

**OFFICIAL MINUTES
SPRING LAKE TOWNSHIP
MONTHLY BOARD MEETING
SEPTEMBER 8, 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

Ted Kowalski - Supervisor

Also Present:

Mark Statz – Stantec

Kyle Renneke - Stantec

- 1) a) The meeting was called to order by Chairman Kelley at 7:00 p.m. The pledge of Allegiance was said.
b) Changes to the agenda. Kelley made a motion to approve the agenda as presented. Kowalski seconded. All in favor.
c) Approval of the August 11, 2016 meeting minutes. Berens made a motion to approve the minutes. Kelley seconded. The minutes were approved 2-0, with Kowalski abstaining.

2) Public Commentary.

Curt Hennes, PLSLWD Manager, informed the Board that the MPCA has approved an amendment to the Spring Lake – Upper Prior Lake TMDL to grant a Site Specific Standard of 60mg of phosphorus per liter for Spring Lake. The District is hopeful this will result in the removal of Spring Lake from the impaired waters list. Hennes also invited Board members to attend the District boat tour on September 14th from 3:00 to 6:00 p.m.

Commissioner Tom Wolf, reported that the County is looking at a 4% increase in the levy for 2017. On November 1st the County Commissioners will hold a Board workshop to discuss turn lane policy. Wolf noted the C.U.P. for Hentges gravel pit in Sand Creek was not supported by the majority of Board members. Board members expressed concern that the mitigation plan was not sufficient and put water resources at risk.

3) Agenda Items

- a) Approval of an ordinance regulating Water Surface Use Management on Spring Lake, and a Joint Powers Agreement with the City of Prior Lake regarding regulation of the surface use of Spring Lake. Spring Lake Township and the City of Prior Lake have completed a year-long process of reviewing and revising water surface use regulations on Spring Lake and Prior Lake. A public information meeting on the proposed changes was held on April 28th and a formal public hearing was held on May 9th. On August 25th the DNR approved the draft ordinances. Therefore, Kelley made a motion to adopt Ordinance #16-002 regulating water surface use management on Spring Lake and approving a Joint Powers Agreement regarding regulation of the surface use of Spring Lake. Berens seconded. All in favor.
- b) Consider a proposal to update the Township’s Parks and Trails Plan. Statz presented a quote in the amount of \$4,800 to update the Parks and Trails Plan. Kowalski made a motion to order an update of the Parks and Trails Plan at a cost not the exceed \$4,800. Kelley seconded. All in favor.
- c) Consider revisions to the Special Assessment Policy for Road Improvement Projects. Nielsen presented draft revisions to the Special Assessment Policy for Road Improvement Projects to provide for an adjustment to the preliminary assessment roll when actual project costs differ from the projected project costs by more than 10%. Kowalski made a motion to approve the revised Special Assessment Policy for Road Improvement Projects. The motion failed for lack of a second.

- d) Approval of pay request #3 for the Lake Ridge Drive road improvement project. Kelley made a motion to approve pay request #3 in the amount of \$16,184.48. Kowalski seconded. All in favor.
- e) Approval of pay request #2 for the Spring Lake Circle road improvement project. Kowalski made a motion to approve pay request #2 in the amount of \$26,433.87. Kelley seconded. All in favor.
- f) Approval of pay request #1 for the 180th Street overlay project. Statz presented pay request #1 in the amount of \$56,337.98, along with a copy of the letter sent to the contractor outlining pavement failures on the project. Statz identified eleven areas of failure. Seven of those were determined to be the result of inadequate subgrade material. Four areas were determined to be the result of “shoving” during the paving process. Statz met with the contractor on-site today. The contractor does not accept that any of the pavement failures are their responsibility. However, the contractor is willing to do plate heating to correct the four areas Statz noted as their responsibility. Statz will further investigate plate heating to determine if this will be an effective method of correction. The contractor may also be willing to patch these areas. Berens directed Statz to authorize the correction method which Statz determines to be the best fix for the four areas of shoving, at no cost to the township. Once that work is completed, the project will be accepted. Statz noted that the pay request includes a 25% retainage to ensure the pavement failures are properly corrected. Kelley made a motion to approve pay request #1 in the amount of \$56,337.98. Berens seconded. The motion passed.
- g) Consider certification of special assessments for the Lake Ridge Drive road improvement project. Nielsen noted that the projected post-construction costs for the assessable area of the project are \$191,000, or 28% lower than anticipated at the time of the assessment hearing. The feasibility study anticipated the need for substantial subgrade corrections. However, during construction it was found that these corrections were not needed. Therefore, Nielsen recommended the adoption of a revised assessment amount of \$3,644 per parcel, a reduction from the proposed assessment of \$5,077 per parcel. Kelley made a motion to adopt Resolution #16-010 adopting the assessment for the Lake Ridge Drive road improvement project in the amount of \$3,644 per parcel at an interest rate of 3.75% for a period of ten years. Berens seconded. All in favor.
- h) Consider certification of special assessments for the Spring Lake Circle road improvement project. Nielsen noted that the projected post-construction costs for the assessable area of the project are \$9,700 less than anticipated at the time of the assessment hearing. Therefore, Nielsen recommended that adoption of the proposed assessment amount of \$3,045 per parcel. Kowalski made a motion to adopt Resolution #16-011 adopting the assessment for the Spring Lake Circle road improvement project in the amount of \$3,045 per parcel at an interest rate of 3.75% for a period of eight years. Kelley seconded. The motion passed 2/0 with Berens abstaining.
- i) Consider a contract with Scott County for assessors services for 2017. Berens made a motion to approve a Joint Powers Agreement with Scott County for assessor services for 2017 in the amount of \$36,400. Kelley seconded. The motion passed.
- j) Discussion of county road turnbacks. Statz presented a memo analyzing county roads which may be candidates for turn back from the County to the Township. Statz determined that County Road 81 (Malibu Avenue) and County Road 87 (Mushtown Road) would make the most sense for turnback due to their low traffic volumes and the number of turn lanes anticipated in the Township Transportation Plan. The Board also discussed Revere Way as a good candidate for turnback. No further action is needed at this time.

4) **Engineer’s Report.**

Statz presented the August Engineer’s Report.

- a) Xeon Avenue road improvement. Forms IC-134 and lien waivers have been received and final payment has been made to the contractor. MnDOT has not yet completed the speed study.
- b) Spring Lake Circle. Work is substantially complete, with minor touch ups need to restoration work.

- c) Lake Ridge Drive. Work is substantially complete. Restoration work is in process.
- d) Vergus/TH 13 turn lanes. Revisions to the funding application were submitted. A decision on the application is expected later this month.
- e) Restoration work on 180th near Wellington Ave. Renneke provided quotes for restoration of the ditch area at 18035 Wellington Ave. Quote from Blakeborough Hardscapes for \$1,055. Kowalski authorized up to \$1,200 for Blakeborough Hardscapes for restoration.
- f) 2915 South Shore Drive culvert repair and ditch cleaning. Krueger Excavating will repair the storm culvert flared end which was crushed during the connection of this property to municipal services. The ditch west of this culvert needs to be cleaned out. Kowalski made a motion to authorize Renneke to spend up to \$1,200 to get the ditch cleaned out. Berens seconded. All in favor.

5) Road Report

- a) Tree trimming. Both Cole Cuts and Pat Pitlick performed tree trimming as needed for scheduled maintenance and as a result of storm damage.
- b) Dumping. Pitlick picked up and disposed of garbage from 205th Street.
- c) 180th Street, btwn Fairlawn and TH 13. This area should be posted for a 7 ton limit year round, with 5 ton limit in the spring. Also, remove all no passing signs as the road will be striping for no-passing on the full length of the road.

6) Parks and Town Hall Report

- a) Consider quotes for remodeling town hall office space. Nielsen presented two quotes for remodeling the town hall office spaces to create an additional work area for the deputy clerk, create a new work area in the storage room and complete the treasurer's office. Kowalski made a motion to approve the quote from Greystone in the amount of \$17,725. Kelley seconded. All in favor.
- b) Trees trimming in Fish Lake Park. The trees along the walking path at the park need to be trimmed. Staff was directed to have Cole Cuts complete the work.
- c) Computer. Kelley made a motion to accept the quote from CSSW for a new computer for the deputy clerk position in the amount of \$1,361.28. Kowalski seconded. All in favor.
- d) Remote access to documents. The Board discussed the need to have remote access to board packet information and other township documents. Several types of software were discussed. Staff will research a solution.
- e) Copy machine. The copy machine has been replaced and the service provider changed to Coordinated Business Systems. The township will no longer have fax capability.
- f) Phone service. Siegel reported that she has update our services plans with Frontier Telecommunications, resulting in significant savings on the township's phone bill as well as the cost of phone service for the Ben's Bay alarm line.

7) Water Resources Report

Nothing to report

8) Treasurer's Report

- a) August 31, 2016 Treasurer's Report. In August total receipts were \$35,326, total disbursements were \$456,573, and the ending cash balance was \$1,399,871. Kelley made a motion to approve the August, 2016 Treasurer's Report. Berens seconded. All in favor.
- b) Driveway permit escrows. Siegle asked for clarification as to how the township should handle driveway escrows where final driveway inspections are initiated by the township. The Board determined that escrows will be returned upon an accepted final driveway.

9) New Business/Old Business

No new business items were discussed

10) Approval of disbursements. The Board reviewed the September, 2016 disbursement ledgers and approved checks numbered, 11533 to 11563, 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, Berens made a motion to adjourn. Kelley seconded. All in favor. The meeting was adjourned at 10:45 p.m.

Kathy Nielsen, Clerk
Spring Lake Township

Minutes approved _____

Glenn Kelley, Chairman

Kathy Nielsen, Clerk