

Credit River Township Board Meeting

Wednesday, September 9, 2015, 6pm

Meeting Minutes

6pm: Call September 9, 2015 Board Meeting to Order, Pledge of Allegiance

The September 9, 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.

Others Present:

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

1) Approve or Amend Agenda

Chairman Kostik requested New Business Items 1 & 2 are moved after open forum to accommodate for guests.

Vice Chairman Novak added Ditch Mowing in Territory to Road Report Item 2.
Treasurer LeVoir added Escrow Update to Treasurer Report Item 6.

Motion to Approve Amended Agenda: Supervisor Lawrence

Second: Supervision Schommer

Motion Passed: 4-0

2) Consent Agenda

- 1. July 6, 2015 Meeting Minutes**
- 2. August 3, 2015 Meeting Minutes**
- 3. July 2015 Treasurer's Report**
- 4. August 2015 Developer's Escrow Statement**

Motion to Approve Consent Agenda: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 4-0

3) Open Forum

None

4) Old Business

1. 21547 Harvest Hills Dr.- Drainage

Resident M. Jablowski provided pictures of the water issues occurring on his property at 21547 Harvest Hills Dr. (available in drop box). Engineer Nelson discussed two options for possible solutions for diverting water. Cost estimates will be determined for option 2. Engineer Nelson advised that FEMA funds are available. Letter to residents should be sent for the property affected.

2. Solar Garden Zoning

Chairman Kostik advised the board that Scott County requested comments on the county zoning ordinance for Solar Garden zoning. Board recommends that since Attorney Ruppe has reviewed the ordinance they are comfortable with the ordinance.

3. Board Organization

Supervisor Lawrence recommended former Supervisor Bruce Nilsen as an interim Supervisor.

**Motion for the Credit River Board to Approve the Appointment of Bruce Nilsen as interim Supervisor to fill the seat of Supervisor Tom Kraft until the election in March 2016: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 5-0**

Bruce Nilsen accepted the appointment in honor of Tom Kraft.

Certificate of Appointment to be sent by Attorney Ruppe to Clerk Donovan.

4. Scottview Park

Supervisor Lawrence updated that the new picnic table is in place at Scottview Park and residents are using it. Supervisor Schommer suggested a sign stating those that use the park are responsible for removing their own trash.

5. Uzlik ADU – Easement Vacation

Engineer Nelson updated the status of the easement vacation for the Harvest Hills, Lot 3, Block 3-Uzlik Property. Two documents to be filed. Engineer Nelson said there were no issues with the proposal.

Motion to Adopt Resolution 2015-45: Setting a Public Hearing on October 5, 2015 at 6 pm for the Vacation of Easement: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 4-0

6. Disaster Relief Funding

Chairman Kostik reviewed the disaster relief funds that were accepted by the township. Granted: \$35,000 for Lucerne and \$20,000 for Harvest Hills. The Concurrence letter was signed by Chairman Kostik and returned to Scott County.

7. Fern/Birch, Valley Paving Update

Attorney Ruppe reviewed the Valley Paving mediation request. A fast track offer of \$525 for mediation is recommended. Date to be determined. Attorney nominated Chairman Kostik and Engineer Nelson to attend. Board agreed with the recommendation of Attorney Ruppe. Engineer Nelson advised that there is work that Valley Paving is required to complete as warranty work and not compensated work. Engineer Nelson will address the resident driveway issue and obtain quotes for drain tile.

5) New Business

1. Murphy-Hanrehan Horse Trail-

Brad Chock-Three Rivers Park District-Cleary Lake and Supervisor Lawrence reviewed a request for a gate, culvert & driveway access for a horse trail (trail marker 45) near 175th St., off Murphy Lake Blvd. Supervisor Schommer reminded the board about the drain tile in the area and to watch for any impact on the drainage. Driveway permit and escrow to be collected.

2. County Highway 8

Supervisor Lawrence introduced Jake Balk from Scott County. Mr. Balk reviewed the status of the Country Rd 8 & 91 Road Project. The project has started with clearing area from the right of way. CR 8 and CR 91 will be closed starting on 9/17/2015. The round-about will be completed in 45 days. A frontage road for Lucerne Tr. will also be completed this year. Chairman Kostik addressed the road usage and

possible road damage. The Board is concerned with Scott County due to their responsibility removed from the Road Use Agreement. Scott County has asked contractors not to use the township roads through developments for hauling. Supervisor Schommer reminded the board that road damage occurred during the construction of CR 21 and was not addressed by Scott County. Sheriff will be contacted to be aware the roads will be for local traffic only. Supervisor Schommer proposed roads: Monterey Ln, Canter Ln, Glen Dr., 207th, Wagon Wheel Tr. and Palomino Dr. to be listed as local traffic only and 5 ton limit. Scott County advised that work on a pedestrian crossing/tunnel will cause an additional 10 days on County 8 to be closed. A Scott County Newsletter will be sent out to residents about the changes in that area and a link will be posted on the Credit River Township website.

**Motion to Approve Resolution 2015-44: Setting a Temporary 5 Ton Weight Restriction to Monterey Ln, Canter Ln, Glen Dr., 207th, Wagon Wheel Tr. and Palomino Dr.: Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 4-0**

3. Sewer Service Inc.-CSTS Proposal

Supervisor Lawrence reviewed the bid received by Sewer Service Inc. for pumping CSTS. Treasurer LeVoir advised that comparison is difficult as the proposal is not apples to apples (flat rate vs gallons).

4. 21020 Clemwood (Harvest Ridge Development)

Jeff Wells requested an explanation and the timeframe required to comply with the Harvest Ridge Developer's agreement for a possible buyer of the 21020 Clemwood property. The Developer's Agreement requires removal of existing buildings on the property. The Board advised Mr. Wells that they will work with the purchaser on a timeline for removal of the buildings. Driveway can be moved.

5. 18931 Meadow View Blvd.-Property Line Adjustment

Resident B. Schoer addressed the board requesting a property line adjustment. Certificate of Survey in the drop box. Engineer Nelson recommends approval subject to adjustment recommended with 10 ft easement required.

**Motion to Approve Property Line Adjustment Subject to Establishing the 10 ft. perimeter for Drainage and Utility Easement: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 4-0**

6. 5875 Meadowlark Lane-Lot Split

Spring Lake Township advised Credit River Township of a proposed lot split at 5875 Meadowlark Lane. Portion of lot is within Credit River Township.

**Motion to Approve the Proposed Lot Split at 5875 Meadowlark Lane: Supervisor Schommer
Second: Vice Chair Novak
Motion Passed: 4-0**

7. MAT District 4 Meeting

Supervisor Lawrence reviewed the highlights of the MAT District 4 Meeting.

8. Stonebridge Sidewalks

Supervisor Schommer was contacted about cracked sidewalks within Stonebridge Development. Supervisor Schommer asked about the developer's agreement and who is responsible, whether it is the HOA, Scott County or Credit River Township. Engineer Nelson reviewed the agreement and sidewalks are not the responsibility of the township.

9. City of Savage Liaison Meeting

Chairman Kostik, Supervisor Lawrence and Engineer Nelson met with the City of Savage. Current Prior Lake Aggregate site North of County Road 44 is planned for residential development. A lift station is planned which would be adaptable to handle Country Court if needed.

10. Berens Country Court Parcel

Supervisor Lawrence discussed the possible development of the Berens Country Court Parcel. Rezoning may be needed. Four lots are possible.

11. County Drainage Ditch 4 Assessment

Scott County assessed Credit River Township approximately \$750 for property owned benefiting from the work down on County Drainage Ditch 4. Attorney Ruppe advised Credit River Township is a governmental entity and should address Scott County regarding the assessment since the property is public property. Vice Chairman Novak will contact Scott County.

12.9191 Credit River Blvd Lot Split (Concept)

Resident B. Bryan advised that he has 21 acres and requests to divide off 7 acres. Zoned RR2. Requested opinion of board whether the board would support the lot split. Board advised that the process would start at Scott County with an application for a variance.

13. Great River Energy-Driveway Permit-8030 165th St. E.

Supervisor Lawrence reviewed the request by Great River Energy to add a driveway access for maintenance purposes at 8030 165th St. E. There are two driveways existing on the property. Board agrees that this additional driveway is acceptable as a utility driveway.

6) Road Report

1. Striping Quotes

Engineer Nelson requested Natchez Blvd. paint striping quote. Quote from AAA recommended at \$4,032.60

Motion to Accept the Quote of \$4,032.60 from AAA: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 4-0

2. Ditch Mowing- Credit River Territory

Vice Chairman Novak was contacted by the Credit River Territory HOA regarding the swamp willows and the whether any maintenance will be done in the ditch to remove the trees. Recommendation of board will be to cut the trees in the ROW.

7) Engineer's Report

1. Pay Estimate for Valley Oaks First Addition

Engineer Nelson recommends payment of \$176,783.71 for the Valley Oaks First Addition project.

Motion to Approve Payment of \$176,783.71: Supervisor Schommer

Second: Supervisor Lawrence

Motion Passed: 4-0

2. Pay Estimate for 2015 Road Improvement Project

Engineer Nelson recommends payment of \$72,704.57 for Flag Tr, Gensmer Circle and Rolling Oaks Projects.

**Motion to approve payment of \$72,704.57: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 4-0**

3. Pay Estimate for 2015 Overlay Project

Engineer Nelson recommends payment of \$213,020.66 for the 2015 Overlay Project.

**Motion to approve the payment of \$213,020.66: Supervisor
Lawrence
Second: Supervisor Schommer
Motion Passed: 4-0**

4. Phase 2 Sign Replacement Quotes

Engineer Nelson recommends accepting the quote from I.D Sign Solution for \$13,608.57.

**Motion to accept the quote from I.D. Sign Solution for \$13,608.57:
Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 4-0**

Additional "Welcome to Credit River Township" signs to be requested for Credit River Township line-quantity to be determined by Chairman Kostik and Supervisor Schommer.

8) Treasurer Report

1. Transfer Funds

Treasurer LeVoir requested the transfer of funds in the amount of \$575,000 from the township savings account to the township checking account.

**Motion to approve the transfer of funds from the Township
Savings Account to the Township Checking Account in the
amount of \$575,000: Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 4-0**

2. Budget/Levy 2016

The 2016 Budget/Levy Power Point presentation to be presented at the September Annual Continuation meeting was reviewed by Treasure LeVoir.

3. Certifications to 2016 Property Taxes

Treasurer LeVoir will be sending seven CSTS properties certification letters with a due date of September 29, 2015.

4. Fund 205 (Cty Rd 75/Murphy Lake Blvd) Transfer

As directed by the township board, Treasurer LeVoir presented resolution for the transfer of the balance of Fund 205 (Cty Rd 75/Murphy Lake Blvd) to Fund 201 (Road & Bridge).

**Motion to approve Resolution 2015-46: Authorizing the Treasurer to Transfer the balance of funds out of Fund 205 into Fund 201:
Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 4-0**

5. Purchasing Card

**Motion to approve a purchasing card for Clerk Donovan with limit \$1000: Vice Chairman Novak
Second: Supervisor Lawrence
Motion Passed: 4-0**

6. Escrow Update

Treasurer LeVoir advised that approximately \$180 remain in the Tradition's Development/Owens escrow account. No additional escrow will be requested at this time.

One certification letter will be sent to the Owens Parcel with an unpaid service fee with a due date of September 29, 2015.

9) Clerk's Report

10) Town Hall

11) Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000335E	ANCHOR BANK	55.00	ACH/Check Scanner Fees/Bond Wire Fee
Paid Chk# 000336E	VISA COMMUNITY CARD	292.98	Office Supplies/Postage/Contact Fee
Paid Chk# 000337E	EFTPS	1,589.68	FICA/Medicare/Fed WH
Paid Chk# 000338E	PERA	743.31	PERA
Paid Chk# 000339E	MINNESOTA REVENUE MW5	74.21	State WH
Paid Chk# 008408	MARY KRAFT	880.01	Tom Kraft July 2015 Srv
Paid Chk# 008409	AL NOVAK	734.18	August 2015 Srv Paid in September 2015
Paid Chk# 008410	BRENT LAWRENCE	914.26	August 2015 Srv Paid in September 2015
Paid Chk# 008411	CHRIS KOSTIK	761.74	August 2015 Srv Paid in September 2015
Paid Chk# 008412	KAREN DONOVAN	XXXX	August 2015 Srv Paid in September 2015
Paid Chk# 008413	LEROY SCHOMMER	886.56	August 2015 Srv Paid in September 2015
Paid Chk# 008414	SARAH LEVOIR	XXXX	August 2015 Srv Paid in September 2015
Paid Chk# 008415	BRENT A. LAWRENCE	910.00	NPDES Escrow Refund
Paid Chk# 008416	BRENT LAWRENCE	61.53	August 2015 Expense Reimbursement
Paid Chk# 008417	BUSINESS FORMS & ACCOUNTING	96.68	Township Envelopes
Paid Chk# 008418	CENTERPOINT ENERGY	15.00	Town Hall Gas
Paid Chk# 008419	CHAD G HOFFMANN	266.00	NPDES Escrow Refund
Paid Chk# 008420	CHORES AND MORE BY HEIDI INC	185.00	Town Hall Full Clean 7/30/15 & 8/25/15
Paid Chk# 008421	CLEARWATER RECREATION	600.00	Scottview Park - Table Install
Paid Chk# 008422	COLLINS TREE CARE, INC	4,300.00	Storm Damage Clean Up/Brush
Paid Chk# 008423	COURI & RUPPE, P.L.L.P.	4,214.75	Legal Fees
Paid Chk# 008424	CUSTOM HOMES & CONTRACTING	50.00	Refund Access Inspection Fee
Paid Chk# 008425	DOUGLAS E. REIMER	500.00	NPDES Escrow Refund
Paid Chk# 008426	ECM PUBLISHERS INC	23.82	Legal Publishings
Paid Chk# 008427	G&K SERVICES	121.80	Town Hall Rug Service
Paid Chk# 008428	GALLAGHERS	735.00	August 2015 Gravel Road Mtc
Paid Chk# 008429	GOPHER STATE ONE CALL	65.25	July 2015 Utility Locates
Paid Chk# 008430	HAKANSON ANDERSON ASSOC INC	27,689.66	Engineering Fees
Paid Chk# 008431	HOMES BY TRADITION, LLC	2,540.00	NPDES Escrow Refund
Paid Chk# 008432	INTEGRA TELECOM	626.57	Phone
Paid Chk# 008433	JACOB P LEHRER	950.00	Refund Access Escrow and Access Inspection Fee
Paid Chk# 008434	KAREN DONOVAN	74.73	August 2015 Expense Reimbursement
Paid Chk# 008435	LYLE DAVIDS CONSTRUCTION	1,428.00	NPDES Escrow Refund
Paid Chk# 008436	MARKS BOBCAT SERVICE, INC.	1,900.00	Town Hall & Parks Mowing - August 2015
Paid Chk# 008437	MVEC	707.20	Electricity
Paid Chk# 008438	NATURAL SYSTEMS UTILITIES MN	5,676.56	CSTS Monitoring
Paid Chk# 008439	NORTHERN TECHNOLOGIES, INC	3,588.01	Road Projects Testing Services
Paid Chk# 008440	PRIOR LAKE BLACKTOP, INC.	78,948.00	Patching
Paid Chk# 008441	ROVE PEST CONTROL	75.00	Quarterly Pest Control Service
Paid Chk# 008442	SARAH LEVOIR	50.00	August 2015 Expense Reimbursement
Paid Chk# 008443	SCOTT COUNTY TREASURER	548.78	March Township Election - Ballots
Paid Chk# 008444	SCOTT SOIL & WATER CONSV DIST	2,160.00	July 2015 Building Site Inspections
Paid Chk# 008445	SOUTHWEST NEWSPAPERS	207.74	Legal Publishings
Paid Chk# 008446	THOMAS P. AND	1,500.00	Permit Cancelled - Refund NPDES Escrow
Paid Chk# 008447	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment - Copier; September 2015
Paid Chk# 008448	XCEL ENERGY	12.73	St. Francis Light
Paid Chk# 008449	YORWAY CUSTOM HOME BUILDERS	3,184.00	NPDES Escrow Refund - 2 Properties
Paid Chk# 008450	HARDRIVES, INC.	176,783.71	Valley Oaks 1st Add. Rd Proj - Pay Estimate #1
Paid Chk# 008451	MCNAMARA CONTRACTING INC	72,704.57	Gensmer; Flag; Rolling Oaks Rd Proj-Pay Est #1
Paid Chk# 008452	PRIOR LAKE BLACKTOP, INC.	213,020.66	Overlays 2015 Pay Estimate #1

Total 617,439.85

12) Adjourn

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

**Motion to adjourn September 9, 2015 Credit River Township Meeting:
Supervisor Lawrence
Second: Vice Chairman Novak
Motion passed: 4-0**

The September 9, 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**