

**OFFICIAL MINUTES
SPRING LAKE TOWNSHIP
MONTHLY BOARD MEETING
AUGUST 11, 2016**

SPRING LAKE TOWNSHIP TOWN HALL
20381 FAIRLAWN AVENUE, PRIOR LAKE, MN

Present:

Doug Berens - Supervisor
Kathy Nielsen – Clerk

Glenn Kelley – Supervisor
Stacy Siegle - Treasurer

Also Present:

Mark Statz – Stantec

Kyle Renneke - Stantec

- 1) a) The meeting was called to order by Chairman Kelley at 7:01 p.m. The pledge of Allegiance was said.
b) Berens made a motion to approve the agenda as presented. Kelley seconded. All in favor.
c) Approval of the July 14, 2016 meeting minutes. Berens made a motion to approve the minutes. Kelley seconded. The minutes were approved 2-0.
- 2) **Public Commentary.** Mark Wangerin, 19605 Mushtown Rd. Wangerin owns a 10 acre parcel on Mushtown Road and farms 150 acres on multiple parcels throughout the area. He would like to construct a 65' x 140' storage shed for hay on his 10 acre parcel. However, this is not allowed under current zoning. The County suggested that Wangerin come before the town board to find a solution. Staff will work with Wangerin and Scott County to look for a solution.
- 3) **Agenda Items**
 - a) Berens made a motion to recess the monthly meeting in order to reconvene the Annual Town Meeting for the purpose of approving the levy for the General Fund and the Road & Bridge Fund. Kelley seconded. All in favor. The August monthly meeting was recessed at 7:15 p.m. At 7:49 p.m. the Annual Meeting ended and the monthly meeting reconvened.
 - b) Approval of the 2017 General Fund budget and Road & Bridge Fund budget, and consideration of a resolution directing staff to certify the 2017 levy for the General Fund and the Road & Bridge Fund. Berens made a motion to approve the General Fund budget in the amount of \$536,372 and the Road & Bridge Fund budget in the amount of \$522,350. Kelley seconded. The motion passed 2-0. Berens made a motion to adopt Resolution #16-009 certifying the 2017 General Fund levy of \$400,000 and Road & Bridge Fund levy of \$498,000. Kelley seconded. All in favor.
 - c) Approval of the final pay request for the Xeon Avenue road improvement project. Statz presented the final pay request for Xeon Avenue in the amount of \$37,150.92, noting that Minnesota Dirt Works has not yet provided the lien waivers and Forms IC-134. Berens made a motion to approve the final pay request in the amount of \$37,150.92, contingent upon the receipt of all lien waivers and Forms IC-134. Kelley seconded. All in favor.
 - d) Approval of the pay request #2 for the Lake Ridge Drive road improvement project. Statz presented pay request #2 in the amount of \$125,258.63. Kelley made a motion to approve pay request #2 in the amount of \$125,258.63. Berens seconded. All in favor.
 - e) Approval of pay request #1 for the Spring Lake Circle road improvement project. Statz presented pay request #1 in the amount of \$216,805.94. Kelley made a motion to approve pay request #1 in the amount of \$216,805.94. Berens seconded. All in favor.
 - f) Consideration of a joint powers agreement with Scott County for assessors services for 2017 through 2019. The current contract for assessor services expires in 2016. The County is proposing a new three year contract with modest cost increases. Berens noted that the proposed cost increases are due, in part, to an anticipated increase in the number of parcels in

- the township. However, the City of Prior Lake anticipates annexing 30 parcels in 2016, and may annex more in future years. Berens recommended executing a one year contract for assessor services, and re-evaluating the contract after the orderly annexation agreement is reviewed in 2017. Staff will contact the Scott County Assessor to request a one year contract.
- g) Consider certification of special assessments for improvement to Lake Ridge Drive and Spring Lake Circle. Nielsen outlined policy options regarding the adoption of special assessments for projects where this action takes place after project construction. With respect to timing, the Board could adopt the special assessments either a) when the project is substantially complete, or b) once the final pay request has been approved for payment. With respect to the amount of the special assessment, the Board could adopt either a) the assessment amount presented at the assessment hearing, or b) a revised assessment amount based on the actual project costs after construction. Staff was directed to prepare a draft revision to its assessment policy to adopt the assessment when projects are substantially complete. If final project costs vary by more than 10% from the amount presented at the assessment hearing an adjustment will be made to the amount being assessed. If the adjustment is an increase to the amount presented at the assessment hearing, a new assessment hearing would have to be held. The revised policy will be considered at the September Board meeting.

4) **Engineer's Report.**

Statz presented the August, 2016 Engineer's Report.

- a) Spring Lake Circle. Paving is complete. Shouldering should be done tomorrow. The culvert replacement at 1860 Spring Lake Circle will be completed tomorrow.
- b) Lake Ridge Drive. Paving and shouldering have been completed.
- c) Vergus/TH 13 turn lanes. MnDOT has provided comments on the application for grant funding. The comments are meant to strengthen the township's proposal prior to full review by panelists in mid-September. Statz is revising the application and will resubmit by August 16th.
- d) 180th Street. The mill and overlay were completed on August 2nd. There are several areas where the pavement failed due to "shoving." Statz will prepare a letter to the contractor outlining their options for correcting the failures. The road will be re-stripped for no passing for the full distance of the road.
- e) 180th Street seeding. The township will take care of re-seeding the 180th Street ROW at 18035 Wellington Ave. which was disturbed in 2015 during construction of the new road.
- f) Chip sealing. Chip sealing has been completed. Striping on Mushtown Rd., Vergus Ave. and 180th Street will be completed this month.
- g) Culvert damage, 2915 South Shore Dr. The flared end of a concrete culvert was crushed by Krueger Excavating during their work to complete a sewer/water hook-up for this property. Renneke will work to have the contractor replace the damaged culvert section.
- h) Drainage at 1990 Lake View Drive. The owner of this property has reported that stormwater is running from the road, down his driveway, and into the basement of this house. Staff inspected the area and noted that the driveway was constructed improperly to slope toward the house rather than having a short section of driveway which slopes towards the road. The Board concurred. Staff will advise the home owner to make a driveway correction.

5) **Road Report**

- a) 180th Street wild parsnip. The City of Prior Lake has sprayed the large outcrop of wild parsnip growing in the area where a stormwater pipe was installed in 2015 as part of the 180th Street paving project. This area will need to be monitored in the coming years.
- b) Construction debris. Debris was picked up from 200th Street and properly disposed of.
- c) Tree removal Oelke Cr. Kelley made a motion to approve a quote for tree removal in the ROW at 19415 Oelke Circle in the amount of \$2,650. Berens seconded. All in favor.
- d) Ditch mowing. Berens requested a second ditch mowing to be performed this week and may call for a third mowing later this year.

6) **Parks and Town Hall Report**

- a) Town hall office remodel. Staff has met with a representative of Greystone Construction to discuss the remodeling of the town hall offices to create an additional desk area in the front room for a deputy clerk, change the store room into a workroom, and build a workspace in the treasurer's office. A quote for this work will be presented at the September meeting. Berens suggested that staff also look at installing modular workstations as an alternative to building stationary work areas.

7) Water Resources Report

- a) Water Surface Use Management. Staff continues to work with the DNR to complete their review of the proposed WSUM ordinance. The DNR is requiring a detailed count of boat usage on Spring Lake. Kelley will be conducting the boat survey over the next two days.
- b) Prior Lake Spring Lake Watershed District. Kelley attended the budget workshop for the PLSLWD. The District is proposing a \$1.3 million dollar budget for 2017. Kelley reported that during the workshop, County Commissioner Marschall noted that the budget did not include any significant projects for the coming year.

8) Treasurer's Report

- a) Siegle presented the August, 2016 Treasurer's Report. In August total receipts were \$43,497, total disbursements were \$528,986, and the ending cash balance was \$1,821,118. Kelley made a motion to approve the August, 2016 Treasurer's Report. Berens seconded. All in favor.

9) New Business/Old Business

- a) Deputy clerk job description. Staff presented a draft job description for the deputy clerk position. The Board approved the hiring of a deputy clerk with a starting salary of \$17, with a 90 day trial period. Staff will place an ad in several local newspapers.
- b) City of Prior Lake annexation update. At a city council workshop on August 8th the City discussed its plans to annex a total of 30 parcels in 2016.

10) Approval of disbursements. The Board reviewed the August, 2016 disbursement ledgers and approved checks numbered, 11488 to 11532, to be issued. The checks were signed and given to Nielsen for mailing.

- 11) The following items were included in the Board's information packets for informational purposes:**
- List of upcoming meetings

There being no further business before the Board, Kelley made a motion to adjourn. Berens seconded. All in favor. The meeting was adjourned at 10:20 p.m.

Kathy Nielsen, Clerk
Spring Lake Township

Minutes approved _____

Glenn Kelley, Chairman

Kathy Nielsen, Clerk