

Credit River Township Board Meeting

Monday, April 4, 2016 6pm

Meeting Minutes Draft

The April 4, 2016, Credit River Township Meeting was called to order with the Pledge of Allegiance at 6 pm, by Vice Chairman Novak.

Members Present:

Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence, Supervisor Howe

Members Absent: Chairman Kostik

Others Present: Engineer Nelson, Attorney Ruppe, Treasurer LeVoor, Clerk Donovan

1. Approve or Amend Agenda

Supervisor Schommer added "19555 Oak Grove Ave" as Item 4 under Road Report. Attorney Ruppe added "Solicitation Ordinance" as Item 6 and "Rental Ordinance" as Item 7 under New Business.

Motion to Approve Amended Agenda: Supervisor Lawrence

Second: Supervisor Schommer

Passed 4-0

2. Consent Agenda

- 1) February 2016 Treasurer's Report
- 2) March 2016 Developer's Escrow Statement
- 3) March 7, 2016 Board Meeting Minutes

Motion to approve the Consent Agenda: Supervisor Schommer

Second: Supervisor Howe

Passed: 4-0

3. Open Forum

- B. Parish asked for the new board member to be introduced to those residence in attendance. Vice Chairman Novak introduced Paul Howe as the newly elected Supervisor.
- Sheriff's report was given with no issues noted.

4. Old Business

1) Traditions Development

Engineer Nelson reviewed the proposed Traditions Development which will be in New Market Township. Proposed access to the development will be Dakota Ave. which is a Credit River Township road. Representatives from Credit River Township and New Market Township met with the developers. Concern for Credit River is with damage to the township road during construction. Replacement or repair of the Dakota Ave. will be covered under a contract with the developer. A monitoring well is also being discussed. Future maintenance of Dakota Ave. is under discussion since it is shared road between the townships and will require an agreement.

Supervisor Schommer asked Rob St. Sauver from Traditions about the overlay portion on the road. This will be discussed in more detail in as the project moves forward.

Motion to Approve the Traditions Preliminary Plat Approval based on the 10 Condition Points Outlined by Engineer Nelson: Supervisor Schommer
Second: Supervisor Howe
Passed: 4-0

2) Mediacom Franchise

Supervisor Lawrence advised the Board the check for the attorney's fees has been received from Mediacom. The check for the 2015 franchise fees is in process according to Mediacom.

Mediacom sent an amended five year franchise agreement. The franchise agreement had been signed and approved in December 2015 by the board. Attorney Ruppe has reviewed the amended agreement and reviewed with the board the substantive changes Mediacom requested.

The board's recommendation is to keep the Integra and Mediacom's agreements the same. Supervisor Lawrence will contact Mediacom regarding fees that are in arrears. No changes to the agreement will be considered until Mediacom is current in the franchise fees.

3) Feldman Property Split

Supervisor Lawrence asked for a discussion of whether or not the board should collect lot fees on the Feldman lot split on Country 91. The board feels since this is an administrative lot split, fees will not be collected. Fees would be collected when development of the lot with out the home is done in the future. Supervisor Lawrence will call Scott County to discuss the lot split process.

Motion not to collect fees on the Feldman lot split: Supervisor Schommer
Second: Supervisor Lawrence
Passed: 4-0

4) Cress View Street Lights

Cress View residents adopted all but one of the street lights in Cress View. This remaining light, which is outside of the Cress View development, is located on the corner of Meadow View and CH 68. This light will go unpaid if no one in Cress View adopts the light. The Cress View residents are asking if the township or the county would be willing to pay for the light. The board feels that this could set a precedent as this is not done for other developments in Credit River. Mr. Wolf will ask the county for additional information and if Scott County will provide for the lighting because of the location of the light.

5. New Business

1) Markley Lake

Supervisor Lawrence received a call from a resident on Whitewood, who is concerned with potential flooding of Markley Lake, due to the new home construction. According to Prior Lake the old agreement is no longer in effect and pumping into Credit River is not an option. Drainage ponds were designed for keeping lake at a certain level. Engineer Nelson will request a copy of the drainage study.

2) Savage City Update

Supervisor Lawrence and Chairman Kostik met with the City of Savage to discuss mutual interests. Savage advised that a well may be needed in Credit River in the next 5-10 years. It was mentioned that they are pleased with the dust coating on Murphy. Savage and Credit

River recommend that due to the increase in Cty Rd 27 traffic, there is a need to move up the construction of Cty Rd 27 from 2021. Supervisor Lawrence will contact Scott County regarding this concern.

3) Dakota Ave Culvert

Supervisor Howe was contacted by resident regarding the erosion of culverts on Dakota Ave. Supervisor Howe and Supervisor Schommer found two culverts in need of replacement and tree removal from ditches. New culverts will be planned and waivers for tree removal will be sent to property owners.

4) Board Reorganization

Board members were assigned responsibilities for April 2016 through March 2017. The website will be updated

5) Wild Parsnip Control Update

Three Rivers Park requested Credit River's help again in the continued eradication effort of the Wild Parsnip in Murphy Hanrehan Park. Credit River will again mow prior to spraying in the areas identified by Three Rivers Park.

6) Solicitation Ordinance

Attorney Ruppe provided a revised solicitation ordinance in drop box for review and possible action at the May board meeting.

7) Rental Ordinance

Attorney Ruppe provided a new short term rental ordinance in drop box for review and possible action at the May board meeting.

6. Road Report

1) Prairie Grass Pass Ditch

Engineer Nelson and Supervisor Schommer met with Excelsior Group regarding the Prairie Grass Pass ditch maintenance. Territory HOA passed a restriction stating property owners were responsible for maintaining ditches to allow for water flow. This effects primarily the ditches located on lots owned by the Excelsior Group on Prairie Grass Pass, which is the townships right of way. A quote to clean out the cattails was presented to the township. If Excelsior Group chooses to use their contractor they would need to go through the ROW process with the township. The township will obtain a second quote with a township contractor. Any work will be billed back to Excelsior Group. Engineer Nelson explained a secondary issue to resolve the ditch not draining. Pricing is requested with Engineer Nelson's assistance.

Additional escrow will be required from Excelsior Group.

2) Township Approved Road Map

Supervisor Howe requested the township website is updated with a current map of the township maintained roads. Engineer Nelson will provide an updated map for the website.

3) France Blvd

Supervisor Howe was contacted by a resident regarding the condition of France Blvd. Supervisor Schommer will look into bringing in gravel for temporary fix. E. Piche expressed his concern with this road and asked about paving the remaining portion of this road. Board will consider paving as a long term solution as part of a future capital improvement project.

4) 19555 Oak Grove

5-ton weight road restrictions signs have been put into place on Broadview and Oak Grove.

**Motion to approve Resolution 2016-04, Setting 5 Ton Weight Road Restrictions:
Supervisor Schommer
Second: Supervisor Howe
Passed: 4-0**

7. Engineer's Report

1) Crack Filling Quote

Engineer Nelson presented the quote from Gopher State Sealcoat for the 2016 crack filling of \$19,564, which was below the projected estimate. The quote states Judicial Rd as part of the project but this is an error.

**Motion to accept the quote of \$19,564 from Gopher State Sealcoat with the condition Judicial Rd is removed from this list of roads: Supervisor Lawrence
Second: Supervisor Howe
Passed: 4-0**

2) Seal Coat Project

Engineer Nelson presented the estimate for the 2016 Seal Coat Project and noted that Prairie Hills Lane will be cost shared at 50% with Spring Lake Township. Dakota Ave, south of Lucerne, will not be done at this time due to proposed development construction.

**Motion to approve plans and specifications for the 2016 Seal Coat Project and authorize to advertise for bids: Supervisor Schommer
Second: Supervisor Howe
Passed: 4-0**

3) Harvest Hills Quote

Engineer Nelson reviewed the Harvest Hills project. Quote does not include the driveway replacement quote. Funds for this project are coming from FEMA after the completion of the project. Question was brought up on whether the Lucerne Project and the Harvest Hills Projects need to both be completed before fund disbursement from Scott County. Item will be tabled until the May 2 Board Meeting.

4) Scottview Update

Engineer Nelson advised the board that bids for the Scottview Project have been received.

The additional soil borings invoice for \$1,000 has been received and was included in the Braun invoice. This has already been approved and is for informational purposes.

8. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested a transfer of \$30,000 from the township savings to the township checking account to pay claims.

**Motion to approve the transfer of \$30,000 from the township savings account to the township checking account: Supervisor Schommer
 Second: Supervisor Lawrence
 Passed: 4-0**

2) Outstanding Check

Outstanding check #8533 was discussed. The board directed Treasurer LeVoir to void the check. When required paper work is submitted by the contractor a new check will be issued.

9. Clerk's Report

A substitute clerk will be in the town hall during office hours on Tuesday, April 26.

10. Town Hall

11. Review and Pay Bills

Checks:	Paid to:	Amount:	Comments:
Paid Chk# 000371E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000372E	VISA COMMUNITY CARD	193.77	.gov Renewal/Election Supplies/iContact Fee
Paid Chk# 000373E	EFTPS	1,681.61	FICA/Medicare/Fed WH
Paid Chk# 000374E	PERA	753.39	PERA
Paid Chk# 000375E	MINNESOTA REVENUE MW5	134.27	State WH
Paid Chk# 008695	AL NOVAK	886.56	March 2016 Srv Paid in April 2016
Paid Chk# 008696	BRENT LAWRENCE	914.26	March 2016 Srv Paid in April 2016
Paid Chk# 008697	CHRIS KOSTIK	761.10	March 2016 Srv Paid in April 2016
Paid Chk# 008698	KAREN DONOVAN	XXXX	March 2016 Srv Paid in April 2016
Paid Chk# 008699	KIMBERLY NILSEN	923.50	Bruce Nilsen February 2016 Srv
Paid Chk# 008700	LEROY SCHOMMER	872.71	March 2016 Srv Paid in April 2016
Paid Chk# 008701	PAUL HOWE	518.50	March 2016 Srv Paid in April 2016
Paid Chk# 008702	SARAH LEVOIR	XXXX	March 2016 Srv Paid in April 2016
Paid Chk# 008703	BARBARA J STARKEY	151.16	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008704	DEBRA FAIRBANKS	164.90	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008705	JEROME MICHELS	156.74	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008706	JOHN SCHULTE	49.00	Township Election - Judge - Wages
Paid Chk# 008707	KATHY URSETH	156.50	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008708	LLOYD ERBAUGH	156.63	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008709	PARI SCHILZ	148.56	Township Election - Head Judge - Wages/Mileage
Paid Chk# 008710	ROBIN ARNDT	134.82	Township Election-Training/Judge-Wages/Mileage
Paid Chk# 008711	THOMAS COSGROVE	96.96	Township Election - Judge - Wages/Mileage
Paid Chk# 008712	ABDO EICK & MEYERS LLP	4,500.00	FYE 2015 Audit - Final Payment
Paid Chk# 008713	AL NOVAK	104.50	March 2016 Expense Reimbursement
Paid Chk# 008714	BRAUN INTERTEC CORPORATION	7,015.00	Scottview Estates CIP 2016 - Testing Srvs
Paid Chk# 008715	BRENT LAWRENCE	31.86	March 2016 Expense Reimbursement
Paid Chk# 008716	CENTERPOINT ENERGY	82.21	Town Hall Gas
Paid Chk# 008717	CHORES AND MORE BY HEIDI INC	95.00	Town Hall Full Clean - 02/23/2016
Paid Chk# 008718	CITY OF LAKEVILLE	339.28	Plowing & De-icing Judicial Rd - February 2016
Paid Chk# 008719	ECM PUBLISHERS INC	28.63	Legal Publishings
Paid Chk# 008720	FINANCE & COMMERCE, INC.	202.02	Scottview Estates CIP 2016 - Ad for Bids
Paid Chk# 008721	G&K SERVICES	81.20	Town Hall Rug Service - March/April 2016
Paid Chk# 008722	GALLAGHERS	9,382.00	March 2016 Winter Rd & Gravel Rd Mtc
Paid Chk# 008723	GOPHER STATE ONE CALL	11.60	February 2016 Utility Locates
Paid Chk# 008724	HAKANSON ANDERSON ASSOC INC	10,274.55	Engineering
Paid Chk# 008725	INTEGRA TELECOM	630.52	Phone
Paid Chk# 008726	KAREN DONOVAN	120.74	March 2016 Expense Reimbursement
Paid Chk# 008727	KRAEMER MINING& MATERIALS INC	549.94	March 2016 Gravel Road Mtc
Paid Chk# 008728	MARKS BOBCAT SERVICE, INC.	200.00	Town Hall Lot & Sidewalk Winter Mtc March 2016

Paid Chk# 008729	MINNESOTA DEPT OF HEALTH	800.00	Territory & Stonebridge Well Monitoring Permits
Paid Chk# 008730	MVEC	803.31	Electricity
Paid Chk# 008731	NATURAL SYSTEMS UTILITIES MN	12,329.40	CSTS Monitoring
Paid Chk# 008732	PAUL HOWE	129.68	March 2016 Expense Reimbursement
Paid Chk# 008733	SAFETY SIGNS	470.00	Replace Damaged Stop Sign - Grey Fox Estates
Paid Chk# 008734	SARAH LEVOIR	50.00	March 2016 Expense Reimbursement
Paid Chk# 008735	SCOTT SOIL & WATER CONSV DIST	468.00	January & February 2016 Building Site Inspections
Paid Chk# 008736	SW NEWSMEDIA	328.20	Legal Publishings
Paid Chk# 008737	U.S. BANK EQUIPMENT FINANCE	143.25	Lease Payment Copier - April 2016
Paid Chk# 008738	XCEL ENERGY	13.17	St. Francis Light
Paid Chk# 008739	YORWAY CUSTOM HOME BUILDERS	1,418.00	NPDES Escrow Refund - 20628 Nevada Ave

Total 63,327.74

12. Adjourn

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

**Motion to Adjourn April 4, 2016 Credit River Township Meeting: Supervisor Lawrence
Second: Supervisor Howe
Motion passed: 4-0**

The April 4, 2016 Credit River Township Board Meeting was adjourned at 9:15 pm.

Recorded by:

**Karen Donovan
Clerk of Credit River Township**

Approved by:

**Al Novak
Vice Chairman
Credit River Township**