6:00PM: Call April 19, 2021 Planning Commission Meeting to Order, Roll Call

Planning Commission Meeting Roll Call:
Members Present:
Chairman Kostik Aye
Vice Chairman Novak Aye
Supervisor Schommer Aye
Supervisor Lawrence Aye
Supervisor Howe Aye

Others Attending:
Attorney Ruppe
Engineer Nelson
Planner Nash
Treasurer Hill
Clerk Donovan

12 on remote
6 in town hall.

1. Approve or Amend Agenda

Motion to approve Planning Commission Agenda as written: Supervisor Novak,
Second: Supervisor Schommer  5-0

Chairman Kostik Aye
Vice Chairman Novak 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.

No items on the Consent Agenda.
3. Public Hearings

4. Old Business

1) Variance – Permit a home without platting and without sufficient frontage on right of way – PID # 049330050 (CN)

   Staff Memo regarding variance for PID# 049330050 is in packet with conditions if board recommends approval of variance to permit a home without platting and without sufficient frontage on the right of way.

   Applicant would be required to pay equal amount of assessment for Carrbridge Ct. on road project.

   Supervisor Lawrence had concerns with heavy equipment during building with the upcoming construction of new road. Attorney Ruppe suggested a condition to enter an overweight permit agreement.

   Planner Nash will amend staff memo of the variance to include the driveway permit needed by applicant.

   Motion to recommend approval of variance with recommendations as noted in the staff report. Vice Chairman Novak

   Second: Chairman Howe

   Chairman Kostik Aye
   Vice Chairman Novak Aye
   Supervisor Schommer Aye
   Supervisor Lawrence Aye
   Supervisor Howe Aye
   Motion passed: 5-0

2) Discussion on Accessory Dwelling Units (CN)

   Ordinance amendment discussion on Accessory Dwelling Units. Current ordinance is 800 Sq ft and must be a relative of the owner of the primary unit.

   Many residents are interested in secondary Accessory Dwelling Unit but would like it larger. Supervisor Lawrence questioned how this would this be monitored for compliance and enforcement – usually done now with a complaint. Planner Nash advised pool houses are not necessary bedrooms as Scott County would require additional septic requirements. Planner Nash will draft deed restrictions for the next Planning Commission meeting.

   Currently, secondary dwelling units are being rented out and homes are trying to be sold as duplexes.

1) Planning Commission Meeting Dates (CN)

   Currently Board Members are making up the Planning Commission. Discussion on options of whether the Planning Commission will be appointed by the City Council and have a City
Council member Liaison or 5 residents which allows the board to become members to ease transition. Application process to be part of the ordinance. Terms will be as the board members with every other year.

Board directs staff to present ordinance with the board members- Second Monday or third Thursday are possible dates for the Planning Commission to meet.

Move Planning Commission Meeting from the third Monday to the third Thursday of the month – This will occur when adopted by motion. Post and publish as meeting notice.

5. **Adjourn Planning Commission Meeting**

Motion to adjourn Planning Commission: Vice Chairman Novak  
Second: Supervisor Schommer

Chairman Kostik Aye  
Vice Chairman Novak Aye  
Supervisor Schommer Aye  
Supervisor Lawrence Aye  
Supervisor Howe Aye  
Motion passed : 5-0

Planning Commission adjourned at 6:45pm.

Following Adjournment of Planning Commission meeting – Call April 19, 2021 Town Board Meeting to Order, Pledge of Allegiance, Roll Call

Roll Call:  
Chairman Kostik Aye  
Vice Chairman Novak Aye  
Supervisor Schommer Aye  
Supervisor Lawrence Aye (Remote)  
Supervisor Howe Aye (Remote)

1. **Approve or Amend Agenda**

Chairman Kostik asked for any amendments to the Agenda

Supervisor Schommer added “Maintenance Update” to Road Report as Item 6.1  
Attorney Ruppe added “Towering Oaks Objection” as Old Business Item 4.1  
Clerk Donovan added “Board of Canvass Date” to Clerk Report as item 9.1

Motion was to approve the Amended Agenda: 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

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) April 15, 2021 LBAE Minutes
2) Final Plat – Tara Farm 2nd Addition (CN)
3) Development Agreement – Tara Farm 2nd Addition (CN)
4) TR Report

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

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

(Supervisor Howe was lost on call.)
Motion Passed: 4-0

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.

(Supervisor Howe rejoined the meeting)

Steve Wolf – Tomorrow (April 20) is the last day for the Candidate Forum questions to be submitted. Asked if Candidate bios can be added on to the Credit River website. Chairman Kostik would like website to remain official business. Lakeville Sun will be publishing candidate information in the May 1 edition.
Commissioner Tom Wolf – Moving into new Scott County Government building. Meeting in person will begin in December.

Hearing no additional comments Chairman Kostik closed the Open Forum.

4. Old Business
   1) Towering Oaks Assessment Objection Update (BR)

   Attorney Ruppe updated the lot in question for Towering Oaks which was proposed for an assessment owned by Alan Mehan. Alan Mehan owns two lots – one was vacant PID 040630050. Road in front of vacant lot was not improved therefore not buildable. Assessment roll for second lot PID 040630050 should be removed and will change the benefitting properties to 13 Lots. Attorney Ruppe will send letter to Mr. Mehan.

5. New Business
   1) League of Minnesota Insurance (DH)

   Treasurer Hill made a recommendation to use Corporate Four as the insurance agent for the League Insurance. Corporate Four is the same Agency used by Savage and Prior Lake. Rates are reasonable.

   Motion to approve Corporate Four as the agent for the League Insurance.
   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

6. Road Report
   1) Maintenance Update (LS)
      - St. Francis – potholes to be filled
      - Longview “No Outlet” sign replaced

7. Engineer’s Report
   1) Resolution Accepting Bids and Awarding Contract for 2021 Overlay Project

   Engineer Nelson reviewed the eight bids received for the 2021 Overlay Project. McNamara Contracting was the lowest responsible bid at $971,911.85. Engineer Nelson recommends awarding the 2021 Overlay contract to McNamara Contracting.
Motion approving Resolution 2021-18 accepting bids and awarding contracts for the 2021 Overlay project to McNamara Consulting for $971,911.85. Supervisor Schommer
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) Resolution Accepting Bids and Awarding Contract for Towering Oaks Curve and Towering Oaks Trail

Engineer Nelson reviewed the five bids received for the Towering Oaks and Towering Curve Road project. McNamara Contracting had the lowest bid at $209,249.20. Engineer Nelson recommends awarding the Towering Oaks Project to McNamara Contracting.

Motion approving Resolution 2021-19 accepting bids and awarding contract for the Towering Oaks Curve and Towering Oaks Trail Improvement project to McNamara Contracting for $209,249.20. 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

8. Treasurer Report

1) Nick Annut

Treasurer Hill introduced Nick Annut from Ehlers. Discussion on the upcoming bond for the 2021 CIP, Board approved $2.1 million to be bonded. The current amount is lower at about $1.7 million, bond to be used to finance projects at approximately 1.4%.

May 17th is the date of bond sale.
Resolution will be prepared for the next board meeting. Nick Annut will start working on the bond with Treasurer Hill.
Estimate change of CIP reviewed by Engineer Nelson – 8.1 updated with new bids received.
Ryan Miles from Ehlers made presentation on investment of public funds. Investment Policy was reviewed. Treasurer Hill discussed the retirement of a bond early to reduce the interest with the payment of bond from 2012 – two years remain or approx. $200,000. There is an option to prepay without penalty and the interest saved would be approximately $7,000 in interest payment.

Board approves Treasurer Hill to work with Ehler’s on proposal strategy – Audit recommended investment of public funds as current bank account with Old National account is not earning interest.

9. Clerk's Report
   1) Board of Canvass Date

Clerk Donovan advised the Board of Canvass needs to set a date to certify election results for the May 11th Special Election. Board of Canvass date can begin on Friday May 14. Date set for May 17th at 6:00pm prior to the May 17th PC & Board Meeting.

Swearing in of Mayor and City Council will occur prior to the June 7, 2021 Board Meeting.

10. Town Hall

11. Review and Pay Bills
   1) No transfer is required

Treasurer Hill had claims to be paid for $64,463.57. No transfer is required.

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<th>Date</th>
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<th>Comments</th>
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Motion to approve claims to be paid for $64,463.57. 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

12. Adjourn

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

Motion to adjourn the April 19, 2021 Credit River Township Board 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 April 19, 2021 Credit River Township Board Meeting was adjourned at 7:37 pm.

Recorded by: 

Karen Donovan
Clerk-Credit River Township

Approved by:

Chris Kostik
Chairman- Credit River Township