

Credit River Township Board Meeting

Monday, April 6, 2015, 6pm

Meeting Minutes

DRAFT

The April 6, 2015 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 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:

Clerk Quinn asked that "Revision to Minneapolis Gun Club CUP" be added to New Business as Item #1; and "March 23, 2015 Special Meeting Minutes" to "Consent Agenda" as Item 2.8.

Supervisor Novak asked that "IT Policy" be added to New Business as Item # 2.

Treasurer LeVoir asked that "Escrow Refund" and "Anchor Bank" be added to Treasurer Report as Items #4 and #5.

Engineer Nelson asked that "WCA Audit" be added to Engineer's Report as Item 9.4.

Supervisor Kostik made a motion to approve the amended agenda. Vice Chair Kraft seconded. Motion passed 5-0.

Items were added as requested.

2) Consent Agenda

1) February 2015 Treasurer's Report

2) March 2015 Developer's Escrow Statement

- 3) March 2, 2015 Meeting Minutes**
- 4) March 23, 2015 Valley Oaks First Addition Assessment Hearing Minutes**
- 5) March 23, 2015 Flag Trail Assessment Hearing Minutes**
- 6) March 23, 2015 Gensmer Circle Assessment Hearing Minutes**
- 7) March 23, 2015 Rolling Oaks Assessment Hearing Minutes**
- 8) March 23, 2015 Special Meeting Minutes**

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

3) 2014 CSTS Operations Report

Shane Symmank, Project Manager for NSU (Natural Systems Utilities), Credit River Township CSTS (Community Sewer Treatment Systems) Contractor, appeared before the Board to give the 2014 CSTS Operations Report. It was noted that the Township CSTS Operations for the year ended December 31, 2014, were in good order. The 2014 CSTS Operations Report is available for review as a public document in the Township Offices, and will be placed on the Township Website. The report outlines operations, repairs, and alarms for the three Credit River CSTS Systems: Territory, Monterey Heights-South Passage, and Stonebridge. Chairman Lawrence recognized Operations Manager Shane Symmank for his good work in the year ended 2014.

4) Scott County Elections Update

Cindy Geis, Scott County Customer Service Manager, and Lisa Shadick, Scott County Election Administrator offered an update on Scott County Election issues, as related to election processes in Credit River Township. Discussion centered upon the size of the Credit River precinct, alternate precinct locations, and the cost of the upcoming election equipment.

5) Open Forum

The Sheriff's Deputy updated the Board and residents on recent police reports and incidents in the Township. The month of March was a typical month for types and numbers of incidents.

A resident, R. Arndt, asked about speed, particularly on CR 68. The Sheriff's Deputy answered that extra patrol will be done in the afternoons.

Calling for but hearing no other items for Open Forum, it was closed by Chairman Lawrence.

6) Old Business

1) Owens Development

Rob St. Sauver, the construction supervisor for a proposed 24 lot subdivision that is planning an entrance from Dakota Avenue, updated the Board on the improvement process for that development so far. Vice Chair Kraft referenced Territory Development concerns, Dakota Avenue access, snowplowing, wear and tear on the roads during the construction process, and connectivity as concerns to Credit River Township on the development, although the development itself is located in New Market Township.

An escrow shall be established to cover costs associated with Credit River Township's involvement in the DRT (Development Review Team) process. The Board asked the developer to submit a \$1000.00 escrow for expenses by April 15, 2016.

2) Harvest Hills Drainage Update

Engineer Nelson provided a quote for drainage work in the Harvest Hills neighborhood.

Chairman Lawrence was concerned about the unbudgeted nature of the expense, however the homeowners did experience emergency conditions last spring. Supervisor Schommer recommended numbers

being put together that incorporate cost sharing with benefitting residents. Attorney Ruppe reminded the Board that they will have to consider the costs to acquire the easements, as well.

3) Escrow Ordinance Amendment

Attorney Ruppe crafted an Ordinance Amendment regarding Building Permit escrows that was reviewed and considered by the Board. After brief discussion, a motion was made.

Supervisor Schommer made a motion to adopt Ordinance 2015-01, Ordinance Amending Ordinance No. 2011-04, Section 2.B.3, Relating to Fees for New Development and Building Permit Fees. Supervisor Kostik seconded. Motion passed 5-0.

4) CR 8 Agreement

Attorney Ruppe provided a draft agreement for the Credit River Board and Scott County Highway Department to consider for work done on CSAH 8. It is similar to an encroachment agreement.

Engineer Nelson will submit the Agreement to J. Briol at the Scott County Highway Department.

The Board asked Treasurer LeVoir to begin sending the invoices when the agreement is signed.

5) Cable Franchise Update

Chairman Lawrence reports that the Integra and Mediacom Franchise agreements are both scheduled for renewal. Attorney Ruppe has reviewed the previous agreements of the affected franchises.

Mary Korthour from Integra updated the Board on their operating partnership with Mediacom. She recommends a term of ten years to allow for less frequent negotiations. She points out that the agreement would still allow for modifications to some parts of the agreement. The franchise fee will remain at 5% quarterly.

Attorney Ruppe asked for a “redline” version of the recent Prior Lake agreement and the previous Credit River Township agreement to compare it to. The expenses will be allocated to the provider that generates it.

Chairman Lawrence asked the Board if they wanted to bill for expenses or collect an escrow and deduct from it. After discussion, the Board decided that the providers will be billed after the agreement is ready to be placed.

4) Recycling Day

The Clerk provided Recycling Day information to the Board in case residents have questions about the event.

7) New Business

1) Revision to Minneapolis Gun Club CUP Amendment

A letter outlining some changes to the Minneapolis Gun Club hours of operation (Conditional Use Permit) has been received and noted by the Credit River Board.

2) Miscellaneous PC.

Supervisor Novak reports that due to age of the machine and the accounting software updates, the Treasurer PC will need to be updated. The Board approves updating her PC.

He also discussed opening up the meeting “dropbox” to public access. He will be linking to the website to the dropbox so the public can have access to the items in the dropbox.

Supervisor Novak presented a draft IT Policy for the Board to consider. After some discussion a motion was made.

Supervisor Kostik made a motion to approve the new IT Policy in its entirety. Supervisor Novak seconded. Motion passed 3-2, with Chairman Lawrence and Vice Chair Kraft dissenting.

Chairman Lawrence made a motion to allow the current staff to travel with the town computer. Vice Chair Kraft seconded. Motion failed 2-3, with Supervisors Novak, Kostik, and Schommer dissenting.

8) Road Report

1) Road Grading RFQ

Gallagher’s and Prior Lake Blacktop submitted quotes to blade Town roads. After review of the quotes, a motion was made.

Supervisor Novak made a motion to accept the Road Grading Quote from Gallagher’s. Supervisor Kostik seconded. Motion passed 5-0.

2) Snowplow Damage

A resident has had some snowplow damage to his lawn. After discussion the Board decided to stay with the Town snowplowing policy, and not offer any compensation for the damage to the Residents lawn, due to the damage being in the right of way. Supervisor Novak will tell the resident the Board’s decision.

8) Engineer's Report.

1) 2015 Overlays.

a) Kane & Century

Engineer Nelson reports that plans have been prepared for Kane & Century. Board discussion centered upon setting the date, time, and placeholder interest rate for the 2015 Kane & Century Overlay Assessment Hearings.

The Board set the date for the Kane & Century Assessment Hearing for May 4, 2015, at 7:30 PM at the Credit River Town Hall.

Supervisor Novak made a motion to approve Resolution 2015-29, Resolution Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing. Supervisor Schommer seconded. Motion passed 5-0.

b) 196th & Southfork

Engineer Nelson reports that plans have been prepared for 196th Street E & Southfork. Board discussion centered upon setting the date, time, and placeholder interest rate for the 2015 196th & Southfork Overlay Assessment Hearings.

The Board set the date for the 196th & Southfork Assessment Hearing for May 4, 2015, at 7:40 PM at the Credit River Town Hall.

Supervisor Kostik made a motion to approve Resolution 2015-30, Resolution Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing. Vice Chair Kraft seconded. Motion passed 5-0.

c) Casey & Killarney

Engineer Nelson reports that plans have been prepared for Casey & Killarney. The Board discussed the modified assessments, tailored to each property's current use. Board discussion then centered upon setting the date, time, and placeholder interest rate for the 2015 Casey & Killarney Overlay Assessment Hearing.

The Board set the date for the Casey & Killarney Assessment Hearing for May 4, 2015, at 7:50 PM at the Credit River Town Hall.

Supervisor Novak made a motion to approve Resolution 2015-31, Resolution Declaring Costs to be Assessed, and Ordering Preparation of Proposed Assessment and Notice of Assessment Hearing. Vice Chair Kraft seconded. Motion passed 5-0.

2) 2015 CIP Projects

a) Valley Oaks First Addition

The Board decided to approve the Valley Oaks First Addition 2015 CIP (Capital Improvement Plan) Project.

Supervisor Kostik made a motion to approve Resolution 2015-32, Resolution Accepting Bid and Awarding Contract for Valley Oaks First Addition Project. Supervisor Schommer seconded. Motion passed 5-0.

Supervisor Schommer, Vice Chair Kraft, and Engineer Nelson will meet with the Valley Oaks First Addition residents who will experience any identified special impacts of the project.

b) Flag Trail

The Township Engineer recommends continued Board discussion on this project, due to some resident opposition.

Board discussion centered upon if the project is not done as planned at this time, and the road has to go back to gravel; at the Board's direction the Engineer ran the numbers and reports that to then rebuild Flag Trail would yield an direct resident assessment of \$18,960 per unit, under current town policy.

Board Members will attend the related meeting for the Spring Lake Township Flag Trail Residents on Thursday, April 9, 2015. The Clerk will post as required.

c) Rolling Oaks Court

As this project was bundled with the Flag Trail Project, and there is a chance that project costs may increase slightly if the Board does not consider the Flag Trail portion of the projects, the Board has decided that these projects will be discussed at the Reconvene of the Credit River Township April Board Meeting, which will be held on Monday, April 20 at 7 PM. A closed meeting will be held with counsel previous to the meeting to discuss legal ramifications of the remaining CIP projects. Both meetings will be posted by the clerk as required.

d) Gensmer Circle

The discussion of this project has been tabled for the same reason as noted above. The Gensmer Project will be discussed at the May 20, 2015 Meeting as referenced above.

3) Order Plans & Specs for Sealcoat Project

The Board and Engineer Nelson briefly discussed the 2015 CIP Sealcoat (Maintenance) project. A motion was made.

Supervisor Kostik made a motion to accept Resolution 2015-33, Resolution Ordering Preparation of Plans & Specs for the 2015 Street Maintenance Program. Supervisor Schommer seconded. Motion passed 5-0.

4) WCA Audit

Engineer Nelson updated the Board on the recent WCA (Wetland Conservation Act) Audit. The Audit went well and all documents were submitted to the Wetland Authorities. Engineer Nelson reports that the WCA requires Boards to formally adopt a Resolution to implement the Wetland Conservation Act. That will come forth at the next meeting. Engineer Nelson also reported that the LGU (Local Governing Unit) is the Appeal board for any WCA decisions.

5) MS4 Permit

Chairman Lawrence will be attending the Urban Town Meeting on April 23, so that he can be updated on the new MS4 requirements. Vice Chair Tom Kraft may attend that one, also. Supervisor Schommer will attend a workshop on gravel road maintenance on April 13 in Rosemount.

10) Treasurer Report

1) Transfer Funds. Treasurer LeVoir asked that a transfer of \$50,000 be approved from the Township Savings Account to the Township Checking Account to pay claims.

Supervisor Novak made a motion to transfer \$50,000.00 from the Township Savings Account to the Township Checking Account. Supervisor Schommer seconded the motion. Motion passed 5-0.

2) Resolution: Transfer of Funds-Lynn Monterey, 207th Street

Treasurer LeVoir reports that the 2012 Lynn, Monterey, and 207th Street project is considered 100% complete. Therefore, the remaining project funds will be transferred to the Bond Fund.

Supervisor Kostik made a motion to approve Resolution 2015-34, Approving Transfer of Funds. Vice Chair Kraft seconded the motion. Motion carried 5-0.

3) Deputy Treasurer

Treasurer LeVoir is recommending Renee Schommer as Deputy Treasurer.

After brief discussion, the Board approved up to 4 hours of training for the new Deputy Treasurer.

4) Escrow Refund.

A resident who has completed a lot split in Credit River Township requested the balance of his escrow fees. The balance of his escrow account at this point in time is \$1,992.84. After discussion, a motion was made.

Supervisor Schommer made a motion to approve the release of the balance of Resident T. Haajata's escrow account when the Township receives proof of the plat being properly filed at Scott County. Supervisor Kostik seconded. Motion passed 5-0.

5) Anchor Bank Representatives

Treasurer LeVoir reports that there are new Anchor Bank representatives that have taken over the Credit River Township account. She will be meeting with the new representatives soon.

11) Clerk's Report

1) Town Election Update

Clerk Quinn updated the Board on the Town Election that took place on March 10, 2015. There were 35 on premise voters, less than 5 before 10 AM.

2) Clerk Computer

The Board discussed this matter previously and put into place a new IT (Information Technology) Policy.

3) Clerk Duty Time

The Clerk reports that Clerk time has been increasing due to large numbers of current road projects. She stated that the time does not look like it will decrease significantly overall, given the number and complexity of duties.

The Clerk reported that she intends to resign her position effective April 30, 2015. She thanks the Board for the opportunity to serve them for the past 3 years.

12) Town Hall

Supervisor Novak reports that Clearwater plumbing will be replacing the steel water tank with a bladder. The tank will cost approximately \$2,400.00.

Supervisor Kostik reports that rugs and a rug cleaning service has been set up for the Town Hall. The rugs will be delivered and placed in the next couple of weeks and will be changed out with clean ones every two weeks going forward.

Treasurer LeVoir reports that she has received claims to date on the repairs in the amount of \$22,656.00.

Supervisor Schommer made a motion to authorize replacing the Town Hall water tank. Vice Chair Kraft seconded. Motion passed 5-0.

13) Reorganization.

The Credit River Board held their regular April reorganization. The new Township Organization Chart is attached to these minutes as Exhibit A. Due to the reorganization, and a new Chairman & Vice Chairman being put into place, a motion was made.

Supervisor Schommer made a motion to remove Brent Lawrence & Tom Kraft as signors on the Anchor Bank Accounts, and Chris Kostik & Al Novak, as Chairman & Vice Chairman, respectively, be added. This change to be effective as soon as possible. Supervisor Kostik seconded. Motion passed 5-0.

Supervisor Schommer made a motion to accept the new area of responsibility list and payment schedule as decided upon. Vice Chair Kraft seconded. Motion passed 5-0.

Vice Chair Kraft made a motion to approve changing the Treasurer position from and hourly rate to a salary at \$2,208/mo.; with CSTS hours billed at \$32.00 /hr. Supervisor Schommer seconded. Motion carried 5-0.

14) Pay Claims

15)Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000309E	ANCHOR BANK	40.00	ACH Fees/Check Scanner Fees
Paid Chk# 000310E	VISA COMMUNITY CARD	450.71	Postage/Office Supplies/Dues
Paid Chk# 000311E	EFTPS	2,023.29	FICA/Medicare/Fed WH
Paid Chk# 000312E	PERA	894.75	PERA
Paid Chk# 000313E	MINNESOTA REVENUE MW5	189.87	State WH
Paid Chk# 008200	AL NOVAK	1,167.94	March 2015 Srv Paid in April 2015
Paid Chk# 008201	BRENT LAWRENCE	977.37	March 2015 Srv Paid in April 2015
Paid Chk# 008202	CHRIS KOSTIK	943.28	March 2015 Srv Paid in April 2015
Paid Chk# 008203	LEROY SCHOMMER	1,186.70	March 2015 Srv Paid in April 2015
Paid Chk# 008204	LISA QUINN	XXXX	March 2015 Srv Paid in April 2015
Paid Chk# 008205	SARAH LEVOIR	XXXX	March 2015 Srv Paid in April 2015
Paid Chk# 008206	TOM KRAFT	790.38	March 2015 Srv Paid in April 2015
Paid Chk# 008207	JOHN SCHULTE	21.00	Township Election - Judge Wages
Paid Chk# 008208	KENNETH W RODNING	64.99	Township Election - Judge Wages & Mileage
Paid Chk# 008209	LAURA WEBSTER	84.00	Township Election - Judge Wage
Paid Chk# 008210	LLOYD ERBAUGH	117.06	Township Election - Judge Wages & Mileage
Paid Chk# 008211	PARI SCHILZ	242.30	Township Election - HJ Wages & Mileage
Paid Chk# 008212	SHERRI RUTMAN	190.80	Township Election - Judge Wages & Mileage

Paid Chk# 008213	THOMAS COSGROVE	98.52	Township Election - Judge Wages & Mileage
Paid Chk# 008214	ABDO EICK & MEYERS LLP	3,250.00	FYE 2014 Audit - Final Payment
Paid Chk# 008215	AL ASPENGREN	60.00	Annual Meeting Moderator - 3.10.15
Paid Chk# 008216	AL NOVAK	58.30	March 2015 Expense Reimbursement
Paid Chk# 008217	BRENT LAWRENCE BRYAN ROCK	18.46	March 2015 Expense Reimbursement
Paid Chk# 008218	PRODUCTS INC CENTERPOINT	193.86	February 2015 Winter Road Mtc
Paid Chk# 008219	ENERGY CERTIFIED	146.49	Town Hall Gas
Paid Chk# 008220	RECYCLING	70.00	Disposal - Various Items Plowing & De-icing Judicial Rd
Paid Chk# 008221	CITY OF LAKEVILLE COURI & RUPPE, P.L.L.P.	1,325.98	
Paid Chk# 008222	ECM PUBLISHERS INC	7,666.25	Legal Fees
Paid Chk# 008223	FINANCE & COMMERCE, INC.	504.19	Legal Publishings
Paid Chk# 008224	GALLAGHERS	344.26	Road Projects - Ad for Bids
Paid Chk# 008225	GOPHER STATE	9,267.00	March 2015 Road Mtc
Paid Chk# 008226	ONE CALL HAKANSON ANDERSON ASSOC INC	10.15	February 2015 Utility Locates
Paid Chk# 008227	INTEGRA TELECOM	23,002.27	Engineering
Paid Chk# 008228	LEROY SCHOMMER	726.79	Phone March 2015 Expense
Paid Chk# 008229	LISA QUINN MARKS BOBCAT SERVICE, INC.	362.20	Reimbursement March 2015 Expense
Paid Chk# 008230	METRO SALES , INC. MINNESOTA DEPT OF HEALTH	63.23	Reimbursement Town Hall Lot & Sidewalk
Paid Chk# 008231		300.00	Winter Mtc
Paid Chk# 008232		88.00	Fee - Move Leased Copier
Paid Chk# 008233		800.00	CSTS Well Monitoring Permits
Paid Chk# 008234	MPCA	1,515.00	CSTS Municipal Permits Annual Fees
Paid Chk# 008235	MVEC NATURAL SYSTEMS	622.84	Electricity
Paid Chk# 008236	UTILITIES MN	6,201.35	CSTS Monitoring
Paid Chk# 008237	NORTHERN	7,350.00	Road Projects - Testing

	TECHNOLOGIES, INC		Services
	PRECISION HOME		
Paid Chk# 008238	CONSTRUCTION	1,140.00	Town Hall Repairs - Gutters
	S.A. CAMPION		Town Hall Repairs - Paint
Paid Chk# 008239	DECORATING CO.	2,400.00	Interior
			March 2015 Expense
Paid Chk# 008240	SARAH LEVOIR	77.60	Reimbursement
	SCOTT COUNTY		2015 SC/MN Association of
Paid Chk# 008241	ASSOCIATION TWPS	2,828.24	Twp Dues
	SOUTHWEST		
Paid Chk# 008242	NEWSPAPERS	1,196.07	Legal Publishings
			Release of Escrow Balance
Paid Chk# 008243	TIMOTHY J HAATAJA	1,992.84	- Lot Split
			Town Hall Alarm Monitoring
Paid Chk# 008244	TRANS-ALARM	89.85	Srv Qtrly Fee
	U.S. BANK		
	EQUIPMENT		Lease Payment - Copier;
Paid Chk# 008245	FINANCE	143.25	April 2015
Paid Chk# 008246	XCEL ENERGY	12.99	St. Francis Light
	Total	87,046.79	

16) Adjourn

There being no further business before the Town Board, a motion to adjourn the April 6, 2015 Credit River Township Board Meeting was heard.

Supervisor Kostik made a motion to recess the April 6, 2015 Credit River Township Board Meeting until Monday, April 20, 2015 at 7 PM. Supervisor Schommer seconded the motion. Motion carried 5-0.

The April 6, 2015 Credit River Township Board Meeting was recessed at 10:19 PM.

Recorded by:

**Lisa Quinn
Clerk of Credit River Township**

Approved by:

**Brent Lawrence
Chairman, Board of Supervisors
Credit River Township**