Credit River Township Board Meeting

Monday, April 6, 2020 6pm

Board Meeting Minutes

Chairman Kostik called the April 6, 2020 Board Meeting to Order at 6:00pm, Pledge of Allegiance

Board Members Present via GoToMeeting application: Chairman Kostik, Vice Chairman Novak, Supervisor Lawrence, Supervisor Schommer, Supervisor Howe

Others Present via GoToMeeting Application: Attorney Ruppe, Engineer Nelson, Treasurer Hill, Clerk Donovan

Residents in attendance via GoToMeeting video application: 6

1. Approve or Amend Agenda

   Engineer Nelson added “Seal Coating” under Road Report as Item 6.3
   Supervisor Schommer added “Berm-Krenz Lake” as Item 6.4 and “Culverts” as Item 6.5

   Motion to approve the agenda as amended: Supervisor Lawrence
   Second: Supervisor Howe

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

   Motion Passed: 5-0

2. Consent Agenda

   1) March 2, 2020 Board Meeting Minutes
   2) Treasurer Reports

   Motion to approve the Consent Agenda: Vice Chairman Novak
   Second: Supervisor Lawrence

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

   Motion Passed: 5-0

3. Open Forum

   Deputy Edwinson from the Scott County Sheriff Dept. stated there has been an increase in family related domestic calls and theft and burglary reports from homes and cars recently.
Chairman Kostik requested to hear from residents on any open forum topics. No open forum topics were heard from residents. Chairman Kostik closed Open Forum.

4. **Old Business**

1) **Markley Lake Emergency Pumping Agreement**

Chairman Kostik reviewed that a long-term agreement was approved last month for cost sharing pumping of Markley Lake, but Scott County was not able to act on agreement. Scott County has agreed to cost share along with Credit River Township and Prior Lake. Chairman Kostik presented an Emergency agreement between the township, City of Prior Lake for the board’s approval. It is projected to take 60 days to lower 4 ft.

**Motion to approve the Emergency Order Agreement for Cost Share for Temporary Project to Draw Down Water Levels on Markley Lake: Supervisor Howe**

Second: Supervisor Lawrence

**Roll Call for approval:**

Chairman Kostik: Aye
Vice Chairman Novak: Aye
Supervisor Lawrence: Aye
Supervisor Schommer: Aye
Supervisor Howe: Aye

**Motion Passed: 5-0**

2) **Crescent Curve Developer’s Agreement**

Attorney Ruppe advised Greg Wagner from Scott County, asked to have the Crescent Curve Developer’s Agreement added to the meeting agenda to allow for the board’s consideration and review prior to Scott County April 25th board meeting. Attorney Ruppe explained to the board this is a standard Developer’s Agreement used by the township and has been reviewed by Engineer Nelson and Planner Nash. Language will be added regarding the overlay of France Blvd and Frontier Lane and the timing of the overlay. Plans will need to be added and have not been finalized.

Attorney Ruppe added the board may consider approving the Developer’s Agreement contingent on Attorney, Engineer Nelson, and Planner Nash review. Also contingent on Developer addressing memo prepared by township staff. If substantiate changes are made it will be brought back before the board.

Supervisor Lawrence expressed concern that is usual for the Developer be at the board meeting when the Developer Agreement is approved and with who is communicating with the Developer? Also concerned with the late addition to the Credit River agenda due to county wanting to get this on their county agenda and the board not having a chance to review. Chairman Kostik explained there is time to make changes if needed. Attorney Ruppe advised the approval can be Continued until the next board meeting.

Supervisor Howe had a question regarding the awarding of bids. Engineer Nelson advised that this is a private bid to get on the construction schedule for their contractors. The contractors are held to the approved plans and specifications from the township.
Motion to approve the Crescent Curve Developers Agreement contingent on Attorney Ruppe, Engineer Nelson and Planner Nash review as well as any technical memos and comments as prepared by township staff, Engineer Nelson and Planner Nash after finalized review: Vice Chairman Novak
Second: Supervisor Schommer

Roll Call for approval:
Chairman Kostik: Aye
Vice Chairman Novak: Aye
Supervisor Lawrence: Nay
Supervisor Schommer: Aye
Supervisor Howe: Aye

Motion Passed: 4-1

5. New Business

1) Jaguar Resolution

Attorney Ruppe advised Jaguar Communications contacted the township regarding the pending sale of the company to MetroNet and is requesting a consent for the change in control with the approval of the Resolution.

Motion to approve Resolution 2020-08 approving the change in control for Jaguar Communications, Inc to MetroNet Holdings: Supervisor Lawrence
Second: Vice Chairman Novak

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

Motion passes 5-0

2) Incorporation Report Authorization

Attorney Ruppe advised if the township is proceeding towards incorporation, staff time will be needed to create required reports. Attorney Ruppe is looking for authorization to allow staff to begin working on Incorporation reports as needed.

Motion to approve the creation of required reports as needed by staff for incorporation of Credit River. Supervisor Schommer
Second: Supervisor Howe

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

Motion passes 5-0
6. Road Report

1) Dustcoat Procedure

Supervisor Lawrence and Supervisor Howe discussed plan to do dust coating with the Covid-19 issue so staff does not ride in the truck with driver. Supervisors will drive separately. Supervisor Schommer asking if Murphy Blvd can also be done.

2) Pothole Repair (Flemming Trail)

Supervisor Howe – Received complaints about the potholes in area of Flemming Trail.

Supervisor Schommer discussed the asphalt contractor plants will open on April 22. Supervisor Schommer and Engineer Nelson will discuss.

3) Seal Coat

Engineer Nelson advised widespread reports of issues with delamination of the seal coating. It was stated the need for better information as to why this is happening before seal coating is continued. Currently thought to extend the life of asphalt. Engineer Nelson requested to readdress seal coating at the May board meeting.

4) Berm - Krenz Lake

Supervisor Schommer asked if the berm will be removed with the pipe on Lower 167th on Krenz Lake. Supervisor Lawrence advised the lake is raising but not at a risk for flooding at this time. Engineer Nelson was not sure with the “stay at home order” in place if this can be done. Supervisor Schommer thinks berm and pipe should be left in place if needed for the time being. Engineer Nelson will do a water level reading when permitted and will investigate a remote tool for measuring lake levels. The board expressed a need to look at a permanent solution.

5) Culverts

Supervisor Schommer advised the culvert at 175th & Murphy failed and has been repaired. Also, a cement structure at S. Murphy failed and has been corrected.

Culverts were plugged up in Scottview and has been cleaned.

Additional discussion noted:

- Savage will not have a Recycle Day due to Covid-19. It may be rescheduled in the fall. Junk is being thrown, especially along Murphy, Sunset and Flag Tr.

- Crack filling will be done in May.

- There is a frost boil on 204th, which may firm up or may need to be repaired.

7. Engineer’s Report

Engineer Nelson advised there is information on a French Drain in SharePoint concerning the drainage issue in Monterey Heights/South Passage. This will be discussed at the April 20, MHSP Assessment Hearing.
8. Treasurer Report

Treasurer Hill advised a check for $10,000 from the developer of Crescent Curve was received on March 10. She noted a concern that additional funds will be needed due to the work that was being done and has not been billed to date for March. Attorney Ruppe & Engineer Nelson need to provide billing. Treasurer Hill will advise Greg Wagner at Scott County that additional Escrow is required prior to approval by the Scott County Board.

9. Clerk’s Report

10. Town Hall

11. Reorganization

Chairman Kostik asked the board if any changes to board responsibilities should be made. Board felt all board responsibilities will remain the same.

Motion to keep the same reimbursement and responsibilities the same for 2020. Vice Chairman Novak
Second: Supervisor Schommer

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

Motion passes 5-0

Fee Schedule Rate for escrow for Staff needs to be reviewed.

12. Review and Pay Bills
1) Transfer funds

Treasurer Hill requested a transfer of funds from Checking to Savings in the amount of $45,000.

Motion to approve the transfer of funds of $45,000 from Checking to Savings: Supervisor Schommer
Second: Vice Chairman Novak

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

Motion Passed: 5-0
2) Payment of Claims-April 2020

Chairman Kostik explained the payment of the April 2020 claims will be done with a motion and posted with the claims.

Check Number | Vendor | Date       | Amount      | Comments                                      |
-------------|--------|------------|-------------|-----------------------------------------------|
Paid Chk# 010211E | EFTPS  | 4/5/2020   | $2,720.59   | FICA 6.2 - Employee Amt                        |
Paid Chk# 010212E | MINNESOTA REVENUE MW5 | 4/5/2020 | $426.21 | State WH                                      |
Paid Chk# 010213E | VISA COMMUNITY CARD | 4/5/2020 | $280.48 | iContact - March, election supplies           |
Paid Chk# 010536 | Novak, Alan J | 4/7/2020 | $703.11 | March Service Paid in April 2020               |
Paid Chk# 010537 | ABDO EICK & MEYERS LLP | 4/6/2020 | $2,250.00 | 2019 Audit - Progress Payment                 |
Paid Chk# 010538 | ALLEN J PLATT/MACKENZIE | 4/6/2020 | $1,414.00 | NPDES Escrow RETURN - Pool 21                  |
Paid Chk# 010539 | BARBARA J STARKEY | 4/6/2020 | $119.65 | Election Judge                                |
Paid Chk# 010540 | BLUE NET INC | 4/6/2020 | $65.00 | 365 Business Subscription                     |
Paid Chk# 010541 | CENTERPOINT ENERGY | 4/6/2020 | $116.42 | Acct#517978-6; Town Hall Gas                   |
Paid Chk# 010542 | CINTAS | 4/6/2020 | $46.49 | Townhall rug                                  |
Paid Chk# 010543 | COLLABORATIVE PLANNING LLC | 4/6/2020 | $105.00 | Planner                                       |
Paid Chk# 010544 | CURI & RUPPE, P.L.L.P. | 4/6/2020 | $7,415.00 | Legal Bills                                   |
Paid Chk# 010545 | DIANE CROUSER | 4/6/2020 | $181.65 | Election Judge                                |
Paid Chk# 010546 | ECM PUBLISHERS INC | 4/6/2020 | $55.25 | Agendas                                       |
Paid Chk# 010547 | GALLAGHERS | 4/6/2020 | $3,675.00 | Blading gravel Road & March Snow removal retainer |
Paid Chk# 010548 | GOPHER STATE ONE CALL | 4/6/2020 | $20.60 | Billable tickets                              |
Paid Chk# 010549 | HAKANSON ANDERSON ASSOC INC | 4/6/2020 | $29,390.63 | Engineer                                |
Paid Chk# 010550 | NUVERA COMMUNICATIONS INC | 4/6/2020 | $658.16 | Telephone                                    |
Paid Chk# 010551 | JOHN SCHULTE | 4/6/2020 | $84.00 | Election Judge                                |
Paid Chk# 010552 | LAURA WEBSTER | 4/6/2020 | $91.00 | Election Judge                                |
Paid Chk# 010553 | LISA LIVINGSTON | 4/6/2020 | $6,312.00 | RETURN Special Assessment Payment             |
Paid Chk# 010554 | LLOYD ERBAUGH | 4/6/2020 | $177.48 | Election Judge                                |
Paid Chk# 010555 | LUBLINSKI BROKERAGE LLC | 4/6/2020 | $3,000.00 | NPDES Permit Escrow return - Cancelled        |
Paid Chk# 010556 | MPCA | 4/6/2020 | $1,515.00 | Water Permit Annual Fees - Sto                 |
Paid Chk# 010557 | MVEC | 4/6/2020 | $910.84 | Acct#777728301-Town Hall Elec                 |
Paid Chk# 010558 | NATURAL SYSTEMS | 4/6/2020 | $9,605.36 | CSTS March Operator fees                      |
Paid Chk# 010559 | UTILITIES MN | 4/6/2020 | $311.00 | Election Judge                                |
Paid Chk# 010560 | PARI SCHILZ | 4/6/2020 | $1,110.82 | PERA - Employer Amt                           |
Paid Chk# 010561 | PERA | 4/6/2020 | $91.58 | Election Judge                                |
Paid Chk# 010562 | ROBIN ARNDT | 4/6/2020 | $75.00 | Quarterly Pest Control                        |
Paid Chk# 010563 | ROVE PEST CONTROL | 4/6/2020 | $1,478.23 | Special Assessment 2020 Tax Payment - Phillips |
Paid Chk# 010564 | TREAKER | 4/6/2020 | $866.44 | Agendas and Bid Notification                  |
Paid Chk# 010565 | SW NEWSMEDIA | 4/6/2020 | $102.92 | Town Hall Alarm Monitor Svc                   |
Paid Chk# 010566 | XCEL ENERGY | 4/6/2020 | $12.46 | Acct#51-6509820-6; St. Francis              |
Paid Chk# 500104E | Monthly Pay ACH | 4/7/2020 | $9,215.45 |                                             |

$84,402.82

Motion to approve payment of April 2020 claims as written: Vice Chairman Novak
Second: Supervisor Lawrence

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

Motion Passed: 5-0
13. Adjourn

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

**Motion to adjourn the April 6, 2020, Credit River Township Meeting: Supervisor Howe**
Second: Vice Chairman Novak

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

Motion Passed: 5-0

The April 6, 2020 Credit River Township Board Meeting was adjourned at 7:35 pm.

Recorded by: Approved by:

_________________________________________  ________________________________________
Karen Donovan                          Chris Kostik
Clerk - Credit River Township         Chairman- Credit River Township