

Credit River Township Board Meeting

Monday, July 6, 2015, 6pm

Meeting Minutes

The July 6, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6pm, by Chairman Kostik.

Members Present:

Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence, Supervisor Kraft.

Others Present:

Treasurer LeVoir, Engineer Nelson, Township Attorney Ruppe, Clerk Donovan

6PM: Call July 6, 2015 Board Meeting to Order, Pledge of Allegiance

1) Approve or Amend Agenda

Treasurer LeVoir requested to add Flag Tr. and Prairie Hills Road catch basin invoice to Road Report as Item 3.

Motion to Approve Amended Agenda: Supervisor Lawrence

Second: Supervisor Kraft

Motion Passed: 5-0

2) Consent Agenda

- 1. May 2015 Treasurer's Report**
- 2. June 2015 Developer's Escrow Statement**
- 3. June 1, 2015 Board Meeting Minutes**
- 4. June 15, 2015 Board Meeting Minutes**

Motion to Approve Consent Agenda: Supervisor Lawrence

Second: Supervisor Schommer

Motion passed: 5-0

3) Open Forum

A resident, P. Kalal, had a question regarding the affordability of the Flag Tr. Assessment and whether a discount policy is available, as this was understood to be an option in other cities.

Attorney Ruppe explained that a discount policy is not available nor is there a statute allowing for a discount. The Deferment Policy was explained.

4) Old Business

1. Deputy Amy Lueck-Scott Co. Sheriff's Office (Staging on township roads.)

Supervisor Lawrence reviewed some of the issues that Credit River Township has had when trying to enforce the material staging issue on township roads in the past. Going forward the township would prefer to have the same response as the county has when addressing this issue with residents.

Deputy Lueck addressed the County response to staging material on a county road would be to have Dan Ekholm (sp?) issue citations. The question was asked if the township has an issue enforcing the ordinance, can the Sheriff be called to enforce. Deputy Lueck explained the Sheriff can cite but at the discretion of the officer. It was recommended the township explain the situation at the time of the call to the Sheriff. It was also discussed that the township has the right by ordinance to remove any material on township roads if needed. Chairman Kostik asked that a message be passed on to the Sheriff's department requesting if the township has an issue with enforcement and needs to call for assistance, that a citation is issued. Attorney Ruppe noted that a citation can also be used as evidence if road damage occurs.

2. 21690 Harvest Hills Accessory Dwelling Unit

Engineer Nelson has reviewed the plans for the proposed ADU at 21690 Harvest Hills. A recommendation was made that a surveyor is hired by the resident as a more economical process to overlay the lot, drainage and contour lines. The surveyor will also need to describe the proposed vacation of easement. The resident, R. Uzlik, spoke and has hired an engineering company. The results will be reviewed at the August 3 meeting. In addition, the Vacation of Easement will be considered, as this will require a public hearing.

3. 19555 Oak Grove Avenue

Engineer Nelson has received the drawings needed to consider proceeding with the new Encroachment Agreement. The two documents (construction plan for this year and Exhibit A) are in the

drop box. The removal of cattails in the wetlands has been added but this will not require heavy equipment. Attorney Ruppe has an amended Encroachment Agreement (available in the drop box). Engineer Nelson and Attorney Ruppe believe we have received all of the required information in order to make a decision on the approval of the Amended Encroachment Agreement. Supervisor Schommer has recommended that road condition is noted prior to the project beginning. A letter of proper staging of material will be sent by Attorney Ruppe.

**Motion to Accept the First Amended Encroachment Agreement for 1955 Oak Grove Avenue. Motion contingent on Attorney review and no work will be performed prior to Tim Kreiger signing the First Amended Encroachment Agreement: Supervisor Kraft
Second: Supervisor Schommer
Motion passed: 5-0.**

4. CSTS Fencing-Stonebridge

Supervisor Lawrence advised that the non-split rail fencing needs to be repaired in Stonebridge. Supervisor Schommer will have the fence repair completed by the end of July.

Supervisor Kraft noted that CSTS signage in Territoriality also needs to be replaced due to fading.

5. Cable Franchise

Supervisor Lawrence addressed the Mediacom and Integra pending franchise agreements.

A. Integra Franchise Agreement

Attorney Ruppe received the Integra renewed franchise agreement. Agreement is in drop box.

**Motion to Approve the Renewal of the 5 Year Franchise Agreement between Credit River Township and Scott-Rice Telephone Co. dba Integra Telecom. Contingent on Attorney Review: Supervisor Lawrence
Second: Supervisor Novak
Motion Passed. 5-0**

B. Mediacom Franchise Extension

Attorney Ruppe advised that the Mediacom agreement is not available from the past and recommended an extension of the

current agreement to the end of the 2015. (Extension Form is in drop box).

Motion to Approve the Mediacom Extension Agreement until the End of 2015. Contingent upon Attorney Review: Supervisor Lawrence

Second: Supervisor Schommer

Motion passed: 5-0.

5) New Business

1. Gallagher Park

Supervisor Kraft reviewed his discussion with the Rita Gallagher regarding the donation of land (Lucerne and CR 8), which is approximately one acre. Supervisor Schommer and Supervisor Kraft reviewed the property for possible ideas, which will be near the new bike trails on CR 8. Mrs. Gallagher requested that the park be named after her husband, such as Joseph M. Gallagher Memorial Park. Supervisor Lawrence will look into pricing on a small play system and picnic table option. Engineer Nelson will look at the property to get an idea of what can be done and will prepare a concept plan. Attorney Ruppe explained that a legal description of the land will be needed. The concept plan would then be reviewed by Rita Gallagher and Scott County in finalizing the plan for CR 8. Treasurer LeVoir asked about expenses for developing a concept plan, which Attorney Ruppe advised can come out of the Park Fund.

2. Murphy Lake Rd – Signage

Supervisor Lawrence was contacted by the Sheriff Dept. after responding to an accident on Murphy Lake Rd (north of Sunset), requesting additional speed limit signs may be needed. The Sheriff believes additional signs would help in issuing citations. Chairman Kostik asked if there is a standard for the distance between signs. Engineer Nelson said there is not.

One additional sign will be put in. Supervisor Lawrence will respond to Sheriff.

Engineer Nelson will address sign.

3. Park Report

a. Country Court - Park Access

Supervisor Lawrence received a letter from a resident regarding the entrance of the Country Court Park. The resident requested a sign on both ends of the park marking the entrances. Supervisor Schommer and Supervisor Lawrence recommended two posts with park access to mark entrances.

b. Scottview Park– Picnic Table

Supervisor Lawrence reviewed the pricing of the picnic table proposed for Scottview Estates, which was \$1826 including installation. Supervisor Lawrence & Supervisor Schommer will meet with the Scottview HOA to determine the location for the new picnic table.

**Motion to Approve the Picnic Table Purchase of \$1826 to be located in Scottview Park: Supervisor Schommer
Second: Vice Chairman Novak
Motion passed: 5-0.**

4. 19105 Eagleview Lane

Engineer Nelson reviewed the plans for the addition of an out building at 19105 Eagleview Lane and the proposal to grant a temporary construction driveway for one year during construction of the out building. The escrow will be \$900 and \$100 administration fee.

**Motion to Approve a One Year Temporary Driveway Access Permit for 19105 Eagleview Lane: Supervisor Schommer
Second: Supervisor Lawrence
Motion passed: 5-0.**

6) Road Report

1. Southfork Dr. Culvert – Gas Line

Treasure LeVoir requested information regarding the invoice for the gas line (in drop box). \$920

Break out of costs of the overage is needed. Mike ?, Supervisor Kraft and Engineer Nelson's time also needs to be added as related to the gas line so that this can be billed to CenterPoint.

Treasurer LeVoir will be calling CenterPoint.

Supervisor Lawrence also received a call from a resident from this area regarding the finished seeding of this area and also claims the culvert height is too high. Supervisor Schommer will call resident.

2. CSAH 8 Update

Supervisor Kraft reviewed the letter from Scott County addressing the scheduling of CSAH 8 project, pushing the date out until next year. The letter is in the drop box. Supervisor Kraft expressed concern that there may be an issue with the neighborhood roads being used for the detour and 5 ton traffic. Signage will be required. Engineer Nelson will send an email to Scott County regarding the concerns and also mentioned the Joint Powers agreement.

3. Flag Tr. and Prairie Hills Road Culvert Invoice.

Treasurer LeVoir asked if the expense for the culvert and catch basin at the intersection of Flag Tr. and Prairie Hills Rd received on the Bohnsack invoice (in drop box) will be part of the project cost for Flag Tr. or a township expense. Supervisor Kraft advised it will be a township expense as it is part of the overlay.

4. Lucerne Tr.

Supervisor Kraft asked about the water drainage on Lucerne Trail and the possibility of raising the road. This is a recurring problem with the water washing over the road. Engineer Nelson will work on a proposal and the possibility of adding an additional culvert.

5. Supervisor Kraft recommended that the board revise the way in which the five year capital improvement plans are made. Recommending the way the board schedules improvements change to: 1) Overlay, 2) Reclaim and Pave Projects and 3) Reconstructs. Targeting Reclaim and Pave projects earlier as these are about half the cost of a waiting until the road would hit a total Reconstruct phase. Engineer Nelson suggested that the Reclaim and Pave projects being done this year be used as a test sample going forward.

7) Engineer's Report

1. Valley Ridge Easement Vacation

Engineer Nelson advised that 3 of the 4 easement documents have been received. The remaining property owner needed to sign the easement document has requested the area to be staked prior to signing and has asked whether the transformer needed to be relocated. Engineer Nelson recommends the resident is contacted to discuss on Tuesday, July 10. Supervisor Schommer and Supervisor

Kraft will also attend. Supervisor Kraft expressed concern because the project will start soon.

Motion to Approve Resolution 2015-39 Setting a Public Hearing on August 3, 2015 for the Vacation of the Valley Ridge Easement.

Motion: Vice Chairman Novak

Second: Supervisor Kraft

Motion passed: 5-0.

2. Fern and Birch Pay Estimate #4

Engineer Nelson recommended payment of the Valley Paving invoice for \$55,733.40.

Motion to approve the Valley Paving invoice for the amount of \$55,733.40: Supervisor Schommer

Second: Supervisor Lawrence

Motion passed: 5-0.

3. Order Feasibility Report for 2016 Road Project (Scottview)

Engineer Nelson reviewed the 2016 Capital Improvement Plan for Scottview Estates which will be a reclaim and overlay project for Edgewood Lane, Greenview Court, Heitel Way, Overland Drive, and Towering Oaks Trail. A request was made by Engineer Nelson for the board to adopt a resolution ordering a Feasibility Report and schedule a public hearing.

Motion to Approve Resolution 2015-40 Ordering Feasibility Study for 2016 Reconstruction and Overlay Project: Supervisor Schommer

Second: Supervisor Lawrence

Motion passed: 5-0.

4. SWPPP Annual Public Meeting

Engineer Nelson has requested the public's opinion on the handling of the SWPPP by Credit River Township. No public comments were received.

8) Treasurer Report

1. Transfer Funds

Treasurer LeVoir requested that the amount of \$250,000 be transferred from Savings to Checking to pay claims.

**Motion to approve the transfer of \$250,000 from Savings to Checking to pay claims: Supervisor Lawrence
Second: Supervisor Schommer
Motion passed: 5-0.**

2. 2015 G.O. Bond Update

Treasurer LeVoir stated that we are on track to receive the 2015 G.O. Bond proceeds on July 16, 2015.

3. Budget 2016

Treasurer LeVoir has put the Budget 2016 Line Items Budget Proposed in the drop box. Any variations have been detailed. A review was requested by the board. No comments were made. Treasurer LeVoir will be preparing the levy requirements for the next 5 years.

Fire Response expense estimates have not been received and preliminary numbers are historically received in July.

Supervisor Lawrence will request assistance in obtaining the preliminary number from the Prior Lake Fire Department prior to August 1.

4. County Road 75 (Murphy Lake Blvd.) Fund

Treasurer LeVoir reviewed the County Road 75 (Murphy Lake Blvd) Funds. These funds can only be used for non-routine maintenance. The funds available are \$48,280. This will be added to the August 3, 2015 agenda for further discussion.

9) Clerk's Report

10) Town Hall

Vice Chairman Novak advised that the old posting board will be removed.

11) Review and Pay Bills

Paid Chk# 000325E	ANCHOR BANK	57.00	ACH/Check Scanner Fees; Stop Payment Fee
Paid Chk# 000326E	VISA COMMUNITY CARD	57.89	Office Supplies/Postage/iContact Fee
Paid Chk# 000327E	EFTPS	1,674.27	FICA/Medicare/Fed WH
Paid Chk# 000328E	PERA	882.26	PERA
Paid Chk# 000329E	MINNESOTA REVENUE MW5	84.83	State WH
Paid Chk# 008326	AL NOVAK	748.03	June 2015 Srv Paid in July 2015
Paid Chk# 008327	BRENT LAWRENCE	992.77	June 2015 Srv Paid in July 2015
Paid Chk# 008328	CHRIS KOSTIK	674.42	June 2015 Srv Paid in July 2015
Paid Chk# 008329	KAREN DONOVAN	XXXX	Prorate May 15 & June 15 Srv Pd in July 15
Paid Chk# 008330	LEROY SCHOMMER	969.67	June 2015 Srv Paid in July 2015
Paid Chk# 008331	SARAH LEVOIR	XXXX	June 2015 Srv Paid in July 2015
Paid Chk# 008332	TOM KRAFT	797.66	June 2015 Srv Paid in July 2015

Paid Chk# 008333	AL NOVAK	52.99	June 2015 Expense Reimbursement
Paid Chk# 008334	BOHNSACK EXCAVATING INC.	12,735.25	Culverts/Catch Basin Replacements
Paid Chk# 008335	BOND TRUST SERVICES CORP	6,201.25	2012 GO Bond Interest Payment
Paid Chk# 008336	BOND TRUST SRVS CORPORATION	450.00	2012 GO Bond Fiscal Agent Fee
Paid Chk# 008337	BRENT LAWRENCE	31.07	June 2015 Expense Reimbursement
Paid Chk# 008338	CENTERPOINT ENERGY	26.70	Town Hall Gas
Paid Chk# 008339	CHORES AND MORE BY HEIDI INC	295.00	Town Hall Full Clean - 3 Total
Paid Chk# 008340	CHRIS KOSTIK	73.80	June 2015 Expense Reimbursement
Paid Chk# 008341	CITY OF LAKEVILLE	698.63	Judicial Road Shared Mtc Costs
Paid Chk# 008342	CITY OF PRIOR LAKE	87,984.00	2nd Half Fire Contract 2015
Paid Chk# 008343	COLLINS TREE CARE, INC	250.00	Remove Storm Damage Tree
Paid Chk# 008344	COURI & RUPPE, P.L.L.P.	2,723.75	Legal Fees
Paid Chk# 008345	ECM PUBLISHERS INC	55.58	Legal Publishings
Paid Chk# 008346	ENVIROTECH SERVICES INC	13,550.46	Dustcoat Gravel Roads 2015
Paid Chk# 008347	FENC-CO INC	1,810.00	Stonebridge CSTS Fence Repair
Paid Chk# 008348	G&K SERVICES	40.60	Town Hall Rug Service
Paid Chk# 008349	GALLAGHERS	3,885.00	June 2015 Gravel Road Mtc
Paid Chk# 008350	GLEN LARSON	868.00	NPDES Escrow Refund
Paid Chk# 008351	GOPHER STATE ONE CALL	63.80	May 2015 Utility Locates
Paid Chk# 008352	HAKANSON ANDERSON ASSOC INC	13,703.79	Engineering
Paid Chk# 008353	HOMES BY TRADITION, LLC	2,396.00	NPDES and Access Escrow Refunds
Paid Chk# 008354	INTEGRA TELECOM	622.52	Phone
Paid Chk# 008355	JB WOODFITTER AND ASSOCIATES	1,325.00	NPDES Escrow Refund
Paid Chk# 008356	KAREN DONOVAN	59.68	June 2015 Expense Reimbursement
Paid Chk# 008357	KLINGBERG TRUCKING, INC.	5,086.09	Summer 2015 Road Mtc
Paid Chk# 008358	KRAEMER MINING& MATERIALS INC	10,443.47	Summer 2015 Road Mtc
Paid Chk# 008359	MARKS BOBCAT SERVICE, INC.	4,475.00	Mowing/Weeds - Parks & Town Hall
Paid Chk# 008360	MIKES SEPTIC	350.00	Town Hall Septic Pumping
Paid Chk# 008361	MINNESOTA DEPT OF HEALTH	1,450.00	Monitoring Well Permits - Territory
Paid Chk# 008362	MSC	8,520.00	CSTS Sites - Mowing
Paid Chk# 008363	MVEC	707.04	Electricity
Paid Chk# 008364	NATURAL SYSTEMS UTILITIES MN	8,838.39	CSTS Monitoring
Paid Chk# 008365	PAT HENRYS PRESTIGE POOLS	874.00	NPDES Escrow Refund
Paid Chk# 008366	SARAH LEVOIR	50.00	June 2015 Expense Reimbursement
Paid Chk# 008367	SCOTT M. HUTCHINSON	2,399.00	NPDES & Access Escrow Refunds
Paid Chk# 008368	SCOTT SOIL & WATER CONSV DIST	1,692.00	May 2015 Building Site Inspections
Paid Chk# 008369	SOUTHWEST NEWSPAPERS	226.64	Legal Publishings
Paid Chk# 008370	ST PAUL STAMP WORKS	27.70	Clerk Ex Officio Notary Stamp
Paid Chk# 008371	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment - Copier; July 2015
Paid Chk# 008372	VALLEY PAVING, INC.	55,733.40	Pay Estimate #4 - Fern & Birch Rd Project
Paid Chk# 008373	WELLS FARGO CORPORATE TRUST	5,245.00	2009 GO Bond Interest Payment
Paid Chk# 008374	XCEL ENERGY	12.84	St. Francis Light

Total 267,246.61

12) Adjourn

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

**Motion to adjourn July 6, 2015 Credit River Township Meeting:
Supervisor Lawrence
Second: Supervisor Schommer
Motion passed: 5-0**

The July 6, 2015 Credit River Township Board Meeting was adjourned at 8:45pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Chris Kostik
Chairman
Credit River Township**