Credit River Township Board Meeting
Monday, November 9, 2020 6:00pm

Minutes

6:00PM: Call November 9, 2020 Board Meeting to Order, Pledge of Allegiance

Chairman Kostik called the November 9, 2020 Board Meeting to Order, Pledge of Allegiance

Credit River Township Board Roll Call:
At Town Hall:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye

Board Members Present via GoToMeeting application:
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Others Present via GoToMeeting Application: Attorney Ruppe, Engineer Nelson, Planner Nash, Clerk Donovan

Others Present at Town Hall: Treasurer Hill

Residents attending online: 18
Residents attending at town hall: 2

1. Approve or Amend Agenda

Chairman Kostik added Utility Agreement to Old Business Item 2.

Motion to approve agenda as amended: Vice Chairman Novak
Second: Supervisor: Schommer

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Motion Passed: 5-0
2. **Consent Agenda** Those items on the Board Agenda which are considered routine or non-controversial are included as part of the Consent Agenda. Unless a Board member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the agenda under Old Business.

   1) Developer’s Escrow Summary (dsh)
   2) October 5, 2020 Board Meeting Minutes (KD)

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

**Roll Call:**  
Chairman Kostik-Aye  
Vice Chairman Novak-Aye  
Supervisor Schommer-Aye  
Supervisor Lawrence-Aye  
Supervisor Howe- Aye

**Motion Passed: 5-0**

3. **Open Forum** The public forum is intended to afford the public an opportunity to address concerns to the Board. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Board may discuss but will not take formal action on public forum presentations.

   - Deputy Aszum from Sheriff’s Dept. updated on township activities.
   - Bill Markert – Cress View. When will exhibits be added to website for the Incorporation? Supervisor Howe will add on Tuesday.

4. **Old Business**
   1) **Country Court playground (BL)**

   Supervisor Lawrence updated Board on the Country Court playground repairs. Vendors to submit quotes. Should be available in December.

   2) **Utility Agreement with Savage**

   **Motion to approve Cooperative Agreement between Credit River Township and the City of Savage regarding utilities sharing. Vice Chairman Novak**  
   **Second: Supervisor Schommer**

   **Roll Call:**  
   Chairman Kostik-Aye  
   Vice Chairman Novak-Aye  
   Supervisor Schommer-Aye
5. New Business

1) Tara Farms LOC (SN)

Tara Farms Developer requested reduction in Letter of Credit. Engineer Nelson recommends reduction to $325,000.

Motion to approve reduction in Letter of Credit for Tara Farms to $325,000: Supervisor Schommer
Second: Supervisor Howe

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Motion Passed: 5-0

2) Tara Farms Snow Plowing (SN)

Tara Farms Developer’s agreement states developer may request snow plowing. Agreement prepared by Attorney Ruppe.

Supervisor Schommer requesting developer mark roads.

Motion to approve snowplowing agreement pending developer agrees. Supervisor Howe
Second: Supervisor Schommer

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Motion Passed: 5-0
3) CSTS MHSP Capital expense – Engineer report next steps (SN)

Engineer Nelson advised Wenck Engineering proposal just received and presented to board. Option 1 & 2 discussed. Recommended next steps to study report and investigate funding options. Neighborhood meeting to be held.

Supervisor Howe questioned urgency. Engineer Nelson advised should be replaced in 2021 as filter is failing

4) Fire Contract- consider approving fire services agreement with City of Prior Lake. (CK)

Chairman Kostik advised Fire agreement with Prior Lake ends in December 2020. A new contract negotiated with Prior Lake, Spring Lake Township and Credit River. Fire Contract was approved at the Prior Lake City Council Meeting.

Supervisor Lawrence thanked Chairman Kostik for the hard work and effort and stated this a good partnership for the two townships and the City of Prior Lake. Prior Lake City Manager Jason Wedel spoke. Mayor Briggs spoke and thank Chairman Kostik and board for the collaboration and strengthening of the fire department.

ISO rating dropped to 5 from a 6 which is reflected in a strong Fire Dept.

Motion to approve the Fire Services Agreement with City of Prior Lake. Supervisor Novak
Second: Supervisor Lawrence

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Motion Passed: 5-0

5) Building Inspector- Consider authorizing the execution of a contract with the recommended building inspection firm(CK)

Chairman Kostik reviewed four contractors submitted proposals for building inspections. Chairman Kostik and Supervisor Schommer met with 2 two of the potential contractors with Planner Nash and Engineer Nelson.

Chairman Kostik recommendation is to authorize Metro West. Cost comparisons are in board packet.

Motion to authorize execution of contract with Metro West contingent on review by Attorney Ruppe: Vice Chairman Novak,
Second: Supervisor Lawrence
Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe-Aye

Motion Passed: 5-0

6. Road Report

- Lynn Court, cars continue to drive around barriers to dump trash. Look at extending barriers.

7. Engineer’s Report
   1) Crescent Curve LOC Reduction (SN)

   Engineer Nelson advised developer requested reduction in Letter of Credit for work completed to date. Engineer Nelson recommended a reduction to $1,250,000.

   Motion to approve the reduction of the letter of credit to $1,250,000 to Crescent Curve.
   Supervisor Howe
   Second: Supervisor Lawrence

   Roll Call:
   Chairman Kostik-Aye
   Vice Chairman Novak-Aye
   Supervisor Schommer-Aye
   Supervisor Lawrence-Aye
   Supervisor Howe-Aye

   Motion Passed: 5-0

2) Krenz Lake Outlet Feasibility Report (SN)

   Feasibility report introduced but not requesting action at this time. Included options and cost estimates. Permitting and homeowner approval for easements is not known. Agreement with Three Rivers Park District would be needed. Next step would be to share with Lakeville, Savage, Three Rivers Park District. Neighborhood meeting would be held after review.
   Assessments discussed for Lakeville, which would propose to share the cost, but Credit River cannot assess. 13 benefitting properties from Credit River could be assessed.

   Engineer Nelson will share with other municipalities.

3) Territory Storm Sewer Repairs (SN)
Culverts in Territory separated and erosion occurring. Storm sewer pipes need to be reset. Engineer Nelson recommendation work done by the end of November to correct issues. Cost should be under $24,000.

Motion to repair culverts with Marks Bobcat: Supervisor Schommer
Second: Supervisor Howe

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye

Motion Passed: 5-0

8. Treasurer Report
   1) Budget – Fire change

   Treasurer Hill advised with the new fire contract finalized there was an increase of $29,468 for administrative and equipment not captured previously.

   2) Cares Act reporting

   Treasurer Hill gave an update on Cares grant of $2,069.10 to be returned due to a match. Will be taken out of the larger funds available. Required to return unused funds to Scott County by November 24.

9. Clerk’s Report
   1)

10. Town Hall
   1) Security System proposal (PH)

   Supervisor Howe investigated Wright Hennepin Security and recommended approval.

   Motion to authorize execution of contract with Wright Hennepin for security pending Attorney Ruppe review: Supervisor Lawrence
Second: Supervisor Schommer

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe- Aye
Motion Passed: 5-0

11. Review and Pay Bills
   1) Transfers

Treasurer Hill requested to transfer of $75,000 from savings to checking for the payment of November claims.

Motion to authorize the transfer of $75,000 from savings to checking for November claims.

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe-Aye

Motion Passed: 5-0

Motion to authorize payment of claims: Vice Chairman Novak
Second: Supervisor Howe

Roll Call:
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Schommer-Aye
Supervisor Lawrence-Aye
Supervisor Howe-Aye

Motion Passed: 5-0

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Date</th>
<th>Amt</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Chk# 010752</td>
<td>VOID</td>
<td>11/10/2020</td>
<td>$0.00</td>
<td>Check printed damaged</td>
</tr>
<tr>
<td>Paid Chk# 010753</td>
<td>Novak, Alan J</td>
<td>11/10/2020</td>
<td>$703.11</td>
<td>Service in October paid in November</td>
</tr>
<tr>
<td>Paid Chk# 010754</td>
<td>BANYON DATA SYSTEMS</td>
<td>11/9/2020</td>
<td>$6,365.00</td>
<td>New software modules</td>
</tr>
<tr>
<td>Paid Chk# 010755</td>
<td>BARBARA J STARKEY</td>
<td>11/9/2020</td>
<td>$125.80</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>Paid Chk# 010756</td>
<td>BETH AMBARUCH</td>
<td>11/9/2020</td>
<td>$141.67</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>Paid Chk# 010757</td>
<td>BILL GELOW</td>
<td>11/9/2020</td>
<td>$125.56</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>Paid Chk# 010758</td>
<td>BLUE NET INC</td>
<td>11/9/2020</td>
<td>$65.00</td>
<td>365 Business Subscription</td>
</tr>
<tr>
<td>Paid Chk# 010759</td>
<td>BRANDON MCKINNEY</td>
<td>11/9/2020</td>
<td>$220.45</td>
<td>2020 November Training and Ele</td>
</tr>
<tr>
<td>Paid Chk# 010760</td>
<td>BRYAN ROCK PRODUCTS INC</td>
<td>11/9/2020</td>
<td>$342.58</td>
<td>Winter Road Maintenance</td>
</tr>
<tr>
<td>Paid Chk# 010761</td>
<td>CAROL HOAGLAND</td>
<td>11/9/2020</td>
<td>$131.65</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>Paid Chk# 010762</td>
<td>CHORES AND MORE BY HEIDI INC</td>
<td>11/9/2020</td>
<td>$205.00</td>
<td>Town Hall Cleaning 10/27/2020</td>
</tr>
<tr>
<td>Paid Chk# 010763</td>
<td>CHRIS BROCKWAY</td>
<td>11/9/2020</td>
<td>$206.12</td>
<td>2020 November Election Set up</td>
</tr>
<tr>
<td>Paid Chk# 010764</td>
<td>CINTAS</td>
<td>11/9/2020</td>
<td>$46.49</td>
<td>Township Rugs 09/08/2020</td>
</tr>
<tr>
<td>Paid Chk# 010765</td>
<td>CITY OF PRIOR LAKE</td>
<td>11/9/2020</td>
<td>$10,542.32</td>
<td>Markley Lake Drawdown - 1/3 co</td>
</tr>
<tr>
<td>Paid Chk# 010766</td>
<td>COLLABORATIVE PLANNING LLC</td>
<td>11/9/2020</td>
<td>$6,903.75</td>
<td>Misc. Escrow - Kane Variance an</td>
</tr>
<tr>
<td>Paid Chk# 010767</td>
<td>DALE KUCHINKA</td>
<td>11/9/2020</td>
<td>$3,256.00</td>
<td>Mow Ditches 6/2020</td>
</tr>
<tr>
<td>Paid Chk#</td>
<td>Description</td>
<td>Date</td>
<td>Amount</td>
<td>Notes</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>010768</td>
<td>ECM PUBLISHERS INC</td>
<td>11/9/20</td>
<td>$34.00</td>
<td>10/5 board meeting</td>
</tr>
<tr>
<td>010769</td>
<td>GALLAGHERS</td>
<td>11/9/20</td>
<td>$5,944.50</td>
<td>Plowing</td>
</tr>
<tr>
<td>010770</td>
<td>GOPHER STATE ONE CALL</td>
<td>11/9/20</td>
<td>$33.75</td>
<td>Township September Tickets</td>
</tr>
<tr>
<td>010771</td>
<td>HAKANSON ANDERSON ASSOC INC</td>
<td>11/9/20</td>
<td>$32,123.57</td>
<td>General Road Projects 2020</td>
</tr>
<tr>
<td>010772</td>
<td>HELM ELECTRIC INC</td>
<td>11/9/20</td>
<td>$885.00</td>
<td>Install electrical outlets indo</td>
</tr>
<tr>
<td>010773</td>
<td>JAN PENNEY</td>
<td>11/9/20</td>
<td>$238.00</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010774</td>
<td>JULIE LOFTUS</td>
<td>11/9/20</td>
<td>$162.15</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010775</td>
<td>KAREN DONOVAN</td>
<td>11/9/20</td>
<td>$106.93</td>
<td>Cell Phone Reimbursement Octob</td>
</tr>
<tr>
<td>010776</td>
<td>KATHY URSETH</td>
<td>11/9/20</td>
<td>$180.13</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010777</td>
<td>KEVIN DONOVAN</td>
<td>11/9/20</td>
<td>$160.00</td>
<td>Election work</td>
</tr>
<tr>
<td>010778</td>
<td>LAURA WEBSTER</td>
<td>11/9/20</td>
<td>$150.22</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010779</td>
<td>LILY DODGE</td>
<td>11/9/20</td>
<td>$174.33</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010780</td>
<td>MADDIE RECKMEYER</td>
<td>11/9/20</td>
<td>$112.48</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010781</td>
<td>MADISON SWAIN</td>
<td>11/9/20</td>
<td>$164.85</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010782</td>
<td>MARKS BOBCAT SERVICE, INC.</td>
<td>11/9/20</td>
<td>$1,400.00</td>
<td>Townhall Grass</td>
</tr>
<tr>
<td>010783</td>
<td>MEGAN THOMAS</td>
<td>11/9/20</td>
<td>$148.61</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010784</td>
<td>MELISSA SMITH</td>
<td>11/9/20</td>
<td>$115.46</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010785</td>
<td>MICHAEL WASMUND</td>
<td>11/9/20</td>
<td>$217.11</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010786</td>
<td>MIKES SEPTIC SERVICE</td>
<td>11/9/20</td>
<td>$6,250.00</td>
<td>MHSP Septic Tank Pumping - 211</td>
</tr>
<tr>
<td>010787</td>
<td>MISTY PIERCE</td>
<td>11/9/20</td>
<td>$176.53</td>
<td>2020 November Training and Ele</td>
</tr>
<tr>
<td>010788</td>
<td>NATURAL SYSTEMS UTILITIES MN</td>
<td>11/9/20</td>
<td>$10,129.74</td>
<td>MHSP Oct 2020 O&amp;M</td>
</tr>
<tr>
<td>010789</td>
<td>PARI SCHILZ</td>
<td>11/9/20</td>
<td>$334.90</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010790</td>
<td>PRIOR LAKE BLACKTOP, INC.</td>
<td>11/9/20</td>
<td>$2,067.00</td>
<td>Pothole Patching Tower Oaks</td>
</tr>
<tr>
<td>010791</td>
<td>PRIOR LAKE/SAVAGE RENTAL CENTE</td>
<td>11/9/20</td>
<td>$1,203.36</td>
<td>Election Tent Rental</td>
</tr>
<tr>
<td>010792</td>
<td>RICHARD ROGOZINSKI</td>
<td>11/9/20</td>
<td>$277.95</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010793</td>
<td>ROBIN ARNDT</td>
<td>11/9/20</td>
<td>$119.00</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010794</td>
<td>SAFETY SIGNS</td>
<td>11/9/20</td>
<td>$1,350.00</td>
<td>Install F&amp;I Speed Limit Signs</td>
</tr>
<tr>
<td>010795</td>
<td>SARAH LEVOIR</td>
<td>11/9/20</td>
<td>$845.00</td>
<td>Special Assessment and Care reporting</td>
</tr>
<tr>
<td>010796</td>
<td>SHARON CASWELL</td>
<td>11/9/20</td>
<td>$171.45</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010797</td>
<td>SITWORK SERVICES</td>
<td>11/9/20</td>
<td>$12,450.00</td>
<td>210th Street and Nevada Projec</td>
</tr>
<tr>
<td>010798</td>
<td>SOPHIA LEE</td>
<td>11/9/20</td>
<td>$105.48</td>
<td>2020 November Election</td>
</tr>
<tr>
<td>010799</td>
<td>SW NEWSMEDIA</td>
<td>11/9/20</td>
<td>$161.35</td>
<td>Q &amp; A session notice</td>
</tr>
<tr>
<td>010800</td>
<td>U.S. BANK EQUIPMENT FINANCE</td>
<td>11/9/20</td>
<td>$112.60</td>
<td>Acct#1388554; Lease Payment Co</td>
</tr>
<tr>
<td>010801</td>
<td>SCOTT COUNTY ACCOUNTING DEPART</td>
<td>11/9/20</td>
<td>$2,069.10</td>
<td>Election Grant Return to Scott</td>
</tr>
<tr>
<td>010802</td>
<td>SCOTT COUNTY ACCOUNTING DEPART</td>
<td>11/9/20</td>
<td>$84,681.71</td>
<td>Cares Funding Return to Scott</td>
</tr>
<tr>
<td>010803</td>
<td>JASON AND SAMANTHA BRAUER</td>
<td>11/9/20</td>
<td>$935.00</td>
<td>NPDES ESCROW Return - NEW ADD</td>
</tr>
<tr>
<td>010804</td>
<td>JIM &amp; JAYNE CRAMOND</td>
<td>11/9/20</td>
<td>$955.00</td>
<td>NPDES Escrow Fee return 16940</td>
</tr>
<tr>
<td>010805</td>
<td>THREE RIVERS PARK DISTRICT</td>
<td>11/9/20</td>
<td>$1,870.00</td>
<td>Permit/escrow Return - Outhous</td>
</tr>
<tr>
<td>1000016E</td>
<td>EFTPS</td>
<td>11/8/20</td>
<td>$3,192.47</td>
<td>FICA, Medicare, and Federal WH</td>
</tr>
<tr>
<td>1000017E</td>
<td>MINNESOTA REVENUE MW5</td>
<td>11/8/20</td>
<td>$519.57</td>
<td>State WH</td>
</tr>
<tr>
<td>1000018E</td>
<td>PERA</td>
<td>11/8/20</td>
<td>$1,227.95</td>
<td>PERA - Employee Amt</td>
</tr>
<tr>
<td>1000019E</td>
<td>VISA COMMUNITY CARD</td>
<td>11/9/20</td>
<td>$162.79</td>
<td>Election Floor Decal Stickers</td>
</tr>
<tr>
<td>1000020E</td>
<td>VISA COMMUNITY CARD</td>
<td>11/9/20</td>
<td>$265.14</td>
<td>iContact - October, stamps</td>
</tr>
<tr>
<td>500153E</td>
<td>Monthly Pay ACH</td>
<td>11/10/20</td>
<td>$10,968.91</td>
<td>October Service paid in November</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$214,342.58</td>
<td></td>
</tr>
</tbody>
</table>
12. Adjourn

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

Motion to adjourn the November 9, 2020, Credit River Township Meeting: Supervisor Schommer
Second: Vice Chairman Novak

Roll Call
Chairman Kostik-Aye
Vice Chairman Novak-Aye
Supervisor Lawrence-Aye
Supervisor Schommer-Aye
Supervisor Howe- Aye
Motion Passed: 5-0

The November 9, 2020 Credit River Township Board Meeting was adjourned at 7:23pm.

Recorded by:
Karen Donovan
Clerk-Credit River Township

Approved by:
Chris Kostik
Chairman- Credit River Township