

Credit River Township Board Meeting

**Monday, June 6, 2016 6pm
Meeting Minutes**

Chairman Kosik called June 6, 2016 Board Meeting to Order, Pledge of Allegiance

Public Hearing for the Vacation of Easement-Cress View Block 1, Lot 14

Chairman Kostik opened the Public Hearing for the Vacation of Easement-Cress View Block 1, Lot 14. Chairman Kostik asked for the public opinion on the Vacation of Easement of Block 1 Lot 14.

**Hearing none motion to close the Public Hearing on the Vacation of Easement Cress View Block 1, Lot 14: Vice Chairman Novak
Second: Supervisor Schommer
Motion Passed: 5-0**

1. Approve or Amend Agenda

Chairman Kostik added Parks as Item 3 & 19555 Oak Grove Ave as Item 4 to Old Business. Supervisor Schommer added Landscaping as Item 1 to Town Hall and Vice Chairman Novak added IT as Item 2 to Town Hall.

**Motion to Amend Agenda: Supervisor Howe
Second: Supervisor Lawrence
Motion Passed: 5-0**

2. Consent Agenda

- 1) **April 2016 Treasurer's Report**
- 2) **May 2016 Developer Escrow Statement**
- 3) **May 2, 2016 Board Meeting Minutes**

**Motion to approve Consent Agenda: Vice Chairman Novak
Second: Supervisor Lawrence
Motion Passed: 5-0**

3. Open Forum

None

Old Business

1) O & E Development

Attorney Ruppe provided the New Market Township Development Agreement with O & E Development for the board's consideration. Dakota Avenue Road Use Agreement between Credit River Township and O & E Development was also provided. Recommendation to approve Road Use agreement contingent upon Engineer Nelson's review and contingent upon receipt of Letter of Credit and Escrow.

**Motion to approve the Dakota Avenue Road Use Agreement contingent on Engineer Nelson's Review and the receipt of Escrow and Letter of Credit:
Supervisor Lawrence
Second: Supervisor Schommer
Passed: 5-0**

Scott County's approval meeting will be on Tuesday June 7, approval contingent on New Market Township approval.

2) JPA with Spring Lake Township

Attorney Ruppe provided the draft of the Joint Powers Agreement (JPA) for Prairie Hills Lane for the board's consideration. A board member will discuss with Spring Lake Township board.

3) Parks

Supervisor Schommer received an estimate of \$2,500 to improve the ball field at Scottview Estates. Chairman Kostik estimated approximately \$300 to replace the bases, home plate and pitcher's mound.

**Motion to approve park improvements to the infield and purchasing bases for the ball field at Scottview Park. Funds will come from the Park Fund not to exceed \$3,000: Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0**

4) 19555 Oak Grove Ave

Engineer Nelson found that landscaping caused damage to a drain pipe at 19555 Oak Grove Ave. Repair options were discussed. Attorney Ruppe will notify the homeowner through his attorney that only the pipe will be repaired and not landscaping. Engineer Nelson will prepare a quote to repair the pipe.

5) Crest View Lot Easement Vacation

**Motion to approve Resolution 2016-08 to Vacate Certain Drainage and Utility Easements within the Plat of Cress View Estates: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 5-0**

6) 204th Paving Update

Residents reported a 50-50 neighborhood interest on the request to pave the road on 204th. Business traffic on the road has been reduced.

4. New Business

1) Variance Request Recommendation (Reiland 8776 Lucerne)

**Motion to recommend approval of the requested variance from the 100 ft. county road right of way setback to 94.2 ft. to remodel the existing home with a two car garage: Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0**

2) Weeds

Supervisor Lawrence cited several properties regarding mowing. All properties cited are now in compliance.

3) Escrow Update

Treasurer LeVoir reviewed the status of escrows:

- 19555 Oak Grove: Escrow balance is under \$1,000. Board recommendation of \$4,000 will be requested by Attorney Ruppe.
- Territory 3rd Addition: Escrow balance currently under \$27, with potential ditch work and water main connection plans in the works. Recommendation of \$5,000 to be added to the escrow balance. Treasurer LeVoir will send an invoice.

5. Road Report

1) 20510 Flag Tr-Rock Removal

Supervisor Howe cleaned up rock from ditch on 20510 Flag Tr.

2) Oak Hill & Natchez – Stop Sign

Supervisor Howe updated that the Sheriff reported the stop sign on Oak Hill and Natchez was bent. Work has been completed to correct the sign.

Engineer Nelson reported a few road issues:

- Killarney Road and 170th issues were noted after the electrical work completed by Great River Energy. Engineer Nelson will provide a list of items which need to be repaired. Supervisor Schommer will contact Great River.
- Territory roads need shouldering before sealcoating this year. Crack filling is needed on Monterey but the recommendation is to do this after the County road work is completed.

Supervisor Schommer updated that the dust coating has been completed, no complaints were noted.

6. Engineer's Report

1) Award Seal Coat Project to Allied Blacktop

Engineer Nelson advised Seal Coat Bids were opened May 3, 2016. Two bids were received. Allied Blacktop was the lowest bid. Recommend awarding bid to Allied Blacktop.

**Motion to award Seal Coat contract to Allied Blacktop: Supervisor Schommer
Second: Supervisor Lawrence
Motion Passed: 5-0**

2) Consider Proposal for Cores on Longview Lane and Soil Borings on Century Lane

Engineer Nelson and Supervisor Schommer recommended cores and soil borings for Longview Lane and Century Lane at a cost of \$4,133. Three cores on Longview Lane (to be added to the project cost). Three soil borings for Century Lane will also be done due to drainage issues. Costs will be invoiced separately.

**Motion to approve the proposal from Braun Intertect for Core and Soil Borings:
Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0**

Longview Lane Neighborhood meeting will be held on July 6 at 6pm.

3) 2017 – 2021 CIP

Engineer Nelson reviewed the 5 year Road Maintenance and Capital Improvement Plan draft.

7. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested \$100,000 transferred from the township savings to the township checking account.

**Motion to approve the transfer of \$100,000 from the township savings to the township checking account to pay claims: Supervisor Schommer
Second: Vice Chairman Novak
Motion Passed: 5-0**

2) Budget 2017

Treasurer LeVoir reviewed the proposed budget schedule with the board for 2017. The Line Item Detail Report for 2013-2015, 2016 budget and YTD is in the drop box to be reviewed prior to the meetings to be scheduled in June with the board.

3) CSTS – Territory Capital Purchase

Treasurer LeVoir advised the board of repairs made (2 pumps and PVC fittings) to the Territory CSTS in the amount of \$2,106.25, which will be deducted as a capital expense.

**Motion to approve the Territory Pumps and PVC fittings repair in the amount of \$2,106.25, as a capital expense to be paid from and deducted from the Territory CSTS restricted cash fund: Vice Chairman Novak
Second: Supervisor Lawrence
Motion passed: 5-0**

8. Clerk's Report

9. Town Hall

1) Landscape

Supervisor Schommer received a quote of \$800 to trim the bushes and add a tree to the township landscape, nothing has been done for 8 years. Town Hall landscaping improvements, which would include removing all of the old bushes and replacing with new would be \$1,800-\$2,000.

**Motion to approve landscape improvements at the town hall not to exceed \$2,500 to come out of the park fund: Supervisor Lawrence
Second: Supervisor Schommer
Motion passed: 5-0**

2) IT

Supervisor Novak advised that Supervisor Howe's iPad is not charging but is able to plug in.

10. Review and Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000381E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000382E	VISA COMMUNITY CARD	\$253.18	iContact Fee; Office Supplies; Stamps/Postage
Paid Chk# 000383E	EFTPS	\$1,585.70	FICA/Medicare/Fed WH
Paid Chk# 000384E	PERA	\$771.99	PERA
Paid Chk# 000385E	MINNESOTA REVENUE MW5	\$133.98	State WH
Paid Chk# 008780	AL NOVAK	\$692.62	May 2016 Srv Paid in June 2016
Paid Chk# 008781	BRENT LAWRENCE	\$1,008.17	May 2016 Srv Paid in June 2016
Paid Chk# 008782	CHRIS KOSTIK	\$659.23	May 2016 Srv Paid in June 2016
Paid Chk# 008783	KAREN DONOVAN	XXXX	May 2016 Srv Paid in June 2016
Paid Chk# 008784	LEROY SCHOMMER	\$1,015.85	May 2016 Srv Paid in June 2016
Paid Chk# 008785	PAUL HOWE	\$717.66	May 2016 Srv Paid in June 2016
Paid Chk# 008786	SARAH LEVOIR	XXXX	May 2016 Srv Paid in June 2016
Paid Chk# 008787	AAA STRIPING SERVICE CO.	\$3,510.50	Striping Roads (Natchez Ave & 175th St)
Paid Chk# 008788	BANYON DATA SYSTEMS	\$795.00	Banyon Utility Billing Annual Support Fee
Paid Chk# 008789	BOHNSACK EXCAVATING INC.	\$1,742.50	Culvert/Ditch Repairs
Paid Chk# 008790	BRENT LAWRENCE	\$16.20	May 2016 Expense Reimbursement
Paid Chk# 008791	BRUCE D. CARLSON	\$820.00	NPDES Escrow Refund - 19335 Normandale Rd
Paid Chk# 008792	CENTERPOINT ENERGY	\$36.34	Town Hall Gas
Paid Chk# 008793	CHRIS KOSTIK	\$13.89	May 2016 Expense Reimbursement
Paid Chk# 008794	COLLINS TREE CARE, INC	\$1,200.00	Cut Trees Back From Roads and Signs
Paid Chk# 008795	ECM PUBLISHERS INC	\$136.63	Legal Publishing Notices
Paid Chk# 008796	ENVIROTECH SERVICES INC	\$17,344.04	Summer 2016 Gravel Road Mtc - Dustcoating
Paid Chk# 008797	G&K SERVICES	\$81.20	Town Hall Rug Service - May 2016
Paid Chk# 008798	GALLAGHERS	\$2,211.25	Street Sweeping 2016 - Various Streets
Paid Chk# 008799	GONYEA HOMES INC	\$1,460.00	NPDES Escrow Refund - 8672 207th St E
Paid Chk# 008800	GOPHER STATE ONE CALL	\$63.80	April 2016 Utility Locates
Paid Chk# 008801	HAKANSON ANDERSON ASSOC INC	\$10,917.19	Engineering
Paid Chk# 008802	INTEGRA TELECOM	\$647.53	Phone
Paid Chk# 008803	JOSEPH A FELDMAN	\$1,370.00	NPDES Escrow Refund - 21809 Vernon Ave
Paid Chk# 008804	KAREN DONOVAN	\$71.06	May 2016 Expense Reimbursement
Paid Chk# 008805	KLINGBERG TRUCKING, INC.	\$4,513.47	May 2016 Gravel Road Mtc
Paid Chk# 008806	KRAEMER MINING& MATERIALS INC	\$9,267.68	May 2016 Gravel Road Mtc
Paid Chk# 008807	MALLERY POOL CONSTRUCTION	\$1,320.00	NPDES Escrow Refund - 8830 Canter Ln
Paid Chk# 008808	MARKS BOBCAT SERVICE, INC.	\$2,300.00	Town Hall/Parks: Mowing & Spray for Weeds
Paid Chk# 008809	MATIT	\$3,653.00	Township/CSTS Insurance Premium
Paid Chk# 008810	METRO SALES , INC.	\$125.00	Leased Copier Bi-Annual Mtc Contract Fee
Paid Chk# 008811	MPCA	\$1,515.00	CSTS Wastewater Permit Annual Fees
Paid Chk# 008812	MVEC	\$769.01	Electricity
Paid Chk# 008813	NATURAL SYSTEMS UTILITIES MN	\$10,257.76	CSTS Monitoring
Paid Chk# 008814	PRIOR LAKE HEATING & AC	\$321.50	Town Hall Furnance Repair
Paid Chk# 008815	RAPID PRESS	\$80.00	Township Receipt Books
Paid Chk# 008816	SAFETY SIGNS	\$110.00	"No Outlet" Signs (2 Total) - France Blvd
Paid Chk# 008817	SARAH LEVOIR	\$50.00	May 2016 Expense Reimbursement
Paid Chk# 008818	SCOTT COUNTY TREASURER	\$43,294.91	Scott County JPA-Assessment Srv & Ballots
Paid Chk# 008819	SCOTT SOIL & WATER CONSV DIST	\$936.00	March & April 2016 Building Site Inspections
Paid Chk# 008820	SW NEWSMEDIA	\$690.14	Legal Publishing Notices
Paid Chk# 008821	TIMOTHY GILLETTE	\$300.00	Access Escrow Refund - 19646 Dakota Ave
Paid Chk# 008822	U.S. BANK EQUIPMENT FINANCE	\$143.25	Lease Payment Copier - June 2016
Paid Chk# 008823	XCEL ENERGY	\$12.98	St. Francis Light
	Total	133,005.94	

11. Adjourn

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

**Motion to Adjourn June 6, 2016 Credit River Township Meeting: Vice Chairman Novak
Second: Supervisor Lawrence
Motion passed: 5-0**

The June 6, 2016 Credit River Township Board Meeting was adjourned at 8:10 pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Chris Kostik
Chairman
Credit River Township**