

Credit River Township Board Meeting
Monday, April 7, 2014, 6pm
Meeting Minutes

The April 7, 2014 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 Chairman Tom Kraft; Supervisor Leroy Schommer; Supervisor Chris Kostik; Supervisor Al Novak

Others Present:

Township Engineer Shane Nelson, Township Attorney Bob Ruppe, Township Clerk Lisa Quinn, Township Treasurer Sarah LeVoir.

1) Approve or Amend Agenda:

Chairman Lawrence added "County Highway" to Old Business as Item #6.

Supervisor Schommer made a motion to approve the amended agenda.

Supervisor Kostik seconded the motion. Motion carried 5-0.

Items were added or changed as requested.

2) Consent Agenda

- 1) February 2014 Treasurer's Report**
- 2) March 2014 Developer's Escrow Statement**
- 3) March 3, 2014 Board Meeting Minutes**
- 3) February 12, 2014 Board of Audit Minutes**
- 4) February 18, 2014 Nevada Avenue Informational Meeting Minutes**

Supervisor Novak made a motion to approve the Consent Agenda. Supervisor Schommer seconded the motion. Motion carried 5-0.

3) Natural Systems Utilities Presentation

Shane Symmank from Natural Systems Utilities offered the 2013 System Summary Presentation for the CSTS (Community Sewer & Treatment Systems) in Credit River Township. Mr. Symmank discussed the following in regards to all three systems in Credit River Township: the MPCA Permit Renewal; 2013 Alarms; Compliance Summary; Flow Monitoring; and Recommended Repairs in 2014.

Specifically for the Stonebridge system, Mr. Symmank recommends meetings with the Supervisors & Town Engineer because nitrate level issues exist.

Otherwise, there were no other unusual issues with any of the systems to report, except twice-monthly sampling will be required in 2015. The three individual system status reports will be placed on the website if any resident would like to review them.

Chairman Lawrence offered praise for Mr. Symmank's work and Natural Systems Utilities as a contractor in general.

4) Open Forum

P. Berscheit, 170th Street Resident, shared his observations of the cracks on 170th Street. He asked the Town Board to have them repaired under warranty. Supervisor Schommer answered that there were 36 cracks that would be filled in the spring during routine road maintenance. Vice Chair Kraft noted that the cracks are "reflective cracking" which is normal & expected.

5) Old Business

1) Mediacom Representative.

The representative did not attend the meeting.

2) Release of Escrow Funds.

Treasurer LeVoir discussed the Cedarwood Escrow. A release of the balance of the escrow has been submitted by the Chief Executive Officer of Klotz Construction Company, who initially submitted the escrow.

There is a discrepancy between the amount requested and the actual amount remaining in the Cedarwood Escrow. After discussion, the Board determined to release the balance of the escrow in the amount of \$1,917.99, plus a shouldering expense of \$758.67, for a total amount of \$2,676.66.

A motion was made by Vice Chair Kraft to release to Glen Klotz, CEO of Klotz Construction, the balance of the Cedarwood escrow in the amount of \$1,917.99, plus a shouldering expense of \$758.67, for a total of \$2676.66. Supervisor Kostik seconded the motion. Motion passed 5-0.

Other inactive escrow accounts were discussed and the following motions were made:

A motion was made by Vice Chair Kraft to release the remaining escrow balance for On-Site Marketing, the original submitter of an escrow related to Cress View, in the amount of \$97.92. Supervisor Schommer seconded the motion. Motion passed 5-0.

A motion was made by Supervisor Kostik to release the remaining escrow balance to Ted McWilliams, the original submitter of the McWilliams escrow, in the amount of \$55.50. Supervisor Schommer seconded the motion. Motion passed 5-0.

A motion was made by Supervisor Novak to release the remaining escrow balance to Chad Hoffman, the original submitter of an escrow related to the

Hoffman Culvert, in the amount of \$9.50. Supervisor Kostik seconded the motion. Motion passed 5-0.

The following other escrows were discussed and decisions made as noted:

Escrow Account 20215, related to Liberty Creek, currently in litigation. The Board directs that the escrow will be held upon final outcome of such.

Escrow Account 20210, related to Meadowview Blvd., The Board directs that it is scheduled to be released in June 2015 if a planned road is not constructed.

Escrow Account 20216, a Stonebridge Letter of Credit that was drawn on by the Township for the Stonebridge Development: Treasurer LeVoor reports that the Auditors have advised that these funds can be transferred to the General Fund, as the project is complete and the warranty period has expired. Attorney Ruppe concurs with that assessment. Chairman Lawrence recommends directing the transfer by Resolution, to be done at next month's Board Meeting.

Escrow Account 20213, Territory Letter of Credit drawn funds remaining balance: The Board directs that will be kept until the two year warranty runs out in 2015.

Escrow Account 20223, related to Estates of Liberty Creek, also currently the subject of litigation; the Board directs that will be held pending the outcome of such.

Escrow Account 20224, from LaPointe Communication for Mediacom: the Board directs that Engineer Nelson research his records and update the Board as to the status of the project.

Escrow Account 20224, related to a Reiter Delineation /Application (WCA); Town Engineer reports that the project is still active and the Board directs that the escrow will continue to be held.

Escrow Account 20224, related to Clear Channel Radio; the Town Engineer shall confirm status of project, and report to the Board for a decision.

Escrow 20224, from Wyatt Territory I, LLC., related to Territory Third Addition, placed originally by James Deanovic: At the Board's direction, the Township Treasurer will contact Mr. Deanovic and his Attorney to confirm account status.

Escrow Account 20224, related to Lennar Drain Tiles; the Township Engineer shall confirm status of project, and report to the Board for a decision.

At this time, Deputy Leuck from the Scott County Sheriff's Department spoke at the meeting and updated the Board on recent activity in the area. There were no major issues to discuss.

- 3) Scott County Historical Society.** After a brief discussion, the Board decided to not offer the requested donation to the Scott County Historical Society.

- 4) Park & Town Hall Mowing.** From three quotes received, The Board accepted the mowing and spraying contract for Mark's Bobcat Service at a cost of \$400 per week for mowing and \$375 for spraying.

Vice Chair Kraft made a motion to accept the quote received from Mark's Bobcat Service for Township Park & Town Hall Mowing, for the 2014- 2015 Mowing season contingent on contract approval. Supervisor Novak seconded the motion. Motion passed 5-0.

5) Recycling Day Ads

After a brief discussion, a decision was made by the Town Board to place Recycling Day Ads in the two Town Publications, directing Credit River residents to use the Savage Recycling Day Location & Services.

Supervisor Kostik made a motion to authorize the placement of Recycling Day ads at a cost not to exceed \$500, for ads to be placed in the Prior Lake American & Lakeville Sun Newspapers and to be run for two consecutive weeks. Supervisor Schommer seconded the motion. Motion passed 5-0.

6) County Highway Discussion

County Road Official Andy Hingeveld attended the meeting to present recent updates regarding the CSAH 27 Study. He reports that the next community meeting will be held on April 29, 2014, tentatively to be held at the Prior Lake Fire Department. This meeting will only be discussing changes proposed between CR 44 to CR 68, so only a partial group of affected residents will be invited this time.

The rest of the discussion centered on widening CR 27 from CR44 to CR21 to 4 lanes. The County Contract Engineer present, Ms. Jack Corkle, also discussed access issues and proposals to the Casey's Addition Development Area.

After receiving feedback from the Credit River Board, the Road officials left with access challenges to consider in the Casey neighborhood.

Chairman Lawrence reported that an email has been received from Jeanne Briol regarding a requested meeting to offer an update on CSAH 8.

7) New Business

1) Annual Meeting Follow Up: Fire Water Wells.

At the Annual Meeting, it was brought up by a resident that if the fire water well rating was reduced, it would reduce insurance costs in the Township.

Vice Chair Kraft stated that the cost/benefit ratio would have to be estimated before starting a project.

Engineer Nelson estimates that drilling wells would cost approximately \$70,000.00, depending on conditions.

Chairman Lawrence recommended starting out by having Fire Chief Doug Hartman in on a Tuesday morning to meet with a Supervisor and the Town Engineer.

A Credit River Resident, Mr. D. Olson, commented that he had spoken to an insurance agent and was told that constructing wells would not affect ISO ratings, since the major criteria for ISO Ratings is response time (distance) from the nearest fire station.

2) Board Reorganization.

The Credit River Town Board reorganizes responsibilities at every April Board Meeting. The Board discussed each responsibility and assigned specific Supervisors as contact people to each. A copy of their assignments is available at the Town Hall and will be placed on the website listed under "Contacts."

A motion was made by Supervisor Schommer that Brent Lawrence would be Chair and Tom Kraft, Vice Chair in 2014 until the next reorganization date in April 2015. Supervisor Kostik seconded. Motion passed 5-0.

After the rest of the positions were assigned or volunteered for, and decisions made to keep elected official pay level, a motion was made.

A motion was made by Supervisor Kostik to approve the Board Decisions on the Supervisor position assignments and pay levels. Supervisor Novak seconded the motion. All in favor, motion passed 5-0.

As it is review time for the Town Clerk and Town Treasurer, their reviews as conducted by Supervisors Novak & Kostik, were discussed. Both employees received positive feedback during their reviews. After Board discussion, a motion was made.

Supervisor Schommer made a motion to approve a 3% raise for the Town Treasurer & Town Clerk, retroactive / active on their individual anniversary dates. Supervisor Kostik seconded. Motion passed 5-0.

3) Scott County Township Association Meeting Update. Vice Chair Kraft attended the Scott County Township Association Meeting held at the Spring Lake Town Hall on March 22, 2014. Some issues that were discussed were: The County 2040 Comprehensive Plan, The Transportation Tax, and Tax Impacts of the Dedication of Park Land.

Vice Chair Kraft reported that it was a very informative meeting.

8) Road Report.

- 1) Shoulder Damage.** Supervisor Schommer made a note of shoulder damage on some Town Roads. The contractor has agreed to fix the damage.
- 2) Blade Roads/ Haul Rock.** Art Johnson Trucking submitted a quote for Blading roads and Hauling Rock for 2014. The quote was \$95/ hr. and \$3.37 per ton.

Supervisor Novak made a motion to accept the quote for Art Johnson Trucking to Blade Roads and Haul Rock for 2014. Supervisor Kostik seconded the motion. Motion passed 5-0.

- 3) Territory.** Chairman Lawrence and Supervisor Novak met with the head of the Territory HOA, a representative each from the Territory Management Group and owners to discuss plowing issues. In the fall, a letter will be mailed to residents on Township Roads from the Board addressing when the residents could expect that the roads would be plowed, recommended mailbox dimensions, and sprinkler head issues related to snowplowing.

9) Engineer's Report.

1) 210th Street Paving

An Informational Meeting was held with the Nevada Avenue residents last month regarding paving cost contribution or inclusion on a 210th Street Paving Project. The feedback from the Nevada Avenue residents was that they do not want to contribute or be included in the project.

The Board noted that the situation warrants a letter to each resident outlining the increased cost per benefitting property under these circumstances. The numbers will be figured and a letter will be drafted and mailed as soon as possible.

2) 2014 Overlay Project

If the 2014 Overlay project is to be advanced, there are 4 Resolutions for each project to be passed this evening.

The Resolutions for the Cedar Lane, Cedar Court, Elm Court, Frontier Lane, Crimson Court, Stoneridge Court, and Portions of Lynn Drive Improvements were passed first.

Supervisor Kostik made a motion to approve Resolution 2014-05, Resolution Ordering Improvement to Cedar Lane, Cedar Court, Elm Court, Frontier Lane, Crimson Court, Stoneridge Court, and Portions of Lynn Drive. Supervisor Schommer seconded. Motion passed 5-0.

Vice Chair Kraft made a motion to approve Resolution 2014-06, Resolution Declaring the Official Intent of Credit River Township to Reimburse Certain Expenditures from the Proceeds of Improvement Bonds to be Issued by the Township. Supervisor Novak seconded. Motion passed 5-0.

Supervisor Schommer made a motion to approve Resolution 2014-07, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids. Vice Chair Kraft seconded. Motion passed 5-0.

Supervisor Novak made a motion to approve Resolution 2014-08, Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing. Supervisor Schommer seconded the motion. Motion passed 5-0.

The second set of resolutions was made in reference to the Hampshire Court Improvements.

Supervisor Kostik made a motion to approve Resolution 2014-09, Resolution Ordering Improvement to Hampshire Court. Vice Chair Kraft seconded. Motion passed 5-0.

Supervisor Novak made a motion to approve Resolution 2014-10, Resolution Declaring the Official Intent of Credit River Township to Reimburse Certain Expenditures from the Proceeds of Improvement Bonds to be Issued by the Township. Supervisor Kostik seconded. Motion passed 5-0.

Supervisor Kostik made a motion to approve Resolution 2014-11, Resolution Approving Plans & Specifications and Ordering Advertisement for Bids. Supervisor Schommer seconded. Motion passed 5-0.

Supervisor Novak made a motion to approve Resolution 2014-12, Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing. Supervisor Kostik seconded. Motion passed 5-0.

3) Sign Replacement. Engineer Nelson updated the Board on a Draft Sign Replacement Policy for Credit River Township, referencing road sign replacement requirements. The Board also discussed specific sign replacements in many neighborhoods in Credit River.

10) Treasurer Report

1) Transfer Funds. Treasurer LeVoir asked that a transfer of \$40,000 be approved from the Township Savings Account to the Township Checking Account to pay claims.

Supervisor Kostik made a motion to transfer \$40,000.00 from the Township Savings Account to the Township Checking Account to pay claims. Supervisor Schommer seconded the motion. Motion passed 3-0.

2) Bond Arbitrage Consulting Contract. Treasurer LeVoir contacted Ehlers to provide a draft contract to be considered for Bond Arbitrage. The Board directed the Treasurer to accept the contract as offered by Ehler's.

Supervisor Novak made a motion to approve the Bond Arbitrage Consulting contract with Ehler's. Supervisor Kostik seconded the motion. Motion passed 5-0.

3) Audit Proposal 2014-2016. Treasurer LeVoir reported historical data on Audit costs from 2008 to present. The offer from Abdo, Eick & Meyers for the periods 2014-2016 will be \$17,250.00, per year, which is a decrease from previous costs.

Supervisor Kostik made a motion to accept the Audit Proposal from Abdo, Eick & Meyers for the period of 2014-2016 at a cost of \$17, 250.00/ year. Supervisor Novak seconded. Motion passed 5-0.

11) Clerk's Report

1) Election Update.

The Township Election was held on March 11, 2014. There were two seats to be filled at this year's election, Supervisor Seat C and Seat E. Polling hours were 0700-2000. Brent Lawrence was elected to Seat C and Alan Novak to Seat E. There were no challenges and the Supervisors were sworn in and given their Certificates of Election as required by law. The Clerk offered a few polling updates, such as election judge staffing notes and resident voting time issues. It was

noted by the Town Clerk that only 4 residents voted between opening at 7 AM and the time of 10 AM. Vice Chair Kraft requested that the residents be informed of this at the Continuation of the Annual Town Meeting, and asked if they feel the polling hours should be reduced by the Town Board to 10AM-8PM instead of 7AM-8PM for Township Elections.

Clerk Quinn reminded the Board that it is the time of the year again to recruit election judges for training in the 2014-2016 Election Judge Training Cycle. After discussion, the Board made a motion.

Supervisor Kostik made a motion to approve the placement of two ads in each official town publications, at a cost up to \$500.00, to recruit election judge candidates for Credit River township elections in the years 2014-2016. Supervisor Schommer seconded. Motion passed 5-0.

Clerk Quinn also passed Town Election Board of Canvass paperwork around for Board Approval.

2) Annual Meeting Update.

The Credit River Township Annual Meeting was held this year at the Legends Club, and commenced at 830 PM, one half hour after the polls closed. The Deputy Clerk fulfilled the Clerk duty at the Annual Meeting, as the Township Clerk was closing out the Town Election. The Residents set the location of next year's Annual Meeting to Prior Lake Fire Station #1.

3) Website. As requested by Supervisor Novak, the bulk email list responsibilities have been turned over to the Clerk. The list will still be managed by an online company that does such things, but the clerk will now administrate the process. This change should result in a slight

cost savings to the Township. The charge for the processing of this service is currently \$10 a month and the account charges will be transferred going forward from the Webmaster to the Clerk card, as the Township will now be responsible for this directly.

Also, Supervisor Novak notes that he will also be doing the bulk of the website updates going forward.

- 4) **MAT Paperwork.** Every year the Minnesota Association of Townships (MAT) requests an update to Board Member list. The Board Members are kindly asked to please review the listed information and initial if accurate. The Clerk will submit the paperwork to MAT by the requested date.

- 5) **Urban Short Course Update.** The Minnesota Association of Township's Annual Urban Short Course will be held on April 24, 2014 at the Best Western Hotel in Burnsville. If any Board Member can attend, please let the Clerk know by the early registration deadline and she will make the reservation for you. There is on site reservation available, as well.

- 6) **Reminder to attend the Local Board of Appeal & Equalization Meeting.** The Credit River Township LBAE will be held at the Credit River Town Hall on Thursday, April 24, 2014 at 3 PM.

- 7) **Plowing the Town Hall Parking Lot.** Mark's Bobcat Service has also submitted a proposal to do the Town Hall Snowplowing. Item will be placed on a future agenda to allow other residents to know the contract is available for bid if anyone is interested.

8) Review & Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000247E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000248E	ANCHOR BANK - DEBIT CARD	417.57	Cell Phone/.gov Renewal/Office Supplies
Paid Chk# 000249E	EFTPS	1,452.22	FICA/Medicare/Fed WH
Paid Chk# 000250E	PERA	658.20	PERA
Paid Chk# 000251E	MINNESOTA REVENUE MW5	114.33	State WH
Paid Chk# 007644	AL NOVAK	669.54	March 2014 Srv Paid in April 2014
Paid Chk# 007645	BRENT LAWRENCE	826.53	March 2014 Srv Paid in April 2014
Paid Chk# 007646	CHRIS KOSTIK	682.45	March 2014 Srv Paid in April 2014
Paid Chk# 007647	LEROY SCHOMMER	854.24	March 2014 Srv Paid in April 2014
Paid Chk# 007648	LISA QUINN	XXXX	March 2014 Srv Paid in April 2014
Paid Chk# 007649	MARY RIEDER	XXXX	March 2014 Srv Paid in April 2014
Paid Chk# 007650	SARAH LEVOIR	XXXX	March 2014 Srv Paid in April 2014
Paid Chk# 007651	TOM KRAFT	600.23	March 2014 Srv Paid in April 2014
Paid Chk# 007652	JEROME MICHELS	136.92	Election Judge Wages/Mileage
Paid Chk# 007653	LLOYD ERBAUGH	221.93	Election Judge Wages/Mileage
Paid Chk# 007654	PARI SCHILZ	300.32	Election Judge Wages/Mileage
Paid Chk# 007655	RICHARD SEGERS	224.84	Election Judge Wages/Mileage
Paid Chk# 007656	ABDO EICK & MEYERS LLP	9,750.00	FYE 2013 Audit - Final Payment
Paid Chk# 007657	AL NOVAK	17.92	March 2014 Expense Reimbursement

Paid Chk# 007658	ART JOHNSON TRUCKING INC	5,746.74	March 2014 Winter Road Mtc
Paid Chk# 007659	ARTHUR R AMBARUCH	50.00	Mailbox Reimbursement - 19406 Stonegate
Paid Chk# 007660	BOHNSACK EXCAVATING INC.	172.50	Clean out Cuvert and Ditch March 2014 Expense
Paid Chk# 007661	BRENT LAWRENCE	42.56	Reimbursement
Paid Chk# 007662	BRUCE NILSEN	60.00	Annual Meeting Moderator 3/11/14
Paid Chk# 007663	BUSINESS FORMS & ACCOUNTING	155.47	CSTS Billing Postcards
Paid Chk# 007664	CENTERPOINT ENERGY	189.25	Town Hall Gas
Paid Chk# 007665	CERTIFIED RECYCLING	60.00	Disposal - Couch w/hide a bed
Paid Chk# 007666	CHORES AND MORE BY HEIDI INC	210.00	Town Hall Clean 2/25/2014 & 3/18/14
Paid Chk# 007667	CITY OF LAKEVILLE	1,757.09	Feb/Mar 2014 Judicial Road Mtc
Paid Chk# 007668	COURI & RUPPE, P.L.L.P.	3,995.00	Legal Fees
Paid Chk# 007669	DB SERVICES	225.00	March 2014 Town Hall Winter Mtc
Paid Chk# 007670	ECM PUBLISHERS INC	71.82	Legal Publishings
Paid Chk# 007671	GALLAGHERS	7,243.50	March 2014 Winter Road Mtc
Paid Chk# 007672	GE CAPITAL	140.01	Copier Expense
Paid Chk# 007673	GOLIATH HYDRO-VAC INC	250.00	Jet Frozen Culvert
Paid Chk# 007674	GREGORY/ELISABETH SEEMAN	470.00	NPDES Escrow Refund - 20106 Texas
Paid Chk# 007675	HAKANSON ANDERSON ASSOC INC	18,193.7 0	Engineering
Paid Chk# 007676	INTEGRA TELECOM	568.07	Phone
Paid Chk# 007677	KRAEMER MINING& MATERIALS INC	945.56	Feb/Mar 2014 Winter Road Mtc
Paid Chk# 007678	LEGENDS	150.00	Legends Club Rental - 3/11/14
Paid Chk# 007679	LEROY SCHOMMER	284.19	March 2014 Expense Reimbursement

Paid Chk# 007680	LISA QUINN	74.08	March 2014 Expense Reimbursement
Paid Chk# 007681	MATIT	1,000.00	Litigation Shared Cost
Paid Chk# 007682	METRO SALES , INC.	85.00	Qtrly Mtc Contract - 01/03/14 - 04/01/14
Paid Chk# 007683	MINNESOTA DEPT OF HEALTH	800.00	CSTS Well Monitoring Permits
Paid Chk# 007684	MPCA	505.00	MHSP Municipal Permit Annual Fee
Paid Chk# 007685	MVEC	746.89	Electricity
Paid Chk# 007686	NATURAL SYSTEMS UTILITIES MN	5,977.95	CSTS Monitoring
Paid Chk# 007687	PRIOR LAKE AGGREGATE INC.	283.91	Feb/Mar 2014 Coarse Sand - Winter Rd Mtc
Paid Chk# 007688	SARAH LEVOIR SCOTT COUNTY	50.00	March 2014 Expense Reimbursement
Paid Chk# 007689	ASSOCIATION TWPS	2,301.23	2014 Association Dues
Paid Chk# 007690	SOUTHWEST NEWSPAPERS	261.69	Legal Publishings
Paid Chk# 007691	TRANS-ALARM	89.85	Town Hall Alarm Monitoring Srv
Paid Chk# 007692	XCEL ENERGY	13.38	St. Francis Light
		73,244.0	
	Total	2	

9) Adjourn.

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

Supervisor made a motion to adjourn the April 7, 2014 Credit River Township Board Meeting. Supervisor Leroy Schommer seconded the motion. Motion carried 5-0.

Meeting adjourned at 10:45 PM.

Recorded by:

Lisa Quinn, Township Clerk

Approved by:

Brent Lawrence,

Chairman, Credit River Township