

**Credit River Township Board Meeting
Wednesday, July 6, 2016 6pm
Board Meeting Minutes**

Members present: Chairman Kostik, Vice Chairman Novak, Supervisor Schommer, Supervisor Lawrence, and Supervisor Howe

Others present: Treasurer LeVoir, Clerk Donovan

Chairman Kostik called July 6, 2016 Board Meeting to Order, Pledge of Allegiance

1. Approve or Amend Agenda

Supervisor Schommer added Weeds to Road Report as Item 1.

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

2. Consent Agenda

- 1) June 6, 2016 Board Meeting Minutes**
- 2) May 2016 Treasurer's Report**
- 3) June 2016 Developer Escrow Statement**

**Motion to Approve Consent Agenda: Vice Chairman Novak
Second: Supervisor Howe
Motion Passed: 5-0**

3. Open Forum

Resident T. Riesland, Natchez Ave. is interested in purchasing land but the property in question is landlocked and they are looking for options to access property. Resident has been discussing the property with Scott County. Board advised that an Escrow Agreement would be required to have the engineer look at options. Supervisor Schommer will discuss with Marty Schmitz prior to the escrow agreement.

4. Old Business

1) Scottview Park Improvement

Treasurer LeVoir advised the board the Scottview Park Improvement project was over the estimate by \$589.53, due to rock overage.

Chairman Kostik said the project has been completed and park is being used.

**Motion to approve the additional cost of \$589.53 to the Scottview Park Improvement: Supervisor Schommer
Second: Vice Chairman Novak
Passed: 5-0**

2) Escrow Update

Treasurer LeVoir presented the following updates to escrow accounts:

- Excelsior Group: Paid requested escrow.
- 19555 Oak Grove: Additional escrow requested for work that continues. Requested \$4,000, which has not been received. Treasurer LeVoir will discuss with Attorney Ruppe.
- Owens Corp: Balance at -\$785 after claims paid. Requested \$10,000 escrow along with Letter of Credit, which will be paid on July 8. After board discussion, Treasurer LeVoir will advise Owens Corp. that a minimum escrow balance of

\$5,000 is required and additional \$5,000 will be required when the escrow account reaches the minimum balance.

Treasurer LeVoiir has a list of completed projects with funds available but a refund has not been requested. Treasurer LeVoiir will confirm with Engineer Nelson that the projects are complete and will prepare refunds.

5. New Business

1) Oak Hill Circle, Oak Hill Lane, Woodridge Drive, Park Lawn Court, Valley View Court

Motion to approve Resolution 2016-09 Ordering a Feasibility Study for the proposed road project on Oak Hill Circle, Oak Hill Lane, Woodridge Drive, Park Lawn Court, Valley View Court: Vice Chairman Novak

Second: Supervisor Schommer

Motion Passed: 5-0

2) Century Lane, Kane Avenue, Bonita Way

Motion to approve Resolution 2016-10 Ordering a Feasibility Study for the proposed road project on Century Lane, Kane Avenue, Bonita Way: Supervisor Lawrence

Second: Supervisor Howe

Motion Passed: 5-0

3) Clemwood Drive

The board discussed resident feedback, condition of the Clemwood and 210th. Proposed road project for Clemwood Dr. will be on hold for now.

4) Towering Oaks Road and Towering Oaks Curve

The board feels that additional information is needed.

Motion to approve Resolution 2016-11 Ordering a Feasibility Study for the proposed road project on Towering Oaks Road and Towering Oaks Curve: Supervisor Schommer

Second: Vice Chairman Novak

Motion Passed: 4-1 Opposed Supervisor Lawrence

5) CSTS

Supervisor Lawrence shared an Inspection Report from T. Gagner, NSU, on CSTS items that need maintenance. Question is whether items are the township or resident responsibility, cost, and what is mechanism for repairs. Treasurer LeVoiir reviewed the current process. Supervisor Lawrence will send a note to T. Gagner.

6) Fern & Birch – Weed Issue

Supervisor Lawrence reviewed a concern from resident P. McGowen who was concerned with the amount of weeds caused by the grass seeds used in the road project. The township will not spray as residents spray their own properties.

6. Road Report

1) Weeds-

Supervisor Schommer. Parcels will be cut that were cited.

Supervisor Lawrence noted that Lower 167th is eroding. Supervisor Schommer will look into condition of road.

7. Engineer's Report

8. Treasurer Report

1) Transfer Funds

Treasurer LeVoir requested the transfer of funds from the township savings to checking in the amount of \$70,000 to pay claims.

**Motion to approve the transfer of \$70,000 from the township savings to checking accounts: Supervisor Lawrence
Second: Supervisor Howe
Motion Passed: 5-0**

2) Gopher State One Call Tickets

Treasurer LeVoir was advised that Gopher One State tickets were lowered by \$.10 per ticket to \$1.35.

3) Budget 2017

The 2017 proposed expenses based on the information and input from the Supervisors for the 2017 Budget is in the drop box. The 2017 CIP proposed expense was discussed due to changing the feasibility studies, removing the Clemwood road project and adding the Towering Oaks, which changed the Budget. The board recommends planning to budget for Towering Oaks and not to budget for Clemwood and Longview. Lucerne Tr. should be budgeted under Unpaved St. Repair Road maintenance. The 2017 proposed budget expenses will be updated as appropriate based on board discussion. Treasurer LeVoir will prepare the 2017 proposed Levy for review and discussion at the August 1, 2016 Board meeting.

9. Clerk's Report

10. Town Hall

11. Review and Pay Bills

Checks:	Paid To:	Amount:	Comments:
Paid Chk# 000386E	ANCHOR BANK	40.00	ACH/Check Scanner Fees
Paid Chk# 000387E	VISA COMMUNITY CARD	\$129.93	iContact Fee; Office Supplies; Stamps/Postage
Paid Chk# 000388E	SCOTT COUNTY CUSTOMER SERVICE	\$46.00	Spang Lot Combination - S.C. Filing Fee
Paid Chk# 000389E	EFTPS	\$1,740.10	FICA/Medicare/Fed WH
Paid Chk# 000390E	PERA	\$807.52	PERA
Paid Chk# 000391E	MINNESOTA REVENUE MW5	\$163.13	State WH
Paid Chk# 008824	AL NOVAK	\$803.44	June 2016 Srv Paid in July 2016
Paid Chk# 008825	BRENT LAWRENCE	\$1,027.43	June 2016 Srv Paid in July 2016
Paid Chk# 008826	CHRIS KOSTIK	\$950.30	June 2016 Srv Paid in July 2016
Paid Chk# 008827	KAREN DONOVAN	XXXX	June 2016 Srv Paid in July 2016
Paid Chk# 008828	LEROY SCHOMMER	\$1,015.85	June 2016 Srv Paid in July 2016
Paid Chk# 008829	PAUL HOWE	\$825.46	June 2016 Srv Paid in July 2016
Paid Chk# 008830	SARAH LEVOIR	XXXX	June 2016 Srv Paid in July 2016
Paid Chk# 008831	BOND TRUST SERVICES	\$13,542.50	2015 GO Bond Interest Payment
Paid Chk# 008832	BOND TRUST SERVICES CORP	\$5,860.00	2012 GO Bond Interest Payment
Paid Chk# 008833	BOND TRUST SRVS CORPORATION	\$450.00	2012 GO Bond Fiscal Agent Fee
Paid Chk# 008834	BRENT LAWRENCE	\$27.00	June 2016 Expense Reimbursement

Chris Kostik
Chairman
Credit River Township