

# Credit River Township Board Meeting

Monday, April 8, 2019 6pm

## Meeting Minutes

Chairman Kostik called the April 8, 2019 Board Meeting to Order at 6:00pm, Pledge of Allegiance

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

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

### 1. Approve or Amend Agenda

- Engineer Nelson requested the addition of "Johanna Dr. Concept Plan" under Engineer Report as item 8.4.
- Supervisor Schommer requested the addition of "Lighting" under Town Hall as Item 11.1 and "Franciscan Retreat" under Road Report as Item 7.3.
- Attorney Ruppe requested to move Item 6.5 "Incorporation" from New Business towards the end of the meeting as this will be under closed session.

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

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

### 2. Consent Agenda

- 1) March 4, 2019 Board Meeting Minutes

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

**Second: Supervisor Howe**

**Motion passed: 5-0**

### 3. Audit Report

Brad Falteysek from Abdo Eick and Meyers, LLP presented the board with the audit findings from the 2018 Credit River Township 2018 Audit Report. Material Audit Adjustment from 2017, which was required to report in 2017 was cleared and was noted as a timing issue. No significant findings were noted for 2018.

The 2018 Credit River Township Audit report will be available for public review at the town hall upon request.

The Board thanked Treasurer Hill for her time and effort.

### 4. Open Forum

**Duane Shambour**, 6331 Sue Ann Lane: Neighborhood issues with animals, trash, junk cars. Board recommended that Mr. Shambour contact Scott County Code Compliance officer, Dan Ekholm to resolve.

**Tim Conroy**, 17215 Johanna Dr.: Ordinance regarding junk cars, etc. is vague, how can the ordinance be amended? Attorney Ruppe recommended to talk to Dan Ekholm regarding code compliance and nuisance ordinance.

**5. Old Business**

**1) 16170 St Francis Ln/6331 Sue Ann Lane**

Resident Duane Shambour addressed the board regarding the placement of his mailbox for 6331 Sue Ann Lane on the property of 16170 St. Francis Ln, which was addressed at the March 4, 2019 Board Meeting.

Attorney Ruppe stated this is a civil matter and should be handled between the neighbors.

**2) 2040 Comprehensive Plan**

Planner Cindy Nash and Engineer Nelson recommended the board authorize the distribution of Credit River Township 2040 Comprehensive Plan draft and Local Storm Water Management Plan for review.

**Motion to approve Resolution 2019-04 authorizing the distribution of the 2040 Comprehensive Plan draft for jurisdictional review and public comment: Supervisor Lawrence**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

**Motion to approve Resolution 2019-05 authorizing the distribution of the Local Storm Water Management plan for jurisdictional review and comment: Supervisor Schommer**

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

The review period is six months. Information will be available on the website and open to public opinion. Met Council will need to review and approve the plan after the review period and comments have been received.

Goal is for review to be completed in 2019

No date for Public Hearing was set.

**6. New Business**

**1) Crescent Curve Concept Plan**

Engineer Nelson and Planner Nash have reviewed the Crescent Curve preliminary concept plan and high level comments were given for the developer to consider.

Engineer Nelson advised this is the second concept plan review. The first included CSTS and smaller lots. The second concept plan now has fewer lots and individual septic plans. He noted trails are not owned by the township and recommend HOA ownership. Issue with existing driveway. Temporary easement access may be requested for construction entrance.

Engineer Nelson stated this is only informational, no action requested at this time.

Jason McCarty, Vice President, Westwood Professional Services and Adnod Oliad, President, Crescent Curve, LLC. attended meeting.

Jason McCarty commented on the following:

- Outlot A will not be a buildable lot.
- Trail within Crescent Curve is planned to connect to county trail. Staff had recommended the maintenance/ownership by the HOA, however, Jason McCarty stated Crescent Curve intention is to not have a HOA.
- Questioned design speed for neighborhood road at 35 MPH developer asked to look at this speed to lower speed to 30 MPH. Engineer Nelson requested a sketch of the new radius for the streets.

## **2) 170<sup>th</sup> Street**

Supervisor Lawrence stated two parcels annexed on 170<sup>th</sup> St. by Prior Lake and questions who owns the road for maintenance. Attorney Ruppe recommended a JPA with Prior Lake to maintain the roads. Chairman Kostik will reach out to Prior Lake Mayor Briggs.

## **3) Flooding**

Scott County had declared a flood emergency. Chairman Kostik reviewed flooding damages in the township. Costs are approximately \$27,000, however, there are pending invoices.

## **4) IT Report**

Supervisor Howe and Supervisor Lawrence met with the City of Savage IT Department to discuss future IT needs including the possibility of collaborating with the City of Savage for IT services. Supervisor Howe provided a summary of the meeting notes in the drobox for the boards review.

## **5) Incorporation Moved to a closed session**

## **6) Tara Farm Developer's Agreement and Grading Permit Agreement**

Attorney Ruppe advised a draft copy of the Developer's Agreement for Tara Farms is in the drobox. The Tara Farm Developer Agreement is consistent with prior township developer agreements except for the flexibility of the phases.

Attorney Ruppe advised a grading permit was not issued and confirmed was not needed.

Engineer Nelson commented the execution of the Tara Farm Developer's Agreement needs to be done prior to the awarding of bids for the Nevada Ave and 210<sup>th</sup> St E. capital improvement project.

**7) Sewer/Water Agreement with Savage**

Attorney Ruppe advised the draft of Proposed Sewer and Water Agreement is in the drop box. The proposed Sewer/Water agreement has been reviewed by Engineer Nelson and Planner Nash. Attorney Ruppe requested a motion authorizing the distribution of the agreement to the City of Savage for their review.

**Motion authorizing Attorney Ruppe to submit the draft of the Sewer/Water Agreement to City of Savage for review: Supervisor Schommer  
Second: Supervisor Howe  
Motion Passed: 5-0**

**7. Road Report**

**1) Dustcoating – Grading**

Supervisor Lawrence will be contacting Environtech for a dustcoating quote and to get on the schedule.

Supervisor Schommer and Supervisor Lawrence will review quote and approve with review of Budget with Treasurer Hill.

**2) Gravel road – local traffic only**

Supervisor Howe advised resident requested "Local Traffic Only" signs on Murphy Lake Blvd. during spring prior to grading.

**Motion to authorize Supervisor Schommer the authority to post a "Local Traffic Only/Closed" sign on Murphy Lake Blvd when necessary: Supervisor Howe  
Second: Supervisor Lawrence  
Motion Passed: 5-0**

**3) Franciscan Retreat**

Supervisor Schommer and Supervisor Lawrence received calls and emails regarding the condition of roads in the Franciscan Retreat area. Engineer Nelson will review for patching or possible overlay in areas.

**8. Engineer's Report**

**1) Crack Filling Quotes**

Engineer Nelson reviewed the three quotes received for the 2019 Crack Filling. SealTech was the lowest at \$21,500 and Engineer Nelson recommended accepting the quote.

**Motion to accept the quote of \$21,500 from SealTech for the 2019 Crack filling:**  
**Supervisor Lawrence**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

**2) Hampshire Avenue Concept Plan**

Engineer Nelson reviewed the three concept plans of the possible Hampshire Ave road alignment to connect to 165th. Landowner support would be needed and discussion with City of Savage. Supervisor Lawrence will send an email to the Gonyea land owners.

**3) 210<sup>th</sup> and Nevada Assessment Hearing (Bids Opened April 23<sup>rd</sup> )**

Engineer Nelson discussed the 210<sup>th</sup> and Nevada improvement project is out to bid and recommended to set the assessment hearing date.

**Motion to approve Resolution 2019-06 declaring costs to be assessed and ordering the preparation of proposed assessment and notice of assessment hearing on May 20<sup>th</sup>, 2019 at 7:30 pm for the Nevada Ave and 210<sup>th</sup> Street East road improvement project:**  
**Supervisor Lawrence**  
**Second: Supervisor Schommer**  
**Motion Passed: 5-0**

**4) Johanna Dr. Concept Plan**

Chairman Kostik recommended with the CSH 27 construction and closure of three neighborhood access points the board consider an informational open house to be held in the summer to show the neighborhood concept plans for the proposed extension of Johanna Dr.

The board will hold a Neighborhood Meeting on May 20<sup>th</sup> at 6:00 pm. Clerk Donovan will send a letter to residents.

**9. Treasurer Report**

**1) Transfer of Funds**

Treasurer Hill requested the transfer of \$80,000 from savings to checking for the payment of claims.

**Motion to approve the transfer of \$80,000 from savings to checking: Supervisor Lawrence**  
**Second: Vice Chairman Novak**  
**Motion Passed: 5-0**

**10. Clerk's Report**

## 11. Town Hall

### 1. Lighting

Supervisor Schommer reviewed the quote of \$7,095 received from Helm Electric to retrofit the Town Hall lights with LED Lighting.

**Motion to accept the quote of \$7,095 from Helm Electric for LED Lighting at the town hall: Vice Chairman Novak**

**Second: Supervisor Schommer**

**Motion Passed: 5-0**

## 12. Reorganization

The board reviewed the responsibilities assigned to each board member.

**Motion to continue the assigned responsibilities to carry over for 2019-2020: Supervisor Lawrence**

**Second: Vice Chairman Novak**

**Motion Passed: 5-0**

## 13. Review and Pay Bills

Check #	Vendor	Date	Amount	Comments
Paid Chk# 010209	Schommer, Leroy	4/29/2019	\$100.00	Reimbursement
Paid Chk# 010157E	Visa	5/6/2019	\$416.20	iContact, stamps, i.gov renewal
Paid Chk# 010154E	EFTPS	5/6/2019	\$2,292.09	Fica, Medicare
Paid Chk# 010155E	Minn Revenue	5/6/2019	\$370.95	WH Minnesota
Paid Chk# 010156E	Pera	5/6/2019	\$874.15	Retirement
Paid Chk# 010210	Novak, Alan J	5/6/2019	\$635.26	April Service paid in May
Paid Chk# 010211	A MAAS CONSTRUCTION	5/6/2019	\$2,621.00	Escrow refund - Driveway - 192
Paid Chk# 010212	BILL GELOW	5/6/2019	\$956.00	Escrow refund - Shed - 9811 Lo
Paid Chk# 010213	BOHNSACK EXCAVATING INC.	5/6/2019	\$250.00	Mini excavator to clean up Bea
Paid Chk# 010214	CENTERPOINT ENERGY	5/6/2019	\$79.51	Acct#5179787-6; Town Hall Gas
Paid Chk# 010215	CHORES AND MORE BY HEIDI INC	5/6/2019	\$110.00	Town Hall Cleaning
Paid Chk# 010216	CINTAS	5/6/2019	\$122.52	Townhall rug
Paid Chk# 010217	COLLABORATIVE PLANNING LLC	5/6/2019	\$4,171.50	Town Planner
Paid Chk# 010218	ECM PUBLISHERS INC	5/6/2019	\$59.50	Agenda - 04/08/2019 Board Meet
Paid Chk# 010219	FINANCE & COMMERCE, INC.	5/6/2019	\$166.27	210Street East & Nevada Bid No
Paid Chk# 010220	GALLAGHERS	5/6/2019	\$11,786.25	March Winter Road Mtc , April Winter Road and Gravel Mtc
Paid Chk# 010221	GOLIATH HYDRO-VAC INC	5/6/2019	\$5,225.00	Flood work
Paid Chk# 010222	GOPHER STATE ONE CALL	5/6/2019	\$81.00	Billable Tickets
Paid Chk# 010223	HAKANSON ANDERSON ASSOC INC	5/6/2019	\$12,492.30	Engineers bill
Paid Chk# 010224	NUVERA COMMUNICATIONS INC	5/6/2019	\$658.40	Phone
Paid Chk# 010225	KRAEMER MINING& MATERIALS INC	5/6/2019	\$1,570.71	Purchase rock 2019
Paid Chk# 010226	MATIT	5/6/2019	\$3,703.00	General township Insurance annual payment
Paid Chk# 010227	METRO SALES , INC.	5/6/2019	\$146.00	Contract rate charge for 05/7
Paid Chk# 010228	MICHAEL & KARA PATTERSON	5/6/2019	\$1,000.00	Escrow return
Paid Chk# 010229	MIKES SEPTIC SERVICE	5/6/2019	\$500.00	Territory 7925 Bent Tree Circl
Paid Chk# 010230	MPCA	5/6/2019	\$1,515.00	Water permit annual fees - Sto

Paid Chk# 010231	MVEC	5/6/2019	\$902.32	Electric
Paid Chk# 010232	MWPH LLC	5/6/2019	\$1,263.00	ESCROW REFUND 19525 SOUTHFORK
Paid Chk# 010233	NATURAL SYSTEMS UTILITIES MN	5/6/2019	\$7,353.72	Operator Service
Paid Chk# 010234	RONGITSCH CONSTRUCTION, INC.	5/6/2019	\$3,624.00	Escrow return - New Home - 936
Paid Chk# 010235	SAFETY SIGNS	5/6/2019	\$300.00	Sign replacement
Paid Chk# 010236	SCOTT SOIL & WATER CONSV DIST	5/6/2019	\$361.00	Building Permit Inspections -
Paid Chk# 010237	SW NEWSMEDIA	5/6/2019	\$81.72	Annual Meeting notic 2019
Paid Chk# 010238	U.S. BANK EQUIPMENT FINANCE	5/6/2019	\$143.25	Acct#1388554; Lease Payment Co
Paid Chk# 010239	XCEL ENERGY	5/6/2019	\$12.93	Acct#51-6509820-6; St. Francis
Paid Chk# 010240	YOUNGFIELD HOMES INC	5/6/2019	\$2,581.00	Escrow Refund - New Home - 790
Paid Chk# 500027E	Monthly Pay ACH	5/6/2019	\$7,979.70	April Service paid in May
			\$76,505.25	

**Incorporation Closed Session:**

**This meeting will be closed pursuant to MN Stat 13D.05 to discuss Incorporation proceeding proposed to be filed before the Office of Administrative Hearings Municipal Boundary Adjustments with Town Attorney.**

**Motion to re-open April 8, 2019 Board Meeting: Supervisor Schommer  
Second: Vice Chairman Novak  
Motion Passed: 5-0**

**14. Adjourn**

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

**Motion to adjourn April 8, 2019 Credit River Township Meeting: Supervisor Howe  
Second: Supervisor Lawrence  
Motion Passed: 5-0**

**The April 8, 2019 Credit River Township Board Meeting was adjourned at 9:05 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**