

**Credit River Township Board Meeting
Tuesday, September 3rd 2013, 6pm**

Meeting Minutes

The September 3, 2013 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6PM by Chairman Brent Lawrence.

Members Present:

Chairman Brent Lawrence; Vice Chair Tom Kraft; Supervisor Chris Kostik; Supervisor Leroy Schommer; Supervisor Al Novak.

Others Present:

Township Engineer Shane Nelson, Township Attorney Bob Ruppe, Township Deputy Clerk Mary Rieder, Township Treasurer Sarah LeVoir.

- 1) Approve or Amend Agenda:** Chairman Lawrence asked if anyone would like to add or remove anything from the agenda.

Supervisor Novak asked to revisit "20405 Lynn Drive Special Assessment" as #6 in "Old Business".

Treasurer LeVoir asked that "Escrow updates" be added to Treasurer's Report as Item #5.

Township Engineer Nelson asked to add "Drainage Concerns" as Item #7 under Engineer's Report.

Supervisor Schommer asked that "Flag Trail" be added as #4 in Road Report.

Vice Chair Kraft asked to add "Sheriff Update" as #5 in Road Report.

Items were added as requested.

Supervisor Kostik made a motion to approve the amended agenda. Supervisor Novak seconded the motion. Motion carried 5-0.

- 2) Consent Agenda**

- 1) July 2013 Treasurer's Report**

- 2) August 2013 Developer's Escrow Statement**

- 3) August 6, 2013 Board Meeting Minutes**

Vice Chair Kraft made a motion to approve the Consent Agenda. Supervisor Kostik seconded the motion. Motion carried 5-0.

3) Open Forum

Resident P. Berscheit expressed concerns to the quality of the work done on the overlay project on 170th St., of the project not being completed, and the company being paid for work not completed or completed to satisfaction.

Resident R. Kubiszewski expressed concerns that the inspectors were not keeping track of the overlay project on 170th St.

Resident D. Richie expressed concerns that the culverts, ditches and drainage were not addressed properly with this project. He also had concerns about the reseeded of the area.

Engineer Nelson stated that the Township did have inspectors on site and that an Overlay over an existing road will be different than over a new road; and that there was shouldering to be done.

4) Old Business

1) Savage Memorandum of Understanding

The City of Savage and the Township have agreed to continue plowing sections of the others' roads. Savage will be drafting the Memorandum of Understanding. Chairman Lawrence will finalize the agreement in the following week.

Vice Chair Kraft motioned to accept Savage Memorandum of Understanding. Supervisor Novak seconded the motion. The motion carried 5-0.

2) Township Supervisor/Staff Identification

Supervisor Kostik proposed supplying business cards for Township Board Members and the Township Clerk & Treasurer at a cost of \$26.00.

Supervisor Schommer motioned to accept the proposed Township Supervisor/Staff Identification. Vice Chair Kraft seconded the motion. The motion carried 5-0.

3) Culvert/ Ditch System at 19437-19425 Heitel Way

Resident J. Bowen expressed concerns to the poor drainage through culverts and ditches resulting in flooding of his yard.

After reviewing photos of the area, it was determined that previous homeowners installed improvements to the ditch area, narrowing it and diminishing its capacity to control water flow properly.

Township Attorney Ruppe advised that research needed to be done to find out where the easement for drainage was in the affected properties. Supervisor Novak questioned changes to drainage slopes when improvements were done. Township Engineer Nelson agreed to check out alterations to drainage in the area.

This will be readdressed in the October meeting.

4) Territory Remaining Work Agreement

3 items remaining in the work agreement will be completed by SA Group if the Township accepts by motion that the cost of the work can be taken out of the escrow. At the end of the project, the remaining escrow would be returned to SA Group, minus the 10% which is the warranty amount to be held during the warranty period.

Supervisor Novak made a motion to accept the Territory Remaining Work Agreement, with the cost of the three items indicated by SA Group to be paid for out of the warranty escrow in the amount of up to \$1300.00. Supervisor Schommer seconded the motion. The motion carried 5-0.

5) CSTS Locating

After a brief discussion, it was determined that the Board needed to hear back from United Locating Service (ULS) to determine if the changes to the contract would be approved. They are awaiting the status of the review and this item will be followed up on in the October meeting.

6) 20405 Lynn Drive Deferment of Special Assessment

The resident of 20405 Lynn Drive requested to defer the balance of escrow until the house was sold due to medical issues.

The board decided not to accept the deferral of assessment at this time.

5) New Business

1) Acknowledgement of Charitable Gambling Permit-Savage Fire

Savage Fire Department presented a Charitable Gambling Request for an event to be held at the Legends Club.

Supervisor Schommer made a motion that The Charitable Gambling Permit-Savage Fire be acknowledged. Supervisor Kostik seconded the motion. The motion carried 5-0.

2) Driveway Access off of Century Lane

Builder T. Kowalski of JB Woodfitter proposed that a Spring Lake Township property receive driveway access to a Credit River Township Road. J.

Weinberg, the attorney representing the subject property owner, B.

DeRoushey and JB Woodfitter, presented an assessment agreement proposing that Spring Lake Township would collect any special assessments from the homeowner and turn it over to Credit River Township.

Residents of the Harvest Hills development, a Mr. & Mrs. Gleixner presented a 100% signed petition against the proposed driveway.

Mr. DeRouchey stated that he would not be operating a commercial farm and traffic would be minimal.

Attorney Weinberg claimed Credit River Township may have to accept this driveway access as there are no legal reasons to deny.

After a lengthy discussion, it was realized that the homeowner had not submitted a driveway permit application. Until that is done, the access cannot

be granted or denied. Credit River Township Attorney Ruppe will check into the legal ramifications of denying or recommending approval of access.

The petition submitted to the Township by the residents against the project will be retained in Township files for the legally prescribed time, and can be viewed upon request.

3) Presentation of Signed Petition (over 75% of Residents in Favor) for the Paving of 210th Street (from Cty. Rd. 27 to Clemwood Drive)

Resident S. Meyer presented to the Township that homeowners along 210th Street would like the road to be blacktopped and that residents are willing to be assessed for the project, presenting a signed petition by many of the residents.

Resident C. Leinenkugel of Clemwood Drive stated that homeowners along that road would be willing to contribute to the assessment.

Resident K. Coleman of Nevada Ave. expressed concerns of assessment to their property.

Resident B. Seppmann also approached in favor of the project.

After a brief discussion, it was determined that the Board would look into costs and benefits, and what the potential cost split would be between residents and the Township. This item will be added to the October agenda. The petition submitted to the Township by the residents for the project will be retained for the legally prescribed time, and will be available for viewing upon request.

4) Valley View Drive Pond Restoration

Resident A. Starkey of 8521 Valley View Ct. would like to restore a pond after recent heavy rains.

After a brief discussion, it was decided that the Township Engineer would take a look at the property and recommend further action, if necessary.

5) Birch Lane Property Owner

Resident Rydeen continues to operate an illegal business on his property. The Board briefly discussed the issue and tabled it for the time being.

6) Meadow View Blvd. Completion

After a brief discussion about continuing the road to the plat line it was decided that Vice Chair Kraft will talk to the adjacent property owner to determine any further actions.

7) Gensmer Tax Forfeit

The Township does not want this property and will take no action.

6) Road Report.

1) County Road 27 Corridor Study

A study will be made of County Road 27 between CR 44 to CR 86. Members of the board have been asked to join the study. It was decided that Supervisor Schommer and Supervisor Kostik would join the study. The Clerk will notify the County what Board Members will be participating.

2) 2013-2014 County Salt Purchase

The cost of road salt will be \$90 a ton in the 2013-2014 Season.

3) 2013-2014 Plowing

No quotes have been received yet so this will be discussed in the October meeting.

4) Flag Trail

Supervisor Schommer brought up that Flag Trail would need repair before winter. He also thought that Fern and Birch would need temporary patching.

5) Sheriff Update

Chairman Lawrence and Vice Chair Kraft had a meeting with the Sheriff about Deputies citing individuals violating road statutes. It was decided that the Sheriff Department would take direction from a Township Supervisor if another situation occurs with construction staging on a Township Road.

7) Engineer's Report.

1) AUER Manual for Township Office

A copy of the Current County AUER Manual is wanted for Township files. It is believed that former Township Clerk Maas may have a copy. The Clerk will attempt to obtain a copy of this manual.

2) Road Projects Update

Work on 165th, 167th, 169th, 180th, 170th and Cleary Lake Court is almost finished.

The sealcoat project has a September 6th completion date or liquidated damages may be charged.

The Lynn, Monterey and 207th project is delayed. The Township will respond in writing agreeing to extend the completion date of September 21st, contingent upon the contractor agreeing to spray the ROW for weeds.

3) Pay Estimate to PL Blacktop for 170th Street

The pay estimate for work completed to date on PL Blacktop for 170th Street is \$136,924.39.

Vice Chair Kraft motioned to approve the pay estimate of PL Blacktop for 170th Street for \$136,924.39. Supervisor Novak seconded the motion. Motion carried 5-0.

4) Pay Estimate to PL Blacktop for Residential Overlay

The Pay Estimate to PL Blacktop for Residential Overlay is \$258,569.78.

Supervisor Kostik made a motion to accept the Pay Estimate to Blacktop for residential Overlay on 165th, 167th, 169th, 180th, Cleary Lake Court and Jennifer Lane Project in the amount of \$258,569.78. Supervisor Schommer seconded the motion. The motion carried 5-0.

5) County Request-CR 8 Project

The County is requesting to change the access to 21530 County Road 91. After a brief discussion, the Board decided to allow the change after a driveway permit has been filed.

6) Revised 2013-2017 CIP

Township Engineer Nelson proposes to revise the 2013-2017 Capital Improvement Plan. He recommends restructuring the plan to reduce the size of projects in non-bonded years and increase the size of projects in bonded years.

Supervisor Novak made a motion to accept the Revised 2013-2017 CIP. Supervisor Schommer seconded the motion. The motion carried 5-0.

7) Drainage concerns

Township Engineer Nelson brought up drainage concerns in the Grey Fox Development. Insufficient culverts and drain tile size are causing flooding to an adjacent farm. He feels there needs to be a study done to find proper drainage at the site. He advised that there would be both engineering and construction

costs. The Board had a brief discussion on how to finance this project and agreed that Township Engineer Nelson should do the study.

Township Engineer Nelson also brought up drainage concerns at the intersection of 91 and 68. Drainage was altered by an adjacent property owner and landscaping.

8) Treasurer's Report

1) Transfer Funds.

Treasurer LeVoir recommended the transfer of \$410,000.00 from the Township savings to the Township checking account.

Vice Chair made a motion to transfer of \$410,000.00 from Township savings to the checking account. Supervisor Schommer seconded the motion. The motion carried 5-0.

2) Budget/ Levy 2014.

Treasurer LeVoir presented a copy of the Proposed Budget/ Levy for 2014 to include the Engineers updated CIP. The Proposed Budget / Levy for 2014 is 1.2 million.

She presented her power point of the budget, levy and CIP forecast to be shown in more detail at the continuation meeting. The Board made some recommendations on what should be presented at the continuation meeting. Treasurer LeVoir will incorporate their suggestions.

3) Road Expense by Street

Treasurer LeVoir presented a model spreadsheet to The Board that would break down the road expenses by street to more easily keep track of road costs. Several suggestions were made by the Board. The treasurer will incorporate their suggestions.

4) Certifications to 2014 Property Taxes

Treasurer LeVoir advised there is one property three months behind paying CSTS Monthly fees. That property would receive a letter asking that the delinquent amount be paid by October 1st, or be subject to Certification to 2014 Property Taxes. Treasurer LeVoir confirmed with the Board that there were no other delinquent service charges owed to the Township that were subject to Certification.

5) Escrow Update

Treasurer LeVoir advised that the Territory 3rd Addition's escrow had dropped below \$500.00. She will send a letter asking for an additional \$1,000.00 to bring the escrow back up over \$500.00.

There were two final NPDS inspections with unique situations.

18871 Edgewood Lane had Township Engineer's time and inspection costs deducted from escrow so the amount being returned is \$698.00.

20883 Nevada had legal and inspection fees deducted from escrow so the amount being returned is \$1380.75.

9) Review & Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000212E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000213E	ANCHOR BANK - DEBIT CARD	156.42	Clerk Cell Phone/Stamps
Paid Chk# 000214E	EFTPS	1,291.46	FICA/Medicare/Fed WH
Paid Chk# 000215E	PERA	617.76	PERA
Paid Chk# 000216E	MINNESOTA REVENUE MW5	86.86	State WH
Paid Chk# 007351	AL NOVAK	657.99	August 2013 Srv Pd in September 2013
Paid Chk# 007352	BRENT LAWRENCE	734.18	August 2013 Srv Pd in September 2013
Paid Chk# 007353	CHRIS KOSTIK	681.77	August 2013 Srv Pd in September 2013
Paid Chk# 007354	LEROY SCHOMMER	948.89	August 2013 Srv Pd in September 2013
Paid Chk# 007355	LISA QUINN	XXXX	August 2013 Srv Pd in September 2013
Paid Chk# 007356	SARAH LEVOIR	XXXX	August 2013 Srv Pd in September 2013
Paid Chk# 007357	TOM KRAFT	649.97	August 2013 Srv Pd in September 2013
Paid Chk# 007358	ART JOHNSON TRUCKING INC	845.50	August 2013 Road Mtc
Paid Chk# 007359	BRENT LAWRENCE	35.21	August 2013 Expense Reimbursement
Paid Chk# 007360	CENTERPOINT ENERGY	12.00	Town Hall Gas
Paid Chk# 007361	CHORES AND MORE BY HEIDI INC	170.00	Town Hall Full Clean 07/30/13 & 06/28/13
Paid Chk# 007362	CHRIS KOSTIK	74.66	August 2013 Expense Reimbursement
Paid Chk# 007363	COLLINS TREE	450.00	Casey Park - remove add'l storm damage
Paid Chk#	COURI & RUPPE, P.L.L.P.	577.50	Legal Fees

007364		
Paid Chk#	DENNIS KAROW	1,072.00 Town Hall/Parks Mowing
007365		
Paid Chk#	ECM PUBLISHERS INC	133.00 Legal Publishings
007366		
Paid Chk#	GE CAPITAL	140.01 Copier Expense
007367		
Paid Chk#	GOLIATH HYDRO-VAC INC	1,400.00 Vac Culverts
007368		
Paid Chk#	GOPHER STATE ONE CALL	31.90 July 2013 Utility Locates
007369		
Paid Chk#	GOPHER STATE SEALCOAT INC	13,939.00 Crackfilling - Various Township Streets
007370		
Paid Chk#	HAKANSON ANDERSON ASSOC INC	8,544.12 Engineering
007371		
Paid Chk#	INTEGRA TELECOM	558.23 Phone
007372		
Paid Chk#	JB WOODFITTER AND ASSOCIATES	698.00 NPDES Escrow Refund
007373		
Paid Chk#	LEROY SCHOMMER	82.93 August 2013 Expense Reimbursement
007374		
Paid Chk#	LISA QUINN	4.01 August 2013 Expense Reimbursement
007375		
Paid Chk#	MALLERY POOL CONSTRUCTION	820.00 NPDES Escrow Refund
007376		
Paid Chk#	MINNEAPOLIS GUN CLUB INC	970.00 NPDES Escrow Refund
007377		
Paid Chk#	MITTELSTAEDT HOMES, LLC	1,380.75 NPDES Escrow Refund
007378		
Paid Chk#	MVEC	545.32 Electricity
007379		
Paid Chk#	NATURAL SYSTEMS UTILITIES MN	9,202.50 CSTS Monitoring
007380		
Paid Chk#	NICHOLAS WESTLIE	306.00 NPDES Escrow Refund
007381		
Paid Chk#	SARAH LEVOIR	50.00 August 2013 Expense Reimbursement
007382		
Paid Chk#	TOM KRAFT	32.77 August 2013 Expense Reimbursement
007383		

Paid Chk#	XCEL ENERGY	13.36 St. Francis Light
007384		
Paid Chk#	PRIOR LAKE BLACKTOP, 395,494.1 St. Francis Light	
007385	INC.	7

Total:
\$446,194,20

9) Adjourn.

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

Supervisor Leroy Schommer made a motion to adjourn the September 3, 2013 Credit River Township Board Meeting. Supervisor Chris Kostik seconded the motion. Motion carried 5-0.

Meeting adjourned at 10:41 PM.

Recorded by Mary Rieder, Deputy Clerk

Edited by Lisa Quinn, Township Clerk

Approved by:
Brent Lawrence, Chairman, Credit River Township