Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**Continued from Treasurers Report**

**5) Funds Transfer (6/18/2018)**

Treasurer Hill requested a transfer of \$55,000 for the payment of claims from Savings to checking

**Motion to approve the transfer of \$55,000 from Savings to Checking for the payment of claims: Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**12. Adjourn**

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

**Motion to adjourn the June 4, 2018 Credit River Township Meeting: Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**The June 4, 2018 Credit River Township Board Meeting was adjourned on June 18, 2018 at 5:55 pm.**

**Recorded by:**

**Approved by:**

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**Karen Donovan  
Clerk - Credit River Township**

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**Chris Kostik  
Chairman  
Credit River Township**