Credit River Township Board Meeting

Monday, March 2, 2020 6:00pm

Meeting Minutes - Final

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

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

6:00 PM: Chairman Kostik called the March 2, 2020 Board Meeting to Order, Pledge of Allegiance

1. Approve or Amend Agenda

   Supervisor Schommer added “Gravel” as Item 1 under Road Report. Treasurer Hill added “Banyon” as Item 1 under Treasurer Report.

   Motion to approve the Agenda as Amended: Supervisor Lawrence
   Second: Supervisor Schommer
   Motion Passed: 5-0

2. Consent Agenda

   1) Treasurer’s Report
   2) February 3, 2020 Board Meeting Minutes
   3) February 18, 2020 Board of Audit Minutes

   Motion to approve the Consent Agenda: Vice Chairman Novak
   Second: Supervisor Howe:
   Motion Passed: 5-0

3. Open Forum

   • Deputy Lueke – Reviewed Township calls.

   • Molly DeGroot – 19016 Margaret Ln. Asking about the Township becoming a city and any tax implications where residents can find information. Chairman Kostik discussed the township is working towards Planning and Zoning & the 2040 Comp Plan approval process and advised the 2040 Comp Plan can be found on the website

   • Matt Prettyman – What is the status of 2040 Comp Plan from the Met Council? Chairman Kostik provided an update. Township Planner and Engineer responses to the Met Council requests will be done this week, then the Met Council has 15 days to respond.
4. Old Business
   1) Markley Lake JPA

   Chairman Kostik and Supervisor Lawrence met with Prior Lake regarding Markley Lake. The water levels have risen again to levels before the lowering was done last year. Chairman Kostik presented a JPA with Prior Lake requesting the board review so allow the township to be proactive for the spring melt.

   **Motion to approve the cost sharing JPA with Prior Lake for temporary draw down of water levels on Markley Lake: Supervisor Lawrence**
   Second: Supervisor Howe
   Motion Passed: 5-0

5. New Business
   1) Mailbox Reimbursement Policy

   Supervisor Howe discussed feedback from residents that the reimbursement rate is too low. The Board reviewed the cost to replace a standard mailbox post with various options. Reimbursement will remain at $50.

   2) Audit Review

   Justin Nilson from Abdo, Eick & Meyers reviewed the 2019 Financial Audit. No findings to report and a clean audit was noted.

   Supervisor Lawrence noted a special thanks to Treasurer Hill for the outstanding work done in 2019.

   The 2019 Financial Audit will be added to the website.

6. Road Report
   1) 195th St E. Tree Trimming

   Supervisor Howe, trees are low enough on 195th St E., to brush the cars. Supervisor Schommer will arrange to have the trees trimmed.

   2) Dust Coating 2020

   Supervisor Lawrence received quote from Environotec for dust coating for 2020. The quote included Nevada Ave which will not be needed this year. Supervisor Lawrence will request contract.

   **Motion to accept quote from Environotec for the 2020 dust coating: Supervisor Schommer**
   Second: Vice Chairman Novak
   Motion Passed: 5-0
3) **Gravel Roads**

Supervisor Schommer requested a quote from Kleinberg’s for gravel.

Supervisor Schommer advised the Country Court pond will be high and may need to be pumped.

7. **Engineer’s Report**

1) **Grey Fox Estates Overlay Project**

Engineer Nelson presented the plans and specifications and costs for the overlay project in Grey Fox Estates. The total proposed cost of the projects is $492,000, the benefitting property owners proposed assessment is $246,000 and the township paying 50% of the cost at $246,000. The assessment hearing will take place on April 20, 2020 at 6:30 pm.

Motion to approve Resolution 2020-02 Approving Plans and Specs and Ordering Advertisement for Bids for the Grey Fox Estates Overlay Project: Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 5-0

Motion to approve Resolution 2020-03 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing on Monday, April 20, 2020 at 6:30 pm for the Grey Fox Estates Overlay Project: Vice Chairman Novak
Second: Supervisor Howe
Motion Passed: 5-0

Motion to approve Resolution 2020-04 Declaring the Official Intent of Credit River Township to Reimburse Certain Expenditures from the Proceeds of Improvement Bonds to be Issued by the Township for the Grey Fox Estates Overlay Project:
Second: Supervisor Schommer
Motion Passed: 5-0

2) **Monterey Heights / South Passage Overlay Project**

Engineer Nelson presented the plans and specifications and costs for the overlay project in Monterey Heights/South Passage. The total proposed cost of the projects is $339,150, the benefitting property owners proposed assessment is $169,750 and the township paying 50% of the cost at $169,750. The assessment hearing will take place on April 20, 2020 at 7:30 pm.

Motion to approve Resolution 2020-05 Approving Plans and Specs and Ordering Advertisement for Bids for the Monterey Heights/South Passage Overlay Project: Supervisor Howe
Second: Supervisor Schommer
Motion Passed: 5-0
Motion to approve Resolution 2020-06 Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing on Monday, April 20, 2020 at 7:30 pm for the Monterey Heights/South Passage Overlay Project: Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0

Motion to approve Resolution 2020-07 Declaring the Official Intent of Credit River Township to Reimburse Certain Expenditures from the Proceeds of Improvement Bonds to be Issued by the Township for the Monterey Heights/South Passage Overlay Project: Vice Chairman Novak
Second: Supervisor Howe
Motion Passed: 5-0

Engineer Nelson will request quotes for the drainage issue.

8. Treasurer Report
   1) Banyon

   Treasurer Hill is working with Banyon contractor to develop reporting in Banyon and requests to attend training.

   Motion to approve Banyon training for Treasurer Hill: Supervisor Lawrence
   Second: Vice Chairman Novak
   Motion Passed: 5-0

9. Clerk’s Report

10. Town Hall

11. Review and Pay Bills
   1) Transfer

   Treasurer Hill requested a transfer of $10,000 from Savings to checking for the payment of claims

   Motion to approve the transfer of $10,000 from savings to checking: Supervisor Lawrence
   Second: Supervisor Schommer
   Motion Passed: 5-0

   2) Claim Summary

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Chk# 010205E</td>
<td>VISA COMMUNITY CARD</td>
<td>3/2/2020</td>
<td>$211.99</td>
<td>iContact - Dec</td>
</tr>
<tr>
<td>Paid Chk# 010206E</td>
<td>EFTPS</td>
<td>3/2/2020</td>
<td>$2,496.83</td>
<td>FICA 6.2 and federal withholding</td>
</tr>
<tr>
<td>Paid Chk# 010207E</td>
<td>MINNESOTA REVENUE MW5</td>
<td>3/2/2020</td>
<td>$391.11</td>
<td>State WH</td>
</tr>
<tr>
<td>Paid Chk# 010208E</td>
<td>PERA</td>
<td>3/2/2020</td>
<td>$1,079.15</td>
<td>PERA - Employee Amt</td>
</tr>
<tr>
<td>Paid Chk#</td>
<td>Company/Name</td>
<td>Date</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-------</td>
<td>----------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>010511</td>
<td>ABD EICK &amp; MEYERS LLP</td>
<td>3/2/2020</td>
<td>$10,000.00</td>
<td>2019 Audit - Progress Payment</td>
</tr>
<tr>
<td>010512</td>
<td>BLUE NET INC</td>
<td>3/2/2020</td>
<td>$65.00</td>
<td>365 Business Subscription</td>
</tr>
<tr>
<td>010513</td>
<td>BRYAN ROCK PRODUCTS INC</td>
<td>3/2/2020</td>
<td>$327.77</td>
<td>2020 Winter Road Mtc</td>
</tr>
<tr>
<td>010514</td>
<td>BRYAN WACHENDORF</td>
<td>3/2/2020</td>
<td>$500.00</td>
<td>Escrow Refund : Wetland Delinea</td>
</tr>
<tr>
<td>010515</td>
<td>CENTERPOINT ENERGY</td>
<td>3/2/2020</td>
<td>$133.73</td>
<td>Acct#5179787-6; Town Hall Gas</td>
</tr>
<tr>
<td>010516</td>
<td>CHORES AND MORE BY HEIDI INC</td>
<td>3/2/2020</td>
<td>$90.00</td>
<td>Town Hall Full Cleans</td>
</tr>
<tr>
<td>010517</td>
<td>CINTAS</td>
<td>3/2/2020</td>
<td>$92.98</td>
<td>Townhall rug</td>
</tr>
<tr>
<td>010518</td>
<td>CITY OF LAKEVILLE</td>
<td>3/2/2020</td>
<td>$586.04</td>
<td>Plowing &amp; Deicing Jucicial Roa</td>
</tr>
<tr>
<td>010519</td>
<td>COLLINS TREE CARE, INC</td>
<td>3/2/2020</td>
<td>$568.56</td>
<td>Cut Trees back from septic tra</td>
</tr>
<tr>
<td>010520</td>
<td>DERRICK ROSS</td>
<td>3/2/2020</td>
<td>$50.00</td>
<td>Mailbox Damaged 8730 195TH ST</td>
</tr>
<tr>
<td>010521</td>
<td>ECM PUBLISHERS INC</td>
<td>3/2/2020</td>
<td>$46.75</td>
<td>Feb 3 Agenda</td>
</tr>
<tr>
<td>010522</td>
<td>GALLAGHERS</td>
<td>3/2/2020</td>
<td>$11,153.00</td>
<td>Winter Road Mtc - Feb 20</td>
</tr>
<tr>
<td>010523</td>
<td>GOPHER STATE ONE CALL</td>
<td>3/2/2020</td>
<td>$13.50</td>
<td>Billable Tickets</td>
</tr>
<tr>
<td>010524</td>
<td>HAKANSON ANDERSON ASSOC INC</td>
<td>3/2/2020</td>
<td>$15,506.51</td>
<td>Engineering</td>
</tr>
<tr>
<td>010525</td>
<td>NUVERA COMMUNICATIONS INC</td>
<td>3/2/2020</td>
<td>$698.33</td>
<td>Telephone and Internet</td>
</tr>
<tr>
<td>010526</td>
<td>JEFF ANDERSON</td>
<td>3/2/2020</td>
<td>$50.00</td>
<td>Mailbox damaged 20430 Boon Ave</td>
</tr>
<tr>
<td>010527</td>
<td>KA WITT CONSTRUCTION</td>
<td>3/2/2020</td>
<td>$1,760.00</td>
<td>Territory CSTS work</td>
</tr>
<tr>
<td>010528</td>
<td>KEVIN DONOVAN</td>
<td>3/2/2020</td>
<td>$96.00</td>
<td>Deputy clerk time 4 hours</td>
</tr>
<tr>
<td>010529</td>
<td>MVEC</td>
<td>3/2/2020</td>
<td>$1,015.26</td>
<td>Electricity</td>
</tr>
<tr>
<td>010530</td>
<td>NATURAL SYSTEMS UTILITIES MN</td>
<td>3/2/2020</td>
<td>$4,525.75</td>
<td>CSTS operator fees</td>
</tr>
<tr>
<td>010531</td>
<td>SARAH LEVOIR</td>
<td>3/2/2020</td>
<td>$715.00</td>
<td>Contractor</td>
</tr>
<tr>
<td>010532</td>
<td>SCOTT COUNTY TREASURER</td>
<td>3/2/2020</td>
<td>$18,578.00</td>
<td>Salt and Scale Fee</td>
</tr>
<tr>
<td>010533</td>
<td>U.S. BANK EQUIPMENT FINANCE</td>
<td>3/2/2020</td>
<td>$245.68</td>
<td>Copier fee</td>
</tr>
<tr>
<td>010534</td>
<td>XCEL ENERGY</td>
<td>3/2/2020</td>
<td>$12,349.00</td>
<td>Township Road maintenance</td>
</tr>
<tr>
<td>010535</td>
<td>GALLAGHERS</td>
<td>3/2/2020</td>
<td>$8,401.43</td>
<td>February 2020 service paid in March 2020</td>
</tr>
<tr>
<td>500097E</td>
<td>Monthly Pay ACH</td>
<td>3/3/2020</td>
<td>$92,332.90</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 March 2, 2020, Credit River Township Meeting: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 5-0

The March 2, 2020 Credit River Township Board Meeting was adjourned at 7:25 pm.

Recorded by: ___________________________  Approved by: ___________________________
Karen Donovan  Chris Kostik
Clerk - Credit River Township  Chairman- Credit River Township