

# Credit River Township Board Meeting

Wednesday, September 5, 2018 6pm

## Meeting Minutes

Chairman Kostik called the September 5, 2018 Board Meeting to Order at 6:00 pm, Pledge of Allegiance

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

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

### 1. Approve or Amend Agenda

Supervisor Lawrence requests to add Scottview Park as Item 1 under New Business. Supervisor Howe requests to add Road Grading as Item 1 under Road Report. Move Developer's Report from Consent Agenda to Treasurer's Report as 8.4.

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

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

### 2. Consent Agenda

#### 1) June & July Treasurer Report

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

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

### 3. Open Forum

- Deputy Luecke attended meeting and stated Credit River has been quiet. Question was asked about mail thefts in Scottview Estates. Only one person reported a theft. Deputy Luecke advised any mail thefts should be reported.
- Ron Sackett, resident of Scottview Estates, commented on the nice work completed on the drainage tiles thru the yards in Scottview.
- Tom Wolf, Commissioner Scott County
  - Approved Tara Farms Development
  - County Building design still in process, working on acquiring additional parking area
  - 27/44 on target for 2021 - open house will be October 4 from 5-7 at Cleary Lake Visitor Center
- Chris Novak, 17680 Princeton Ln: Scott County advised Mr. Novak to talk to Credit River as the township will be taking over Planning and Zoning. Mr. Novak would like to split acreage of parent's property to build a home. Board recommends to talk to Engineer Nelson.

Attorney Ruppe recommended Mr. Novak look into an Administrative lot split with the county if allowed. Attorney Ruppe will have Mr. Novak contact Cindy Nash, Township Planner, regarding the rezoning of property as current zoning will not allow an Administrative Lot Split according to the county.

**4. Old Business**

**1) Clemwood-Temporary Cul de Sac**

Supervisor Lawrence reviewed that at the August board meeting there was a discussion on the process to petition vacating the easement at the end of Clemwood, which is a temporary Cul de Sac. The residents are asking for the board's position on vacating the easement prior to going through the process and expense.

Chairman Kostik discussed with Engineer Nelson the possibility that Clemwood would be extended into Territory. Clemwood would be a long Cul de Sac, which is not part of the Scott County Cul de Sac Ordinance, with eight properties on Clemwood.

Derek Hiemstra, homeowner on Clemwood, asking if a variance might be possible to build a shed for example. Attorney Ruppe recommended to discuss with Engineer Nelson and the county, Credit River is a recommending board. Mr. Hiemstra asked if the Cul de Sac can remain if the Territory doesn't require it as a thru street. Board recommends addressing this when Territory is developing this area.

**5. New Business**

**1) Scottview Park**

Supervisor Lawrence advised that Ron Sackett, Scottview HOA President, recently volunteered his time to apply weed killer on the baseball field located in Scottview Estates. Mr. Sackett would, however, like to be reimbursed for the \$42.73, for the chemicals he purchased.

**Motion to reimburse Ron Sackett, \$42.73, for weed killing chemicals used on the Scottview Baseball field: Supervisor Lawrence**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**6. Road Report**

**1) Road Grading**

Supervisor Howe has received calls on the pot holes on the gravel roads. Supervisor Howe will call Gallagher's to regrade.

**7. Engineer's Report**

**1) Creekwood Pay Estimate #1**

Engineer Andrew Vistad updated the board on the status of the Creekwood Improvement project with the pouring of concrete for driveways.

Invoice received for \$326,224.86 for work completed by Northwest Asphalt Pay Estimate #1. Engineer Nelson has reviewed the invoice and recommends payment.

**Motion to approve the payment of \$326,224.86 to Northwest Asphalt for work completed on the Creekwood Improvement Project- Pay Estimate #1: Supervisor Lawrence**

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

**2) Wagonwheel Pay Estimate #1**

**Wagonwheel project has moved quickly.**

Invoice received for \$393,144.85 Pay Estimate #1 from McNamara Contracting for work done on the Wagonwheel Improvement Project. Engineer Nelson has reviewed the invoice and recommends payment.

**Motion to approve the payment of \$393,144.85 to McNamara Contracting for work completed on the Wagonwheel Improvement Project- Pay Estimate #1: Supervisor Howe**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

**3) 2018 Seal Coat Payment**

Engineer Vistad advised the invoice from Pearson Bros, Inc., for sealing coating received for \$ 50,570 and recommends payment.

**Motion to approve payment of \$50, 570 to Pearson Bros, Inc., for seal coating:**

**Supervisor Schommer**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**4) 210<sup>th</sup> and Nevada**

Engineer Vistad reviewed the Feasibility Report for 210<sup>th</sup> St E and Nevada Ave.

Estimated cost of the project is \$900, 000. The developers have agreed to contribution amounts of \$295,000 for Tara Farms and \$125,000 for Territory. Township will also contribute funds for the turn lanes.

Dave Coleman, Nevada Ave resident, asked if the assessment estimates changed from the neighborhood meeting. Chairman Kostik advised that the estimates remain the same at \$9,500 for direct access and \$2,375 for indirect access (Clemwood).

**Motion to approve Resolution 2018-15 to accept the Feasibility Report for 210<sup>th</sup> St. E and Nevada Ave. and set a public improvement hearing date on Monday, October 15, 2018 at 7:00 pm: Supervisor Schommer**

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

**5) 5 Year CIP**

Engineer Vistad reviewed the changes made to the 5 Year CIP and Road Maintenance Plan.

Casey Addition not reflected in the 5 year CIP and Road Maintenance Plan.

**Motion to Approve the 5 Year CIP and Road Maintenance Plan: Vice Chairman Novak  
Second: Supervisor Howe  
Motion Passed: 5-0**

**6) Lucerne Trail Quotes**

Engineer Vistad advised quotes received from McNamara Contracting and Valley Blacktop for curb and gutter and patching on Lucerne Tr.

Darren Enright, resident on Lucerne Tr., was originally planning to contribute funds for a portion of Lucerne Tr. curbing in 2016. Mr. Enright will contribute \$5,800. A resolution will be presented at the October board meeting accepting the donation when Mr. Enright makes the contribution to the township.

**Motion to accept the lowest bid of \$55,987 from Valley Blacktop for the work to be completed on Lucerne Tr.: Vice Chairman Novak  
Second: Supervisor Lawrence  
Motion Passed: 5-0**

Chard quote was previously approved in 2016 but the project could not be completed that year and company has since been bought out.

**7) Century Lane Seeding Quote**

Quote of \$4,000 received from Pautz Construction for mowing, removing cattails, weeds and hydro seeding on Century Lane.

**Motion to approve the \$4,000 quote from Pautz Construction removing cattails and weeds, mowing and Hydro seeding: Supervisor Lawrence  
Second: Supervisor Schommer  
Motion Passed: 5-0**

**8. Treasurer Report**

**1) Budget**

Treasurer Hill reviewed the 2019 Budget and discussed the 2019 Levy.

A proposed Levy of \$1,522,000 will be presented at the Continuation of the Annual Meeting September 10, 2018, which is a \$62,000 (4%) increase from 2018.

**2) CSTS Delinquent Payments**

Treasurer Hill advised letters will be sent out for delinquent CSTS payments.

**3) Special Meeting**

**4) Developers Report**

Territory/OP3 Escrow Balance at \$ -2,188.50. Treasurer Hill will send an invoice to the Territory Developer's for an additional \$10,000.

Tara Farms: OnSite Marketing Escrow Balance at \$2,999.50. Treasurer Hill will check with Attorney Ruppe for charges pending for work done on the Developers Agreement and will send on invoice to OnSite Marketing.

**5) Transfer**

Treasurer Hill requested a transfer of \$850,000 from Savings to checking for the payment of claims.

**Motion to approve the transfer of \$850,000 from Savings to Checking: Supervisor Lawrence  
Second: Supervisor Howe  
Motion Passed: 5-0**

**9. Clerk's Report**

**10. Town Hall**

**11. Review and Pay Bills**

Check Number	Vendor	Date	Amount	Comments
520E	EFTPS	9/5/2018	\$2,146.85	Fica, Medicare, Fed Wholding
519E	PERA	9/5/2018	\$900.85	Pera
521E	Minnesota Revenue	9/5/2018	\$337.21	State Wholding
522E	Visa Comm Card	9/5/2018	\$357.29	Postage, iContact, Election Supples
9814E	Anchor bank	4/5/2018	\$40.00	Bank Fee
Paid Chk# 009891	AL NOVAK	9/5/2018	\$603.40	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009892	BRENT LAWRENCE	9/5/2018	\$1,444.32	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009893	CHRIS KOSTIK	9/5/2018	\$742.49	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009894	DOMINIQUE SCHILKE HILL	9/5/2018	xxxxx	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009895	KAREN DONOVAN	9/5/2018	xxxxx	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009896	LEROY SCHOMMER	9/5/2018	\$877.32	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009897	PAUL HOWE	9/5/2018	\$778.95	Aug 2018 Svc Paid in Sept 2018
Paid Chk# 009898	BARBARA J STARKEY	9/5/2018	\$181.88	Election Judge - Wages
Paid Chk# 009899	JOHN SCHULTE	9/5/2018	\$159.62	Election Judge - Wages
Paid Chk# 009900	KATHY URSETH	9/5/2018	\$165.07	Election Judge - Wages
Paid Chk# 009901	LLOYD ERBAUGH	9/5/2018	\$170.90	Election Judge - Wages
Paid Chk# 009902	MARY HAMRE	9/5/2018	\$162.89	Election Judge - Wages
Paid Chk# 009903	PARI SCHILZ	9/5/2018	\$388.90	Election Judge - Wages
Paid Chk# 009904	RICHARD SEGERS	9/5/2018	\$189.80	Election Judge - Wages
Paid Chk# 009905	ROBIN ARNDT	9/5/2018	\$148.87	Election Judge - Wages
Paid Chk# 009906	THOMAS COSGROVE	9/5/2018	\$177.06	Election Judge - Wages
Paid Chk# 009907	BRENT LAWRENCE	9/5/2018	\$57.23	July Mileage Reimbursement
Paid Chk# 009908	CENTERPOINT ENERGY	9/5/2018	\$16.98	Acct#5179787-6; Town Hall Gas

Paid Chk# 009909	CHORES AND MORE BY HEIDI INC	9/5/2018	\$75.00	Town Hall Full Cleans8.28
Paid Chk# 009910	CHRIS KOSTIK	9/5/2018	\$19.62	Aug Mileage Reimbursement
Paid Chk# 009911	CINTAS	9/5/2018	\$122.52	Town Rug Service
Paid Chk# 009912	COLLABORATIVE PLANNING LLC	9/5/2018	\$4,267.25	Territory 5th Addition
Paid Chk# 009913	COURI & RUPPE, P.L.L.P.	9/5/2018	\$3,700.00	Legal Expenses
Paid Chk# 009914	DOMINIQUE SCHILKE HILL	9/5/2018	\$50.00	Cell Phone Reimbursement Aug
Paid Chk# 009915	ECM PUBLISHERS INC	9/5/2018	\$53.17	Agenda - 08/06/2018 Board Meet
Paid Chk# 009916	GALLAGHERS	9/5/2018	\$2,247.00	Blade Roads - Sunset Lake Blvd
Paid Chk# 009917	HAKANSON ANDERSON ASSOC INC	9/5/2018	\$42,600.74	June and July Engineering
Paid Chk# 009918	INTEGRA TELECOM	9/5/2018	\$657.39	Telephone
Paid Chk# 009919	KAREN DONOVAN	9/5/2018	\$114.86	Mileage Reimbursement
Paid Chk# 009920	MARKS BOBCAT SERVICE, INC.	9/5/2018	\$26,015.82	Ditch Clean up Cressview
Paid Chk# 009921	MCNAMARA CONTRACTING INC	9/5/2018	\$393,145.85	Pay App 1 - Wagonwheel improve
Paid Chk# 009922	MIKES SEPTIC SERVICE	9/5/2018	\$1,150.00	Pumping Septic - 3 tanks emerg
Paid Chk# 009923	MVEC	9/5/2018	\$821.20	Acct#777628301 - Town Hall Ele
Paid Chk# 009924	NATURAL SYSTEMS UTILITIES MN	9/5/2018	\$11,352.40	Stonebridge July 2018 O&M
Paid Chk# 009925	NORTHWEST ASPHALT, INC	9/5/2018	\$326,224.86	Pay App 1 Creekwood Improvemen
Paid Chk# 009926	PAUL HOWE	9/5/2018	\$8.18	Aug Mileage Reimbursement
Paid Chk# 009927	PEARSON BROS INC	9/5/2018	\$50,570.00	2018 Seal Coat Project
Paid Chk# 009928	ROVE PEST CONTROL	9/5/2018	\$75.00	Quarterly Pest Control
Paid Chk# 009929	SW NEWSMEDIA	9/5/2018	\$38.91	Board Meeting July 9, 2018
Paid Chk# 009930	U.S. BANK EQUIPMENT FINANCE	9/5/2018	\$143.25	Acct#1388554; Lease Payment Co
Paid Chk# 009931	XCEL ENERGY	9/5/2018	\$8.06	Acct#51-6509820-6; St. Francis
			\$877,995.81	

## 12. Adjourn

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

**Motion to adjourn the September 5, 2018 Credit River Township Meeting: Vice Chairman Novak**

**Second: Supervisor Howe**

**Motion Passed: 5-0**

**The September 5, 2018 Credit River Township Board Meeting was adjourned on September 5, 2018 at 8:15 pm.**

**Recorded by:**

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**Karen Donovan**  
Clerk - Credit River Township

**Approved by:**

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**Chris Kostik**  
Chairman - Credit River Township