Credit River Township Board Meeting
Monday, December 7, 2020 6:00pm

Minutes

Chairman Kostik called the December 7, 2020 Board Meeting to Order, Pledge of Allegiance

Credit River Township Attendance:
At Town Hall:
Chairman Kostik
Supervisor Schommer
Supervisor Howe

Board Members Present via GoToMeeting application:
Vice Chairman Novak
Supervisor Lawrence

Others Present via GoToMeeting Application: Attorney Ruppe, Engineer Nelson

Other Present at Town Hall: Treasurer Hill, Deputy Treasurer LeVoir

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

1. Approve or Amend Agenda

Motion to Approve Agenda: Supervisor Lawrence
Second: Supervisor Howe

Roll Call
Chairman Kostik – Aye
Vice Chairman Novak – Aye
Supervisor Lawrence – Aye
Supervisor Schommer – Aye
Supervisor Howe – Aye

Motion Passed: 5-0

2. Sheriff’s Deputy Introduction Introduce the Law Enforcement Officer assigned to Credit River in 2021

Introductions were made between the new Sheriff Deputy Muelken and Credit River Township. Deputy Muelken provided monthly report. No major issues noted. Chairman Kostik asked about the new at CR 91/CR 21 and park issues; Sheriff Deputy provided an update.
3. Consent Agenda

1) Dakota County Comprehensive Plan Amendment (CN)
2) City of Lakeville Comprehensive Plan Amendment (CN)
3) Territory 5\textsuperscript{th} Extension (CN)

Motion to Approve the Consent Agenda: Vice Chairman Novak
Second: Supervisor Schommer

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

Motion Passed: 5-0

4. Open Forum

- Tom Wolf – Scott County Commissioner. Update on new stoplight at CR 91/CR 21 – there has been positive feedback from residents; update on new building; update on COVID 19 vaccination; Supervisor Howe asked for update on NetWave wireless installation – Tom Wolfe indicated it is installed; Supervisor Howe noted NetWave is not yet accepting subscribers.

- Mark Simers – 7735 Painted Sky Court. Resident asked for more information regarding the Territory 5\textsuperscript{th} Extension as noted on the consent agenda; Chairman Kostik indicated a 60-day extension was granted.

5. Old Business

1) Country Court Playground (BL)

Supervisor Lawrence reported the swing set needs to be replaced in Country Court Playground. It is 12 plus years old; estimated life is 12 to 15 years.

Several quotes were obtained for removal of old swing set equipment and purchase/install new swing set equipment. Supervisor Lawrence recommends township reviews again after the first of the year for possible purchase approval. The township does not have a storage area for the new swing set equipment over the winter months if purchased now and the new swing set equipment cannot be installed until the spring.

6. New Business

1) Permitting Software (CN)

The township will need a permitting software in relation to planning and zoning. Chairman Kostik indicated that the software Citizenserve has been reviewed with township staff in relation
to usability and financial considerations and recommends the township consider entering into an agreement with CitizenServe for permitting software.

Motion to enter into agreement with CitizenServe for permitting software: Supervisor Howe
Second: Supervisor Schommer

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

Motion Passed: 5-0

2) Planner Rates (CK)

The Collaborative Planning Rates for 2021 will be increasing from $105 per hour to $108 per hour.

7. Road Report

1) Supervisor Schommer provided an update that Franciscan Retreat was patched the previous week. There has been positive feedback from the residents.

8. Engineer’s Report

1) Resolution Ordering Plans and Specifications for 2021 Overlay Project

Motion to Approve Resolution 2020-23 Ordering Plans and Specifications for 2021 Overlay Project:
Supervisor Howe
Second: Supervisor Lawrence

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

Motion Passed: 5-0

2) Resolution Ordering Plans and Specifications for Towering Oaks

Motion to Approve Resolution 2020-24 Ordering Plans and Specifications for Towering Oaks:
Supervisor Howe
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

3) Resolution Ordering Plans and Specifications for France Blvd and France Ct

The township board and township engineer discussed the gravel portion of the road project, including potential road right of way issues.

Motion to Approve Resolution 2020-25 Ordering Plans and Specifications for France Blvd and France Ct to include an alternate bid for the gravel portion: Vice Chairman Novak
Second: Supervisor Howe

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

Motion Passed: 5-0

4) Final Payment Application to McNamara for Grey Fox Phase 1 Overlay

Motion to Approve Final Payment Application to McNamara for Grey Fox Phase 1 Overlay in the amount of $36,601.85: Supervisor Schommer
Second: Supervisor Lawrence

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

Motion Passed: 5-0

5) Final Payment Application to McNamara for MHSP Overlay Project

Motion to Approve Final Payment Application to McNamara for MHSP Overlay Project in the amount of $23,600.49 : Supervisor Howe
Second: Supervisor Schommer
Roll Call
Chairman Kostik – Aye
Vice Chairman Novak – Aye
Supervisor Lawrence – Aye
Supervisor Schommer – Aye
Supervisor Howe - Aye

Motion Passed: 5-0

6) Hakanson Anderson 2021–2022 Rates

Hakanson Anderson hourly rates will be increasing for 2021 thru 2022. Township Engineer Nelson presented the new rates, as well as the history of rate increases, which are on average about 2%.

Attorney Ruppe provided an update on the Incorporation Hearing. Some additional documents need to be filed and then the judge will review. Order will be issued in approximately 30 to 45 days.

9. Treasurer Report
   1) Misc. update

Treasurer Hill provided the following updates:
   2020 Levy:
   - 2nd half 2020 levy payment received from Scott County

   2020 Road Projects Special Assessment Prepayments:
   - 65% of Grey Fox residents prepaid the special assessment
   - 77% of MHSP residents prepaid the special assessment

   Gallagher Invoice:
   - Gallagher did not send an invoice for the retainage; Supervisor Schommer indicated he will contact Gallagher

   2020 Audit
   - 2020 Preliminary Audit will be December 15, 2020.

   Credit Card Payments
   - Township is ready to receive credit card payments; link will need to be added to the township’s website

10. Clerk’s Report
   1) Board Meeting Schedule 2021

   Chairman Kostik requests second meeting of each month be labeled Planning Commission Meeting, followed by a 2nd board meeting if necessary.
Township board and staff discussed the 2021 Board Meeting dates. Following discussion, January 2021 board meeting will be changed to Wednesday January 6th (from Monday January 4th). July 2021 board meeting will be changed to Tuesday July 6th (from Monday July 5th).

Motion to approve 2021 Board Meeting Schedule with changes noted: Supervisor Howe
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

2) Resolution Setting Polling Location for 2021

Motion to Approve Resolution 2020-26 Setting Polling Location for 2021: Supervisor Howe
Second: Supervisor Schommer

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

Motion Passed: 5-0

11. Town Hall
   1) No updates reported.

12. Review and Pay Bills
   1) Transfer

Treasurer Hill requests a transfer of $27,000 from savings to checking for the payment of claims.

Motion to approve the transfer of $27,000 from savings to checking: Supervisor Schommer
Second: Supervisor Lawrence

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

6
Motion Passed: 5-0

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<th>Name</th>
<th>Date</th>
<th>Amount</th>
<th>Comments</th>
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<td>Paid Ch# 010807</td>
<td>Novak, Alan J</td>
<td>12/8/2020</td>
<td>$764.71</td>
<td>Service in Nov paid in Dec</td>
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<td>Paid Ch# 010808</td>
<td>BLUE NET INC</td>
<td>12/7/2020</td>
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<td>365 Business Subscription</td>
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<td>Paid Ch# 010809</td>
<td>BRYAN NET PRODUCTS INC</td>
<td>12/7/2020</td>
<td>$325.31</td>
<td>Winter Road Maintenance</td>
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<td>CASTLE ROCK MATERIALS</td>
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<td>Class 5 Limestone</td>
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<td>CINTAS</td>
<td>12/7/2020</td>
<td>$232.98</td>
<td>Township Rugs 12/01/2020</td>
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<td>Paid Ch# 010812</td>
<td>COLLABORATIVE PLANNING LLC</td>
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<td>Comprehensive Planning</td>
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<td>COURI &amp; RUPPE, P.L.L.P.</td>
<td>12/7/2020</td>
<td>$11,791.50</td>
<td>Grey Fox Estates Food CIP 2020</td>
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<td>Paid Ch# 010814</td>
<td>ECM PUBLISHERS INC</td>
<td>12/7/2020</td>
<td>$238.00</td>
<td>11/9 board meeting</td>
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<td>Paid Ch# 010815</td>
<td>EHLERS &amp; ASSOCIATES, INC.</td>
<td>12/7/2020</td>
<td>$16,250.00</td>
<td>2020 Incorporation Study</td>
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<td>Paid Ch# 010816</td>
<td>GALLAGHERS</td>
<td>12/7/2020</td>
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<td>Paid Ch# 010817</td>
<td>GOPHER STATE ONE CALL</td>
<td>12/7/2020</td>
<td>$14.85</td>
<td>September Tickets</td>
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<td>Paid Ch# 010818</td>
<td>HAKASON ANDERSON ASSOC INC</td>
<td>12/7/2020</td>
<td>$44,981.51</td>
<td>Escrow return</td>
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<td>Paid Ch# 010819</td>
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<td>12/7/2020</td>
<td>$1,598.00</td>
<td>Workers Compensation</td>
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<td>Paid Ch# 010820</td>
<td>MCNAMARA CONTRACTING INC</td>
<td>12/7/2020</td>
<td>$60,202.34</td>
<td>Final Pay app Grey Fox Improve</td>
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<td>Paid Ch# 010821</td>
<td>METRO SALES, INC.</td>
<td>12/7/2020</td>
<td>$177.00</td>
<td>Contract rate charge for 057</td>
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<td>Paid Ch# 010823</td>
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<td>12/7/2020</td>
<td>$11,183.30</td>
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<td>Paid Ch# 010824</td>
<td>NATURAL SYSTEMS UTILITIES MN</td>
<td>12/7/2020</td>
<td>$19,091.27</td>
<td>MHSP Oct 2020 O&amp;M</td>
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<td>Paid Ch# 010825</td>
<td>ROVE PEST CONTROL</td>
<td>12/7/2020</td>
<td>$75.00</td>
<td>Quarterly Pest Control</td>
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<td>Paid Ch# 010826</td>
<td>SARAH LEVOIR</td>
<td>12/7/2020</td>
<td>$1,690.00</td>
<td>Clerk Coverage Tuesday</td>
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<td>Paid Ch# 010827</td>
<td>SCOTT SOIL &amp; WATER CONSV DIST</td>
<td>12/7/2020</td>
<td>$2,625.00</td>
<td>Permit Inspections July 20- Se</td>
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<td>U.S. BANK EQUIPMENT FINANCE</td>
<td>12/7/2020</td>
<td>$112.60</td>
<td>Acct#138854, Lease Payment Co</td>
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<td>Paid Ch# 010829</td>
<td>WHITE TRASH INC</td>
<td>12/7/2020</td>
<td>$180.00</td>
<td>Creekwood Rd and Texas Ave</td>
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<td>Paid Ch# 010830</td>
<td>RONGITSCH CONSTRUCTION, INC.</td>
<td>12/7/2020</td>
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<td>NPDES Escrow Return New Home 9</td>
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<td>Paid Ch# 1000025E</td>
<td>EFTOPS</td>
<td>12/6/2020</td>
<td>$3,077.69</td>
<td>FICA 6.2 - Employee Amt</td>
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<td>MINNESOTA REVENUE MW5</td>
<td>12/6/2020</td>
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<td>iContact - November 2020, stamps</td>
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<td>12/8/2020</td>
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</table>

$196,019.33

13. Adjourn

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

Motion to adjourn the December 7, 2020 Credit River Township Board Meeting: Supervisor Lawrence
Second: Supervisor Howe
Roll Call
Chairman Kostik – Aye
Vice Chairman Novak – Aye
Supervisor Lawrence – Aye
Supervisor Schommer – Aye
Supervisor Howe – Aye

Motion Passed: 5-0

The December 7, 2020 Credit River Township Board Meeting was adjourned at 7:07 pm.

Recorded by:

[Signature]
Sarah LeVoir
Deputy Treasurer-Credit River Township

Approved by:

[Signature]
Chris Kostik
Chairman- Credit River Township