

Credit River Township Board Meeting

Monday, January 5, 2015, 6pm

Meeting Minutes

The January 5, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6PM, by Chairman Brent Lawrence.

A brief moment of silence was observed to acknowledge the 1 year mark of the passing of Emily Kostik, the young daughter of Supervisor Chris Kostik.

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:

Supervisor Novak asked that "Plow Damage to Mailboxes" be added to the Agenda under Road Report as Item #1.

Supervisor Novak asked that "Clerk P.C." be added under New Business as Item #5, and that "H. R. Review" be added under "New Business" as Item #6.

Treasurer LeVoir asked that "Board of Audit Meeting" be added under "Treasurer Report" as Item #7.

Supervisor Kostik asked that "Prepare Repair Estimates" be added as Item #1 under Town Hall.

Vice Chair Kraft asked that "Flag Trail" be added as Item #4 under Old Business.

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) November 2014 Treasurer's Report

2) December 2014 Developer's Escrow Statement

3) December 1, 2014 Meeting Minutes

Supervisor Schommer made a motion to approve the Consent Agenda.

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

3) Open Forum

Hearing no items for Open Forum, it was closed by Chairman Lawrence.

4) Old Business

1) Hazard Mitigation Grant Update

Engineer Nelson updated the Board on Hazard Mitigation Responses received from State and County Officials. In the matter of the projects Credit River Township identified to State officials, they have replied that they decline to consider them for the grant funding they have available. From Scott County, Officials in charge of grant funding replied that since they have received approximately 21 million dollars in requests for aid from Scott County as a whole, they ask all cities and Townships to prioritize projects. Engineer Nelson will provide requested information back to Scott County Grant Officials.

2) Fern & Birch Contractor Update

Attorney Ruppe reported on conversations that have been held aimed at resolving the current contract dispute between the Township and Valley Paving, in regards to the Fern & Birch project. The dispute primarily regards differences as to the amounts owed to the Contractor for sub grade excavation quantities and liquidated damages claims.

The plaintiff's attorney confirmed the receipt of the Data Practices Act paperwork, and reiterated their position. No new information was received.

After Board discussion, the consensus was that the Town's position has already been stated and that they had nothing to add at this time.

3) 19555 Oak Grove Avenue Update

Attorney Ruppe reports that he received a letter from the property owner's attorney, Larry Severson. The property owner, through his attorney, has requested detailed reasons stating why the Encroachment Agreement was denied. Attorney Ruppe stated that Mr. Severson has already been provided the reasons and stated that he did not see a reason for the Town Board to issue a separate letter.

With regard to the decorative monuments installed by the property owner within the Township's drainage and utility easement, the Town Board requests that his client remove the monuments from the drainage and utility easement and restore the easement. The Town Board has notified the Resident that the monument must be removed by January 14, 2015.

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5) Flag Trail

Vice Chair Tom Kraft, Supervisor Schommer, and Engineer Nelson will be attending the Improvement Meetings of Flag Trail that will be held at Spring Lake Township. They will report back to the Board the status of the project as being administered by Spring Lake Township.

5) New Business

1) Hills of Credit River Third Addition

Property Owner T. McWilliams appeared to present to the Board his "Hills of Credit River Third Addition" proposed plat. Engineer Nelson gave the background on the project. Supervisor Schommer asked if there are any buildings on the lots in question. Resident answered that there are not. Vice Chair Kraft made a comment that there was a well on one of the

properties, at that time mutual comments were made that the land was previously an old farmstead.

After review and discussion, a motion was made.

Vice Chair Kraft made a motion to recommend approval of the Hills of Credit River Third Addition. Supervisor Schommer seconded. Motion passed 5-0.

2) Natchez Ave. Land Split Fees

The Board and staff reviewed Credit River Township Ordinance 2011-04, Related to Fees for New Development, and determined what fees applied to the Natchez Ave. Land Split proposed by the property owner. Fees determined to be required by ordinance in this particular situation are:

\$2000 Escrow fees/expenses

Fees due before the Township signs the Mylar:

\$2200.00 / Turn Lane Fee, and a Lot split fee for a Non- Township Road of \$500.00.

The Clerk will notify the property owner and discuss the submission guidelines. The plat is scheduled to be reviewed at the February 2, 2015 Board Meeting.

3) Escrow Form

A draft escrow agreement form was presented to the Board for their review & approval. Attorney Ruppe would like to edit the form, and will provide a draft for staff and Chairman Lawrence to approve to put into use.

4) Planning & Zoning Update

Resident D. Berkland has applied at Scott County for a Land Use Permit for a gunsmithing shop at his residence in Credit River

Township. Board spoke with the resident regarding his plans for size of business, number of on-site customers, and plan for sign usage. After discussion, and having no concerns, a motion was made.

Supervisor Novak made a motion to acknowledge the Berkland Home occupation permit. Supervisor Kostik seconded. Motion passed 5-0.

The Clerk will transmit the board's motion to the County official responsible for the issuance of the permit.

In another matter, Resident C. Jurgensen, who recently filed a Lot Line Reconfiguration, appeared before the Board to discuss the method in which he deeded the public easements associated with said lot line reconfiguration. Town Attorney Ruppe recommended filing a modification, and fees and expenses associated with this matter were discussed with the Board and resident. Resident agreed to place an escrow to pay the related fees and expenses associated with this modification, but has inquired on who is responsible for a portion of the stated fees, as the neighbor of Mr. Jurgensen will also have an involvement in any agreement.

The Credit River Board then discussed ongoing communication issues between the Township and Scott County Community Development. Chairman Lawrence will request a meeting with supervisory and other related staff to facilitate communication between our two groups.

5) Clerk P.C.

The replacement computer for the clerk, previously discussed and motioned, is due to be purchased. The old Clerk computer will then become the Township spare for Deputy Clerk use.

Supervisor Kostik made a motion authorizing the purchase of a new computer be made, not to exceed \$1000.00. Supervisor Schommer seconded. Motion passed 5-0.

6) HR Review

Supervisor Novak reported that Credit River H. R. (human resources) draft policies that he and Supervisor Kostik put together will be presented to the Board soon for their review and possible approval.

6) Road Report

1) Plow Damage

Supervisor Novak updated the Board on some snowplow damage done in the Township Right of Way in Stonebridge. As the Credit River Snowplow Policy states that nothing in the right of way will be Township Responsibility, there will be no reimbursement offered.

Supervisor Schommer reported that he had received complaints about some mailbox damage on Casey Parkway. After inspection by Supervisor Schommer and inquiries made of the snowplow operator on color of plow and snowplow, it has been determined that the damage does not reflect Township Snowplow damage, therefore, no reimbursement will be offered per the Township Snowplow policy. Supervisor Novak will communicate with the residents, stating the board's position in the matter.

2) Murphy and 175th Signs

Chairman Lawrence reports the street signs are missing from this corner. Supervisor Kostik will check on it and order replacements if necessary.

7) Engineer's Report.

1) CSTS Mowing RFQ Update

Engineer Nelson reported to the Board that a quote for CSTS (Community Sewage Treatment Systems) Mowing for the mowing seasons 2015-2016, has been submitted to the Township.

Supervisor Novak reported that there was another business that would like to bid, however, since the deadline for submission of quotes has already passed, it was decided by the Board that the newer contractor would be allowed to submit a bid, if still interested, when the current contract is up for renewal. Information will be supplied to the alternate contractor so he/she will be ready to bid in time, if still interested, when the contract period is over.

After review, the Board decided that due to positive performance by the bidding contractor, Minnesota Sodding, that their quote for continuing services would be accepted.

Supervisor Schommer made a motion to accept the Minnesota Sodding quote for services for CSTS Mowing services. Vice Chair Kraft seconded. Motion passed 5-0.

The Board directed Engineer Nelson to send the RFQ to Supervisor Novak so that the other contractor will be ready to bid next time.

2) 2015 Overlays

There are three groups of planned overlays per the Credit River Township CIP (Capital Improvement plan) to be done in 2015.

A) Kane Ave & Century Court

The first group of overlays to be considered is Kane Avenue & Century Court. After discussion, a motion was made.

Vice Chair Kraft made a motion to approve Resolution 2014-01, Resolution to order Feasibility Report for Kane Avenue and Century Court. Supervisor Novak seconded. Motion passed 5-0.

B) 196th Street E and Southfork Drive

The second group of overlays to be considered is 196th Street E and Southfork Drive. After discussion, a motion was made.

Supervisor Kostik made a motion to approve Resolution 2014-02, Resolution to Order Feasibility Report for 196th Street E and Southfork Drive. Supervisor Schommer seconded. Motion passed 5-0.

C) Casey Parkway & Kilarney Ave

The third group of overlays to be considered is Casey Parkway & Kilarney Ave. After discussion, a motion was made.

Vice Chair Kraft made a motion to approve Resolution 2014-03, Resolution to order Feasibility Report for Casey Parkway and Kilarney Avenue. Supervisor Novak seconded. Motion passed 5-0.

Additionally, Engineer Nelson had an FYI for the Board that Jeanne Briol, Scott County Highway Official, would be dropping off a draft of the CSAH 27 Plan for the Board's review.

3) 2015 Reconstructs

Engineer Nelson presented centerline studies in these areas to the Board for their review. The Board reviewed and commented on all of the

studies, which showed that the road is off centerline in certain places of the planned reconstruct. The Board received recommendation, discussed and made preliminary decisions regarding moving the road back to centerline in the identified places.

10) Treasurer Report

1) Transfer Funds. Treasurer LeVoir asked that a transfer of \$260,000 be approved from the Township Savings Account to the Township Checking Account to pay claims.

Supervisor Novak made a motion to transfer \$260,000.00 from the Township Savings Account to the Township Checking Account. Supervisor Schommer seconded the motion. Motion passed 5-0.

2) Territory CSTS Budget 2015

Supervisor Novak updated the Board on discussions he has had with the Territory HOA regarding an upcoming required rate increase.

At a meeting with Territory HOA Officials, it was decided that the necessary rate increase will likely be needed beginning in January of 2016. The CSTS Supervisors added that is only possible if no unexpected expenses occur, including Territory II and III going online before then. If capacity is needed, or if an unexpected expense occurs, the rate may have to be raised before then. If the rate increase occurs in January of 2016 as forecasted, an increase of minimally \$20 additional per month is to be expected.

Treasurer LeVoir presented a Territory CSTS Budget to the Board using that formula for review.

3) Credit Card Update

Treasurer LeVoir updated the Board that the Credit Card limits have been adjusted to reflect the Board's original intention (as there was a lower limit initially put into place).

4) Bonding Update

Treasurer LeVoir discussed the tentative bonding timeline for the 2015 reconstructs and overlays. The Township will be putting all the documentation together in May of 2015. The bonds would likely be bid in the market in early June; bond proceeds then would be received by the Township in late June.

Treasurer LeVoir also updated the Board on a short term transfer of funds that may have to occur due to timing issues related to the reconstruct assessment schedule. The Board was assured that it was a short term issue that is handled administratively, and indicated their understanding and consent.

5) Audit Update

Treasurer LeVoir reports that preliminary audit work has been done, with the initial meeting of the auditors and staff being held on Dec. 16, 2014, and the auditing work begun.

Treasurer LeVoir then updated the Board on the remaining FYE (Fiscal Year End) 2014 Credit River Township Audit schedule:

Monday, January 19, 2015 (Year End 2014 Audit)

Tuesday January 20, 2015 (Year End 2014 Audit)

All items seem to be in order, and there is nothing unusual to report at this time.

6) Fire Contract Update

Treasurer LeVoir gave the 2015 Fire Contract Update. She states that the original proposed amount for 2015 from Prior Lake Fire Department to Credit River Township was \$181,317.00. Based on prior year additions, Credit River budgeted \$185,969.00.

The final amount billed to Credit River for 2015 Services was \$175,968.00, about \$10,000 under budget.

7) Board of Audit

The Credit River Township Board of Audit will be Wednesday, February 11, 7 PM. Because the Town Hall is under construction, this year's Board of Audit will be held at the Prior Lake City Hall, 4646 Dakota Ave. Prior Lake, MN. 55372. Meeting will be posted as required.

10) Clerk's Report

1) Town Election / Annual Meeting Update

The Clerk presented the list of trained and certified election judges for Credit River needs in 2015.

After review, a motion was made to approve the trained and certified list for 2015 election needs.

Supervisor Kostik made a motion to approve Resolution 2015-04, Resolution to Appoint Election Judges for Credit River Township. Supervisor Novak seconded. A roll call vote was called: Chairman

Lawrence, aye; Vice Chair Kraft, aye; Supervisor Kostik, aye; Supervisor Schommer, aye; Supervisor Novak, aye. Motion passed 5-0.

Next, the clerk discussed with the Board the Election Judge wages that by statute, the Credit River Board sets. The Board decided to maintain the wage at \$14/hr. Election Judges; \$16/hr. head judge. The Board also decided to pay the IRS governmental mileage to election judges who choose to claim it.

Chairman Lawrence made a motion to pay regular election judges \$14/ hr., and set the head judges pay at \$16/hr.; Supervisor Kostik seconded the motion. Motion passed 5-0.

Supervisor Schommer made a motion to pay mileage to election judges per the IRS guidelines for such reimbursement. Supervisor Novak seconded it. Motion passed 5-0.

Additionally, the Clerk & Chairman attended a meeting with a Three Rivers Park supervisory staff member and looked at a room that would be adequate for Town Election needs if the Town Hall would not be ready to be a polling place for the Town election. However, the Town Board is very confident that the Town Hall will be out of the construction zone phase by that time and be ready for the election polling needs of the Town.

Clerk Quinn gave an Annual Meeting update. The Annual Meeting will be held on March 10, 2015 at 8:30 PM in the Prior Lake Fire Station #1 Conference Room. Prior Lake Fire Station #1 is located at 16776 Fish Point Road, Prior Lake, MN 55372. The deputy clerk

will be administering the clerk duties at the meeting and the Board authorized some hours to prepare her for that.

Supervisor Novak made a motion to approve up to 2 hours Annual meeting preparation time for the Deputy Clerk. Supervisor Kostik seconded.

Motion passed 5-0.

Chairman Lawrence asked the Clerk to invite the Election Officials to attend an upcoming Board meeting to discuss information regarding precinct size.

B) Town Hall

The Supervisors each took an assignment to determine the costs of the repairs. Supervisor Kostik put the estimates that have been received from Contractors so far on a spreadsheet for review. The Board discussed the different estimated repairs. Chairman Lawrence suggested considering repairing the floor, which is damaged and dirty from long term use. After discussion of different line items, a motion was made to initiate repairs.

Supervisor Schommer made a motion to approve Town Hall repairs as discussed up to \$30,000.00; and that Vice Chair Kraft, Supervisor Novak, and Supervisor Schommer to enter into contracts for these improvements. Vice Chair Kraft seconded. Motion passed 5-0.

Treasurer LeVoir asked that she had access to her necessary Township files at all time. Chairman Lawrence reminded the Board that the Town Hall has to be available and suitable for the Township Election, and asked that the Supervisors working with the contractors please plan the timing of repairs accordingly.

C) Pay Claims

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000293E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000294E	VISA COMMUNITY CARD	20.25	iContact/Office Supplies
Paid Chk# 000295E	EFTPS	1,505.92	FICA/Medicare/Fed WH
Paid Chk# 000296E	PERA	727.73	PERA
Paid Chk# 000297E	MINNESOTA REVENUE MW5	116.94	State WH
Paid Chk# 008084	AL NOVAK	757.27	December 2014 Srv Paid in January 2015
Paid Chk# 008085	BRENT LAWRENCE	734.18	December 2014 Srv Paid in January 2015
Paid Chk# 008086	CHRIS KOSTIK	692.37	December 2014 Srv Paid in January 2015
Paid Chk# 008087	LEROY SCHOMMER	678.77	December 2014 Srv Paid in January 2015
Paid Chk# 008088	LISA QUINN	XXXX	December 2014 Srv Paid in January 2015
Paid Chk# 008089	SARAH LEVOIR	XXXX	December 2014 Srv Paid in January 2015
Paid Chk# 008090	TOM KRAFT	732.17	December 2014 Srv Paid in January 2015
Paid Chk# 008091	WANDA KREEGER	187.51	Election Wages/Mileage - Training/Judging
Paid Chk# 008092	AL NOVAK	8.96	December 2014 Expense Reimbursement
Paid Chk# 008093	BOND TRUST SERVICES CORP	111,463.75	2012 GO Bond Principal & Interest Payment
Paid Chk# 008094	BRENT LAWRENCE	175.66	December 2014 Expense Reimbursement
Paid Chk# 008095	BRYAN ROCK PRODUCTS INC	129.21	November 2014 Winter Road Mtc
Paid Chk# 008096	CENTERPOINT ENERGY	129.45	Town Hall Gas
Paid Chk# 008097	COURI & RUPPE, P.L.L.P.	3,527.50	Legal Fees
Paid Chk# 008098	ECM PUBLISHERS INC	105.84	Legal Publishings
Paid Chk# 008099	GALLAGHERS	12,767.00	Winter Road Mtc
Paid Chk# 008100	GENE L. JACOBSON	455.00	NPDES Escrow Refund
Paid Chk# 008101	GOPHER STATE ONE CALL	40.70	November 2014 Utility Locates
Paid Chk# 008102	HAKANSON ANDERSON ASSOC INC	23,258.57	Engineering
Paid Chk# 008103	INTEGRA TELECOM	563.22	Phone
Paid Chk# 008104	KEYSTAR, INC.	410.00	NPDES Escrow Refund
Paid Chk# 008105	LISA QUINN	80.80	December 2014 Expense Reimbursement
Paid Chk# 008106	MARKS BOBCAT SERVICE, INC.	600.00	Town Hall Lot & Sidewalk - Winter Mtc
Paid Chk# 008107	MATIT	618.00	Worker's Comp Premium Payment
Paid Chk# 008108	MIKES SEPTIC	350.00	CSTS Tank Pumping
Paid Chk# 008109	MVEC	598.01	Electricity
Paid Chk# 008110	NATURAL SYSTEMS UTILITIES MN	28,136.45	CSTS Monitoring
Paid Chk# 008111	PRIOR LAKE BLACKTOP, INC.	1,367.00	Patch on Flag Trail
Paid Chk# 008112	RAPID PRESS	80.00	Receipt Books - 4 Total
Paid Chk# 008113	SAFETY SIGNS	1,445.00	Culvert Markers - Monterey, Lynn and 207th St
Paid Chk# 008114	SARAH LEVOIR	98.38	December 2014 Expense Reimbursement
Paid Chk# 008115	SCOTT COUNTY TREASURER	4,420.46	TNT Expense & 2nd Half Salt 2014
Paid Chk# 008116	SOUTHWEST NEWSPAPERS	94.43	Legal Publishings
Paid Chk# 008117	TEMP-AIR	591.00	HEPA Filter for TH General Election
Paid Chk# 008118	TOM KRAFT	22.40	December 2014 Expense Reimbursement
Paid Chk# 008119	U.S. BANK EQUIPMENT FINANCE	143.25	Copier - Monthly Lease Payment
Paid Chk# 008120	WELLS FARGO CORPORATE TRUST	91,265.00	2009 GO Bond Principal & Interest Payment
Paid Chk# 008121	XCEL ENERGY	13.31	St. Francis Light

Total 292,223.17

D) Adjourn

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

Supervisor Schommer made a motion to adjourn the January 5, 2015 Credit River Township Board Meeting. Supervisor Kostik seconded. Motion passed 5-0.

The January 5, 2015 Credit River Township Board Meeting was adjourned at 8:35PM.

Recorded by:

Lisa Quinn

Clerk of Credit River Township

Approved by:

Brent Lawrence

Chairman, Board of Supervisors

Credit River Township