

Credit River Township Board Meeting

Monday, November 2, 2015 6pm

Meeting Minutes

The November 2, 2015 Credit River Township Meeting was called to order with the Pledge of Allegiance at 6pm, by Chairman Kostik.

A moment of silence was held in respect for the passing of Cy Wolf, Chairman, Sand Creek Township.

Members Present:

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

Others Present:

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

1. Approve or Amend Agenda

Township Attorney Ruppe requested to add Flag Tr. Assessment Appeal to Old Business as item 4.

Supervisor Nilsen requested to add 429 Process to New Business as item 4.

Motion to Approve Amended Agenda: Vice Chairman Novak

Second: Supervisor Nilsen

Motion Passed: 5-0

2. Consent Agenda

- 1. September 21, 2015-Scottview Road Project Information Meeting**
- 2. September 2015 Treasurer's Report**
- 3. October 2015 Developer's Escrow Statement**
- 4. October 5, 2015 Board Meeting Minutes**

Motion to Approve Consent Agenda: Supervisor Schommer
Second: Supervisor Nilsen
Motion Passed: 5-0

3. Open Forum

4. Old Business

1. 6213 Sue Ann Lane

Supervisor Lawrence asked Resident D. Berens to appear at the meeting. Mr. Beren's explained that the crushed rock was moved back to the gravel parking lot. Debris in the ROW was removed. Resident feels the area has been cleaned up and silt fencing was put up according to the Scott County requirement. Only one driveway will be used which was the original driveway. County was concerned with erosion and a silt fence was installed. IUP/CUP permit was questioned.

2. Mediacom Cable Franchise

Supervisor Lawrence reminded the board that the Mediacom contract extension expires in December 2015. Attorney Ruppe has reviewed the contract received from Mediacom and has recommended changes. Supervisor Lawrence feels the Mediacom contract should be the same as Integra for consistency and integrity on such items as length of contracts and quarterly payments. Attorney Ruppe will communicate with Supervisor Lawrence regarding the new contract which will be available at the December 7, 2015 Board Meeting. Abandonment of above ground pedestals was brought up by Engineer Nelson and should be noted in the contracts.

3. Fern Drive and Birch Lane / Valley Paving

Chairman Kostik reviewed the arbitration meeting and agreement made with Valley Paving on October 26, 2015.

**Motion to authorize payment to Valley Pavement pursuant to the terms of the Settlement Agreement and contingent upon Valley Paving sending the required information and documentation: Supervisor Schommer
Second Vice Chairman Novak
Motion Passed: 5-0**

4. Flag Tr. Assessment Appeal

Attorney Ruppe advised that C. Lake filed an assessment appeal for the Lake property and Sernett property which was part of the Flag Tr. assessment.

5. New Business

1. Heritage Links-Liquor License Renewal

Mark Zweber from Heritage Links attended the meeting.

**Motion to Approve Resolution 2015-59 Approving the Recommendation to support the Liquor License for Heritage Golf: Supervisor Lawrence
Second: Supervisor Nilsen
Motion Passed: 5-0**

2. CenterPoint Utility Permits

Supervisor Lawrence explained a recent Utility Permit that was issued for CenterPoint and the concern for restoring the ROW to the original condition prior to the work. Supervisor Lawrence's concern is if this is how the majority of work is completed or if this is an isolated incident. Attorney Ruppe recommended sending the letter. Engineer Nelson will contact CenterPoint with a timeframe of 15 days to comply.

3. Country Court Park Fencing

Supervisor Lawrence was contacted by a resident who is concerned with his liability with people using his woodpile for jackets etc. and climbing the wood pile while utilizing the park equipment at Country Court Park, as the park boundary isn't clear. Supervisor Lawrence and Chairman Kostik will look at the park for fence measurements and will get quote. Approximately \$1800 for installation of a fence.

4. Discuss 429 Process

Supervisor Nilsen asked about adding additional information to the initial notification process of future road projects, especially about the duration of the project as an intermittent inconvenience rather than 6 weeks for example.

Engineer Nelson also recommended the informational neighborhood meetings occur earlier in the spring rather than in the fall.

6. Road Report

Supervisor Schommer advised of work done: 167th rip rap added to the ditch to control the water in winter, 204th ditch cleaning done.

Supervisor Nilsen commented regarding a resident and the sprinkler system in the ROW which had been taken care of by the resident.

7. Engineer's Report

1. Scottview Estates Road Project

Engineer Nelson reviewed the Scottview Estates Public Improvement hearing held October 28, 2015.

**Motion to Approve Resolution 2015-60 Ordering Improvement to the Scottview Estate Roads: Supervisor Schommer
Second: Vice Chairman Novak**

Motion Passed: 5-0

2. Drain Tile Quote for Fern and Birch

Valley Pavement contract is closed. The quote for the drain tile can be accepted from Mark's Bobcat.

Resident S. French asked questions about the work to be done. Engineer Nelson explained that the ditch will be reshaped and reseeded.

Motion to approve quote for installation of drain tile: Supervisor Lawrence

Second: Supervisor Schommer

Motion Passed: 5-0

3. Seeding Quote for Fern and Birch

A new contract can be entered into for seeding. Supervisor Schommer prefers to wait until spring for seeding. Quote to restore the seeding for the drain tile portion will be done this year.

**Motion to approve quote for seeding the drain tile area portion of the project: Vice Chairman Novak
Second: Supervisor Nilsen
Passed: 5-0**

4. Harvest Hills Outlet.

Supervisor Schommer and Engineer Nelson gave an update on the Harvest Hills Outlet. Agreement with county is needed and Attorney Ruppe is working with Scott County on the completion of the agreement.

8. Treasurer Report

1. Transfer Funds

Treasurer LeVoir requested to transfer \$10,000 from the Township savings to the Township checking account to pay claims.

**Motion to approve the transfer of \$10,000 from the Township savings to Township checking account: Supervisor Lawrence
Second: Supervisor Schommer
Motion Passed: 5-0**

2. CSTS Budgets 2016

1. Monterey Heights/South Passage

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Monterey Heights/South Passage CSTS.

Rate is expected to remain the same for the next few years.

**Motion to approve line item 2016 budget revenues and expenditures for Fund 601 Monterey Heights/South Passage: Supervisor Lawrence
Second: Vice Chairman Novak
Motion Passed: 5-0**

2. Stonebridge

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Stonebridge CSTS.

Stonebridge CSTS is under budget in 2015 due to budgeted expenses not occurring in 2015 as originally projected. The expenses have been budgeted for 2016.

**Motion to approve line item 2016 budget revenues and expenditures for Fund 603 Stonebridge: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 5-0**

3. Territory

Treasurer LeVoir reviewed the 2015 YTD actuals vs. 2015 Budget and the proposed 2016 Budget for Territory CSTS.

Based on the forecast and the need to operate CSTS #2 & #3 beginning in 2017, a rate increase may be needed.

If the HOA remains at 7 units, the rate would increase from \$60 to \$75/month or if the HOA is 1 unit, the rate would increase from \$60 to \$78/month. Vice Chairman Novak will contact the Territory HOA to determine which is preferred.

Board's position is to have 3 months of operating expenses as cash on hand unexpected expenses in addition to restricted cash for capital replacement.

Rate hearing to be held December 14, 2015 at 7pm. Letters will be sent to residents.

Motion to approve line item 2016 budget revenues and expenditures will wait until a the December board meeting after discussions with the HOA.

3. Audit Update

Treasurer LeVoir met with the auditors in October. They have proposed an increase of \$750/yr to the proposal for 2015-2016, due to GASB 68 and increase in documentation.

Preliminary audit test work will be December 15, 2015.
Year-end audit field work will be January 18-19, 2016.
Board Chair may be needed to meet on one of the dates.

**Motion to approve the increase of \$750/year: Supervisor Schommer
Second: Vice Chairman Novak**

Motion Passed: 5-0

4. Road Project Special Assessment Prepayments

Treasurer LeVoir advised the board that prepayments for the special assessments from the road projects are on target based on the projections made during bonding.

5. Misc. Updates

- Treasurer LeVoir updated that the Clerk has been set up with a credit card for purchasing town hall supplies as needed.
- CenterPoint invoice has been paid.
- Territory invoice has been paid for tree trimming.
- Payment received from Scott County for \$1000, for the Rydeen Resitution, which was entered into the Road and Bridge Fund.
- Received an additional \$1000 invoice from the Association of Townships Insurance Trust regarding the Planning and Zoning Zweber claim.

9. Clerk's Report

1. Lakeville Referendum

Clerk Donovan reviewed the schedule of the Lakeville ISD 197 Referendum election on November 3, 2015.

2. Prior Lake/Savage Referendum

Prior Lake/Savage has contacted the township regarding a possible referendum vote for the Prior Lake/Savage school district in May 2016.

10. Town Hall

11. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000345E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000346E	VISA COMMUNITY CARD	297.00	iContact Fee/Postage
Paid Chk# 000347E	EFTPS	1,728.30	FICA/Medicare/Fed WH
Paid Chk# 000348E	PERA	803.11	PERA
Paid Chk# 000349E	MINNESOTA REVENUE MW5	68.28	State WH
Paid Chk# 008490	AL NOVAK	992.77	October 2015 Srv Paid in November 2015
Paid Chk# 008491	BRENT LAWRENCE	948.89	October 2015 Srv Paid in November 2015
Paid Chk# 008492	BRUCE NILSEN	1,067.57	Sept & Oct 2015 Srv Paid in November 2015
Paid Chk# 008493	CHRIS KOSTIK	870.90	October 2015 Srv Paid in November 2015
Paid Chk# 008494	KAREN DONOVAN	XXXX	October 2015 Srv Paid in November 2015
Paid Chk# 008495	LEROY SCHOMMER	914.26	October 2015 Srv Paid in November 2015
Paid Chk# 008496	SARAH LEVOIR	XXXX	October 2015 Srv Paid in November 2015
Paid Chk# 008497	AL NOVAK	31.63	October 2015 Expense Reimbursement
Paid Chk# 008498	BOHNSACK EXCAVATING INC.	3,773.25	Ditch repairs - Various Township Roads
Paid Chk# 008499	BRAND COMPANY INC	428.00	NPDES Escrow Refund - 6290 Sue Ann Lane
Paid Chk# 008500	BRENT LAWRENCE	10.35	October 2015 Expense Reimbursement
Paid Chk# 008501	BRITTNEY A. MESENBRINK	1,982.00	NPDES/Access Escrow Refunds - 16994 West
Paid Chk# 008502	CENTERPOINT ENERGY	23.64	Town Hall Gas
Paid Chk# 008503	CERTIFIED RECYCLING	20.00	Disposal - Carpet
Paid Chk# 008504	CHORES AND MORE BY HEIDI INC	105.00	Town Hall Full Clean - 09/29/2015
Paid Chk# 008505	CHRIS KOSTIK	36.00	October 2015 Expense Reimbursement
Paid Chk# 008506	ECM PUBLISHERS INC	107.19	Legal Publishings
Paid Chk# 008507	G&K SERVICES	81.20	Town Hall Rug Service - October 2015
Paid Chk# 008508	GALLAGHERS	1,281.00	October 2015 Gravel Road Mtc
Paid Chk# 008509	GOPHER STATE ONE CALL	91.45	September 2015 Utility Locates
Paid Chk# 008510	HAKANSON ANDERSON ASSOC INC	30,792.96	Engineering
Paid Chk# 008511	I AND S CONTRACTING	838.00	NPDES Escrow Refund - Pool House - 8030 CV
Paid Chk# 008512	INTEGRA TELECOM	627.13	Phone
Paid Chk# 008513	INTERIOR CONCEPTS TILE & STONE	1,448.00	NPDES Escrow Refund - 6650 Oak Grove Ct
Paid Chk# 008514	JB WOODFITTER AND ASSOCIATES	3,743.00	NDPES and Access Escrow Refunds
Paid Chk# 008515	KAREN DONOVAN	82.20	October 2015 Expense Reimbursement
Paid Chk# 008516	KELLEY M HOOLIHAN	838.00	NPDES Escrow Refund - 21215 Ridgewood Trl
Paid Chk# 008517	MARK D. CONNELLY AND	838.00	NPDES Escrow Refund - Pool - 8030 CV
Paid Chk# 008518	MARKS BOBCAT SERVICE, INC.	1,500.00	Town Hall/Parks Mowing October 2015
Paid Chk# 008519	MAT	105.00	Annual MAT Conference Fee - Schommer
Paid Chk# 008520	MATIT	1,000.00	Planning and Zoning Claim Payment
Paid Chk# 008521	MSC	7,668.00	CSTS Sites Mowing
Paid Chk# 008522	MVEC	633.62	Electricity
Paid Chk# 008523	NATURAL SYSTEMS UTILITIES MN	11,443.05	CSTS Monitoring
Paid Chk# 008524	PRIOR LAKE BLACKTOP, INC.	3,471.00	Patching - Various Township Roads
Paid Chk# 008525	ROVE PEST CONTROL	75.00	Quarterly Pest Control Service
Paid Chk# 008526	SARAH LEVOIR	50.00	October 2015 Expense Reimbursement
Paid Chk# 008527	SCOTT COUNTY GOVERNMENT CENTER	752.45	Cty Ditch 4 Assessment Payments
Paid Chk# 008528	SCOTT COUNTY TREASURER	8,200.00	New Election Equipment
Paid Chk# 008529	SOUTHWEST NEWSPAPERS	182.57	Legal Publishings
Paid Chk# 008530	TRANS-ALARM	89.85	Town Hall Alarm Monitoring Srv
Paid Chk# 008531	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment - Copier; November 2015
Paid Chk# 008532	XCEL ENERGY	13.01	St. Francis Light
Paid Chk# 008533	VALLEY PAVING, INC.	32,798.34	Final Payment per Settlement

Total 127,152.86

12. Adjourn

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

Motion to adjourn November 2, 2015 Credit River Township Meeting: Supervisor Nilsen

Second: Supervisor Schommer

Motion passed: 5-0

The November 2, 2015 Credit River Township Board Meeting was adjourned at 8:15 pm.

Recorded by:

Karen Donovan
Clerk of Credit River Township

Approved by:

Chris Kostik
Chairman
Credit River Township