

City Council Meeting

Monday, March 2, 2026 6:00 PM

Agenda

Pledge of Allegiance

1 Approve or Amend Agenda

2 Sheriff's Report

3 Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Minutes from the February 17, 2026 City Council meeting

3.2 Approve Resolution 2026-11 Accepting Infrastructure Improvements and Releasing the Financial Security for The Ranch of Credit River

3.3 Approve Resolution 2026-09 Simonette Addition Preliminary & Final Plats

3.4 Approve Master Services Agreement and Task Order for MSA General Planning Services

3.5 Approve Task Order for 2050 Comp Plan from MSA

3.6 Approve Payment of Claims (Bills) and Transfer Requests as Presented.

4 Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

5 Presentation(s)

5.1 CSTS Year End Reviews

6 Public Hearing(s)

7 General Business

7.1 Providing Meals for Election Judges Continued

7.2 Consider Communications Intern Position

7.3 Resolution 2026-10 Cardinal Pass 2nd Addition Preliminary Plat

8 Staff and Council Member Reports

9 Adjourn



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: March 2, 2026

SUBMITTED BY: Lynda Jirak, Clerk

ITEM TYPE: Minutes

AGENDA SECTION: Consent Agenda

SUBJECT: Minutes from the February 17, 2026 City Council meeting

SUGGESTED ACTION: Approve Minutes from the February 17, 2026 City Council meeting

ATTACHMENTS:
[2.17.2026 City Council Minutes.docx](#)

Present: Mayor Chris Kostik, Councilmembers Bill Markert, Jay Saterbak, Leroy Schommer and Abe Zanto

Absent: None

Also Present: City Administrator Steve Jelinski, City Attorney Peter Mikhail, Finance Director Sue Iverson, City Planner Claire Stickler, City Engineer Shane Nelson and City Clerk Lynda Jirak

The Mayor called the meeting to order at 6:10 pm.

Pledge of Allegiance

1. Approve or Amend Agenda

Motion to approve Agenda by Councilmember Markert

Second: Councilmember Schommer

Motion passes 5-0

2. Sheriff's Report

None.

3. Consent Agenda

Those items on the Council Agenda which are considered routine or noncontroversial are included as part of the Consent Agenda. Unless a Councilmember specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed at the end of General Business.

3.1 Minutes from February 2, 2026, City Council Meeting

3.2 Approve Final Payment for 2025 Microsurfacing Project

3.3 Approve Check #012701 from pulled agenda on 5/19/2025

3.4 Approve Payment of Claims (Bills) and Transfer Requests as Presented

Motion to approve the Consent Agenda by Councilmember Zanto

Second: Councilmember Saterbak

Motion passes 5-0

4. Open Forum

The public forum is intended to afford the public an opportunity to address concerns to the Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local governmental topics rather than private or political agendas. The Council may discuss but will not take formal action on public forum presentations.

Matt Bjork, 21871 Century Ct, addressed the Council to express appreciation to the City Council and the Metropolitan Council for the informative meeting. Mr. Bjork commented on managing growth within the City and stated his desire to see the community maintain its rural character and lifestyle.



5. Presentation(s)

None.

6. Public Hearing(s)

None.

7. General Business

7.1 Consider Restarting the City's Newsletter

Councilmember Markert expressed interest in restarting the Credit River Flow, the City's newsletter. He suggested the newsletter be published quarterly, with two editions in print and two editions distributed electronically. Councilmember Markert also offered several topic ideas for inclusion in future editions.

Motion to start a Spring Edition of the City's newsletter by Councilmember Markert

Council discussion included focusing on the resources the City already has and to possibly advertise for an intern to help Staff with the newsletter.

Councilmember Markert withdrew his motion to start a Spring Edition of the City's newsletter

Motion to start submitting email blasts, postings on the City's Facebook Page and updating the website on topics mentioned previously to start this quarter by Councilmember Markert

City Council recommended that Staff continue utilizing the City's existing communication platforms, including the City website and email updates, to provide information to residents and schedule a workshop for further discussion on obtaining an action plan for future topics and platforms.

Following Council discussion, the City Council directed City Administrator Jelinski to draft an advertisement seeking a resident interested in serving as a City Newsletter intern. Councilmember Zanto volunteered to assist City Administrator Jelinski in preparing the advertisement for the position.

7.2 Consider Use of City Hall Building to Community Group

City Administrator Jelinski reported that the Credit River Antique Tractor Club recently lost its current meeting space and has requested permission to use City Hall for its monthly meetings. He further stated that he was unable to locate an existing policy governing community group use of City Hall and outlined related staff concerns for City Council consideration.

City Attorney Mikhail emphasized the importance of ensuring that the City does not engage in discriminatory practices and allow all community groups to apply for building usage, if approved.

Following Council discussion, the City Council concurred with Staff's concerns and agreed not to pursue allowing community groups to use City Hall for meetings at this time.



Motion to not allow Community Groups to use of City Hall to hold monthly meetings by Councilmember Markert
Second: Councilmember Saterbak
Motion passes 5-0

7.3 Recommendation to Appoint Applicants to Planning Commission

City Administrator Jelinski reported that the terms of three Planning Commissioners were set to expire. The City Council accepted applications for these positions through February 6, 2026, and received eight applications. The Selection Committee recommended the reappointment of incumbents Amy Olson, David Martell, and Peter Theberath to the Planning Commission.

Following discussion, the City Council concurred with the recommendation and agreed to reappoint the three incumbents.

Motion to approve the reappointment of Commissioners Amy Olson, David Martell and Peter Theberath to the Credit River Planning Commission by Councilmember Zanto
Second: Councilmember Saterbak
Motion passes 5-0

7.4 Discussion of Providing Meals for Election Judges

City Clerk Jirak reported that a survey of Scott County cities was conducted to determine whether they provide food to Election Judges on Election Day. Of the six cities surveyed, one did not respond, four provide food for all three meals, and one provides food for lunch only. Staff requested City Council discussion and direction regarding whether the City should consider providing food for Election Judges on Election Days in the future.

Following discussion, the City Council directed Staff to research the number of Election Judges who would be eligible to receive food and to obtain estimated pricing for providing meals. Staff agreed to gather this information and bring the item back on a future agenda for further discussion.

7.5 City Council Shared Commitments of Elected Officials

City Administrator Jelinski reported that during the second of two City Council Governance Workshops held, Councilmembers collaboratively developed Shared Commitments of Elected Officials to help guide decision-making, policy development, and interactions.

Council discussion reflected that members found the workshops beneficial. The facilitator, Chad Weinstein, encouraged Councilmembers to “let bygones be bygones” and move forward. It was noted that the Shared Commitments could be incorporated into the City Council bylaws at the time of their next update. Councilmember Zanto requested that the Shared Commitments also be posted under the City Council section of the City’s website.

Motion to adopt the City Council Shared Commitments of Elected Official by Councilmember Markert
Second: Councilmember Schommer
Motion passes 5-0



7.6 Consider Permit Technician Position

City Administrator Jelinski noted that the City has been without a Planner on staff for nearly one year. Over the past six months, Staff have tracked incoming phone calls and determined that approximately 65% are related to permits. Staff further reported that several permit-related responsibilities are falling behind, including escrow management, code compliance, tracking permits from initiation through completion, and establishing a clear point of contact for permit inquiries.

City Administrator Jelinski stated that funding for this position was included in the 2026 Budget. Staff requested City Council discussion and direction regarding approval to proceed with hiring a Permit Technician.

Following Council discussion, a motion was made and approved to authorize the creation of the Permit Technician position.

Motion to approve advertising for Accounting Technician position by Councilmember Schommer

Second: Councilmember Saterbak

Motion passes 3-2, with Councilmembers Zanto and Markert dissenting.

8. Staff and Council Member Reports

Finance Director Iverson reported she is currently training the newly hired Accounting Technician while continuing to manage her regular responsibilities.

Councilmember Zanto volunteered to serve on hiring committee for Permit Technician position.

Councilmember Schommer stated that if pothole complaints are received, Menards currently has the necessary materials in stock.

Mayor Kostik volunteered to serve on hiring committee for Permit Technician position. Mayor Kostik also noted that the City of Credit River will host the SCALE presentation in March and encouraged Councilmembers to forward presentation ideas to City Administrator Jelinski.

Councilmember Markert requested that presentation ideas submitted for SCALE be shared with all Councilmembers for review. Markert further reported that he attended the Planning Commissioners interviews and the recent SCALE meeting.

9. Adjourn

Motion to Adjourn, by Councilmember Zanto

Second: Councilmember Schommer

Motion passes 5-0



Meeting adjourned at 7:13 pm.

Recorded by:

Lynda Jirak, City Clerk

Approved by:

Chris Kostik, Mayor





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CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	Shane Nelson,Engineer
ITEM TYPE:	Resolution
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Resolution 2026-11 Accepting Infrastructure Improvements and Releasing the Financial Security for The Ranch of Credit River
BACKGROUND:	The interior improvements for The Ranch of Credit River were initially completed in 2022 and the CSAH 91 Turn Lane improvements were completed in 2024. A Second Amendment to the Developer's Agreement was approved in 2025, which reduced the financial security letter of credit to \$50,000 and was to remain in place until all punchlist items were completed and turf was re-established on the CSAH 91 Turn Lanes. At this time, all remaining punchlist items have been completed and 70% vegetative cover has been established on the Turn Lanes. Therefore, we recommend that the Letter of Credit and remaining escrow monies may be released after payment of all final bills associated with processing this request.
FINANCIAL IMPACT:	NA - all Development costs are borne by the Developer
SUGGESTED ACTION:	Approve the resolution
ALTERNATIVES:	1. Table the resolution for a specific reason
ATTACHMENTS:	Resolution Accepting Infrastructure Improvements and Releasing Security (The Ranch of Credit River).doc CT220 Final Acceptance Recommendation.pdf

**CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-11

**RESOLUTION ACCEPTING INFRASTRUCTURE IMPROVEMENTS AND
RELEASING THE FINANCIAL SECURITY**

WHEREAS, the Second Amendment to Development Agreement The Ranch of Credit River (“Agreement”) provides that upon final completion, the City may considering accepting the finished Infrastructure Improvements by resolution and no warranty period shall remain; and

WHEREAS, the Agreement provides that upon completion of all remaining punchlist items and 70% vegetative cover on the County Highway 91 turn lanes the Developer may request release of the remaining financial security; and

WHEREAS, the Developer has requested the release of the remaining financial security; and

WHEREAS, the Developer has corrected the warranty “punchlist” items and the City Engineer has inspected the same and has provided a written recommendation for acceptance of the infrastructure improvements.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Credit River, Scott County, Minnesota, that the City hereby accepts the The Ranch of Credit River infrastructure improvements and authorizes the release of the letter of credit and any remaining escrows for this project. The City infrastructure improvements lying within public easements and public right-of-way will become City property without further notice or action.

ADOPTED by the City Council of the City of Credit River this 2nd day of March 2026.

Chris Kostik, Mayor

Attest:

Lynda Jirak, City Clerk

February 25, 2026

City of Credit River
18985 Meadow View Blvd
Credit River, MN 55372

RE: The Ranch of Credit River
Final Acceptance Recommendation

Dear Mayor and City Council:

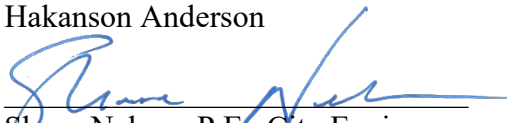
We have reviewed the status of The Ranch of Credit River project. We would summarize the project as follows:

1. The grading was substantially completed in 2021.
2. The storm sewer/culverts were substantially completed in 2021.
3. The concrete curb and gutter and base course of bituminous for the City streets were substantially completed in 2021. The wearing course of bituminous for the City streets was constructed in 2022.
4. The construction of the CSAH 91 turn lanes was substantially completed in fall of 2024.
5. All remaining punchlist items have been completed.

We therefore recommend that the City may accept the infrastructure improvements and release the remaining letter of credit and escrows after all final bills have been paid.

If you have any questions, please feel free to contact me at 763-852-0479 or ShaneN@haa-inc.com.

Sincerely,
Hakanson Anderson


Shane Nelson, P.E., City Engineer

cc: Steven Devine-Jelinski, City Administrator
Sue Iverson, Finance Director
Lynda Jirak, City Clerk
William Feldman, Developer



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	Claire Stickler,Planning
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Resolution 2026-09 Simonette Addition Preliminary & Final Plats
BACKGROUND:	The applicant is seeking a preliminary plat and final plat approval for the rearrangement of lot lines to allow for the development of one homesite. There are three existing parcels involved (including PIDs 049200130, 049200280, and 040380020; see application materials for the full legal descriptions) that the applicant proposes to reconfigure into two lots through the platting process. PID 040380020 contains an existing homesite and is approximately 4.46 acres. PID 049200130 is approximately 1.98 acres and contains an access drive. The third parcel, PID 049200280, is approximately 20 acres and is largely wetland and otherwise undevelopable. The resulting lot layout would be two lots: approximately 5 acres with the new homesite and approximately 20 acres containing the existing residence. There is no new public infrastructure proposed with this plat.
SUGGESTED ACTION:	Approve Resolution 2026-09 Simonette Addition Preliminary & Final Plats
ALTERNATIVES:	The City Council could table the applicant’s request and request additional information from the applicant. The City Council could deny the applicant’s request and amend the findings of fact.
ATTACHMENTS:	City Council Staff Report Simonette Preliminary Plat and Final Plat 03.02.2026 V2.pdf Resolution 2026-09 Simonette Addition Preliminary and Final Plat 03.02.2026 V2.docx

To: City of Credit River – City Council

CC: Steve Jelinski, City Administrator

From: MSA Professional Services, Consulting City Planner

Date: February 24, 2026

Re: City Council Review of Preliminary Plat and Final for Simonette Addition

SUMMARY OF REQUEST

Zoning District: RR (Rural Residential Single-Family District)

The applicant is seeking a preliminary plat and final plat approval for the rearrangement of lot lines to allow for the development of one homesite. There are three existing parcels involved (including PIDs 049200130, 049200280, and 040380020; see application materials for the full legal descriptions) that the applicant proposes to reconfigure into two lots through the platting process. PID 040380020 contains an existing homesite and is approximately 4.46 acres. PID 049200130 is approximately 1.98 acres and contains an access drive. The third parcel, PID 049200280, is approximately 20 acres and is largely wetland and otherwise undevelopable. The resulting lot layout would be two lots: approximately 5 acres with the new homesite and approximately 20 acres containing the existing residence. There is no new public infrastructure proposed with this plat.

Approved Variances

On January 19, 2026 the applicant applied for and was granted two variances by the Credit River City Council. Both variances were required to allow this review of the subdivision as proposed. The variances granted include: 1) A variance for the minimum road frontage - Section 35-3 (4) requires a 150 foot width minimum for lots in the Rural Residential District; and 2) A variance for lot width at the front yard setback – Section 35-3 (4) requires a 150-foot width minimum at the setback line AND extending to the location of the principal structure.

Access, Roads

There is no public infrastructure as part of this plat. The existing home will keep its driveway location, and the applicant has already secured a driveway permit for the new lot from Scott County.

Lots

The two lots being platted appear to meet the City's ordinances requirements with the previously approved variances.

Utilities

The submitted plans show a 10-foot-wide Drainage & Utility easement along the interior lot lines and along the rear of the property where the Credit River runs through.

Septic Systems

The existing home is currently served by private well and septic. The location of the primary and alternative septic is located on the plat. Scott County Environmental Services is reviewing the plans.

Proposed Land Use

The proposed use for each of the two resulting parcels is single-family residential. The property is currently zoned RR (Rural Residential). Single-family residential is an allowed use in the Rural Residential zoning district if it meets the lot size and density requirements.

Significant Topographical and Physical Features

The property has significant topographical and physical features that are accounted for on the attached Preliminary Plat.

Parkland Dedication

A parkland dedication fee will be determined and paid to the City, as applicable.

Planning Commission Review and Recommendation

On February 19, 2026 the Credit River Planning Commission held a Public Hearing and recommended approval of the applicant's preliminary plat request as conditioned

STAFF RECOMMENDATION

Staff recommends that Credit River City Council:

- Adopt the staff report into the record;
- Accept the application, testimony, exhibits, and other evidence presented into the record.
- Approve the Preliminary Plat and Final Application for Simonette Addition subject to all conditions listed in the draft City Council resolution, including the following:
 1. The applicant obtains approval of the septic site locations from Scott County Environmental Services prior to recording of the plat.

ALTERNATIVES

- The City Council could table the applicant's request and request additional information from the applicant.
- The City Council could deny the applicant's request and amend the findings of fact.

FINDINGS OF FACT (REVISED)

1. The minimum lot size in the City's Rural Residential Zoning District is 2.5 acres and the proposed subdivision lots meet the minimum lot size requirements of the Rural Residential Zoning District.
2. The physical characteristics of the land are appropriate for the proposed development.
3. There are no public infrastructure improvements proposed as part of the plat.
 - a. The proposed subdivision lots will be served by individual septic systems. The locations of these are shown on the preliminary plat. Conditions have been placed on a preliminary plat approval to permit continued collaboration between the Developers and Scott County Environmental Services related completing their application and review with the County.
 - b. The lots will be served by individual wells.
 - c. The subject properties are accessed from Credit River Boulevard/County Road 68.

4. This development would not appear to cause any strain upon existing municipal facilities and services.
5. No negative direct or indirect fiscal impact on the City, Council, or School District is foreseen from this plat.
6. The proposed application is consistent with the guidance in the Comprehensive Plan.
7. The requested use of single-family homes is allowed in the Rural Residential Zoning District.

ATTACHMENTS

1. Preliminary Plat
2. Final Plat

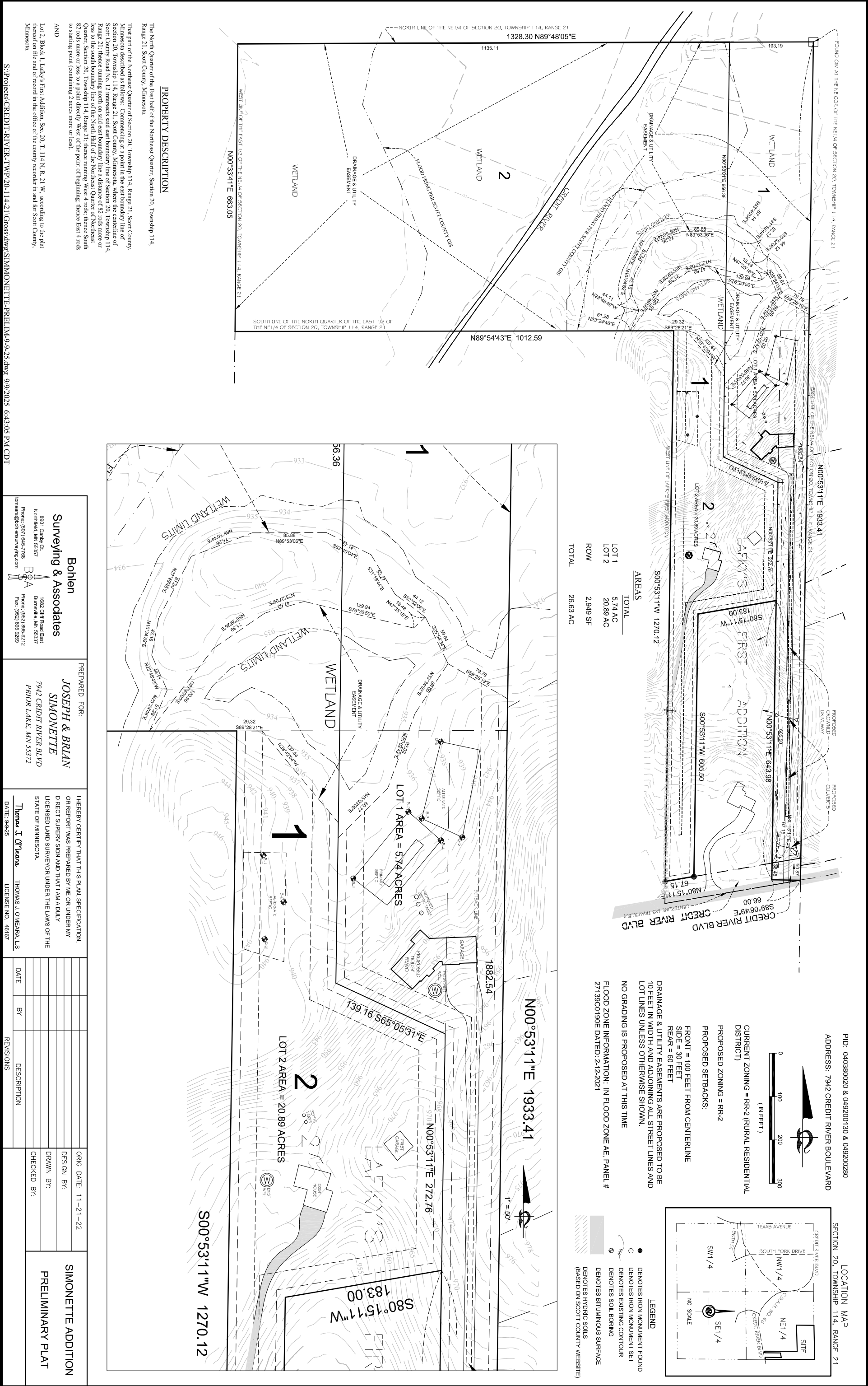


FIG: 0403800020 & 049200130 & 049200280

ADDRESS: 7942 CREDIT RIVER BOULEVARD



CURRENT ZONING = RR-2 (RURAL RESIDENTIAL DISTRICT)

PROPOSED ZONING = RR-2

PROPOSED SETBACKS:

FRONT = 100 FEET FROM CENTERLINE

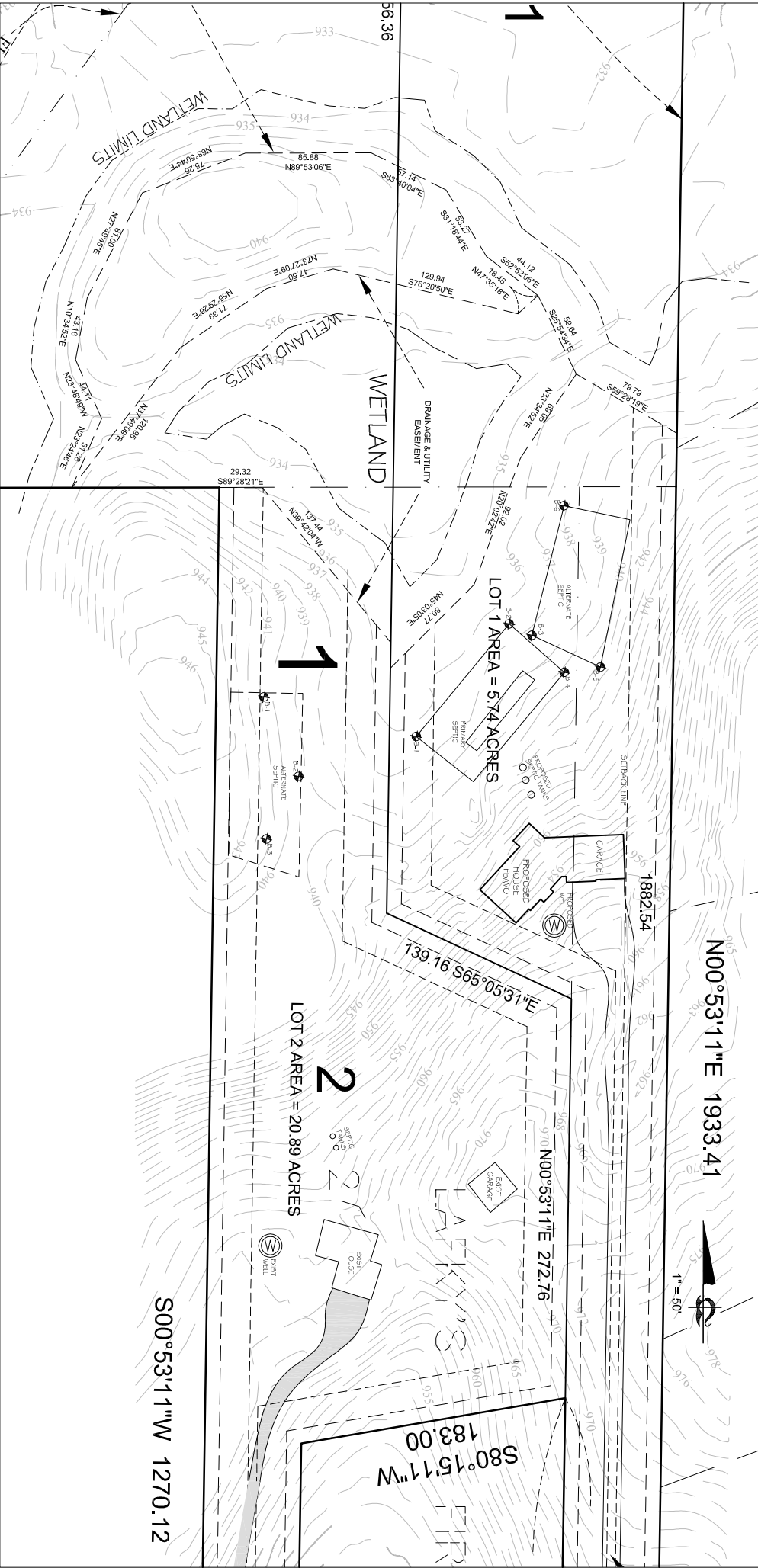
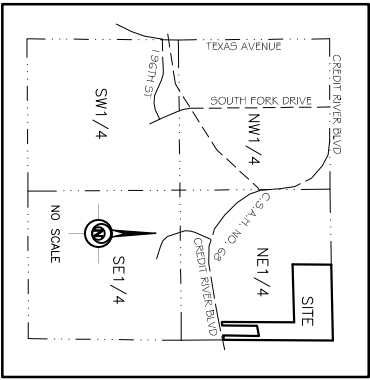
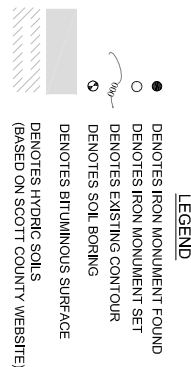
SIDE = 30 FEET

REAR = 60 FEET

DRAINAGE & UTILITY EASEMENTS ARE PROPOSED TO BE 10 FEET IN WIDTH AND ADJOINING ALL STREET LINES AND LOT LINES UNLESS OTHERWISE SHOWN.

NO GRADING IS PROPOSED AT THIS TIME

FLOOD ZONE INFORMATION: IN FLOOD ZONE AE, PANEL # 27139C0190E DATED: 2-12-2021



AREAS	TOTAL
LOT 1	5.74 AC
LOT 2	20.89 AC
ROW	2.949 SF
TOTAL	26.63 AC

PROPERTY DESCRIPTION

The North Quarter of the East half of the Northeast Quarter, Section 20, Township 114, Range 21, Scott County, Minnesota.

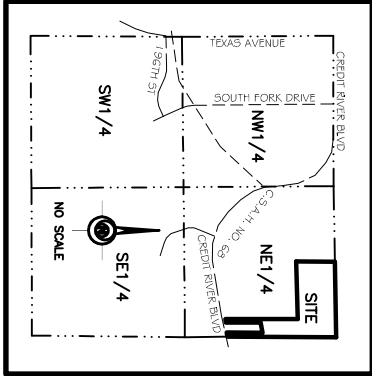
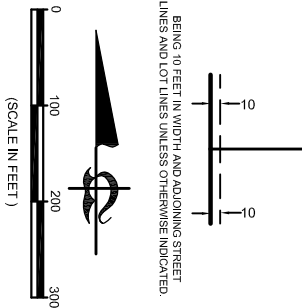
That part of the Northeast Quarter of Section 20, Township 114, Range 21, Scott County, Minnesota described as follows: Commencing at a point in the east boundary line of Section 20, Township 114, Range 21, Scott County, Minnesota, where the centerline of Scott County Road No. 12 intersects said east boundary line of Section 20, Township 114, Range 21; thence running north on said east boundary line a distance of 82 rods more or less to the south boundary line of the North Half of the Northeast Quarter of Northeast Quarter, Section 20, Township 114, Range 21; thence running West 4 rods; thence South 82 rods more or less to a point directly West of the point of beginning; thence East 4 rods to starting point (containing 2 acres more or less).

AND

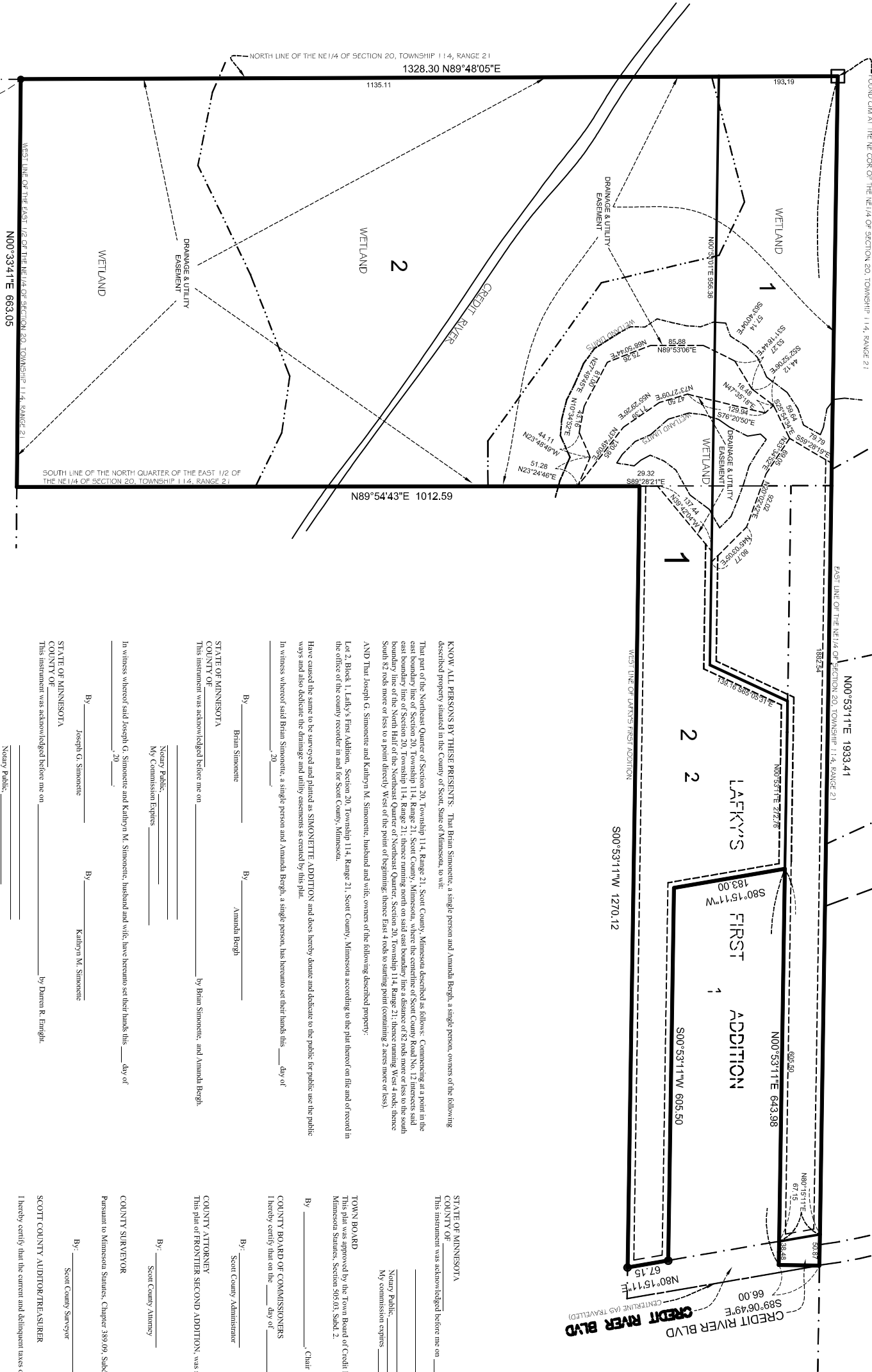
Lot 2, Block 1, Larky's First Addition, Sec. 20, T. 114 N. R. 21 W., according to the plat thereof on file and of record in the office of the county recorder in and for Scott County, Minnesota.

SIMONETTE ADDITION

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THIS



- THE EAST LINE OF THE NE 1/4 OF SECTION 20, IS ASSIGNED TO HAVE A BEARING OF N00°53'11"E.
- DENOTES 3/4 INCH BY 14 INCH IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 46167, UNLESS OTHERWISE SHOWN.
 - DENOTES IRON PIPE MONUMENT FOUND UNLESS OTHERWISE SHOWN.
 - ⦿ DENOTES COUNTY MONUMENT FOUND UNLESS OTHERWISE SHOWN.
 - DENOTES WETLAND LIMITS



KNOW ALL PERSONS BY THESE PRESENTS, That Brian Simonette, a single person and Amanda Begh, a single person, owners of the following described property situated in the County of Scott, State of Minnesota, to wit:

That part of the Northeast Quarter of Section 20, Township 114, Range 21, Scott County, Minnesota described as follows: Connecting at a point in the east boundary line of Section 20, Township 114, Range 21, Scott County, Minnesota, where the centerline of Scott County Road No. 12 intersects said east boundary line of Section 20, Township 114, Range 21, the east-runnin front on said east boundary line a distance of 82 rods more or less to the south corner of said Section 20, Township 114, Range 21, Scott County, Minnesota, and thence North 82°00'00\"/>

AND That Joseph G. Simonette and Kathryn M. Simonette, husband and wife, owners of the following described property:

Lot 2, Block 1, Lady's First Addition, Section 20, Township 114, Range 21, Scott County, Minnesota according to the plat thereof on file and of record in the office of the county recorder in and for Scott County, Minnesota.

Have caused the same to be surveyed and platted as SIMONETTE ADDITION and does hereby donate and dedicate to the public for public use the public ways and also dedicate the drainage and utility easements as created by this plat.

In witness whereof said Brian Simonette, a single person and Amanda Begh, a single person, has hereunto set their hands this ____ day of _____, 20__.

By: _____ Brian Simonette _____ Amanda Begh

STATE OF MINNESOTA

COUNTY OF _____ This instrument was acknowledged before me on _____ by Brian Simonette, and Amanda Begh.

Notary Public: _____ My Commission Expires _____

In witness whereof said Joseph G. Simonette and Kathryn M. Simonette, husband and wife, have hereunto set their hands this ____ day of _____, 20__.

By: _____ Joseph G. Simonette _____ Kathryn M. Simonette

STATE OF MINNESOTA

COUNTY OF _____ This instrument was acknowledged before me on _____ by Darren R. Fangleh.

Notary Public: _____ My Commission Expires _____

I, Thomas J. O'Meara do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 50C.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20__.

_____, Thomas J. O'Meara, Licensed Land Surveyor,
Minnesota License No. 46167

STATE OF MINNESOTA
COUNTY OF _____
This instrument was acknowledged before me on _____, 20__ by Thomas J. O'Meara.

Notary Public: _____
My commission expires _____

TOWN BOARD
This plat was approved by the Town Board of Credit River Township, Minnesota, this ____ day of _____, 20__, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 50C.03, Subd. 2.

By: _____ Chair By: _____ Clerk

COUNTY BOARD OF COMMISSIONERS
I hereby certify that on the ____ day of _____, 20__, the Board of Commissioners of Scott County, Minnesota, approved this plat of SIMONETTE ADDITION.

By: _____ Scott County Administrator

COUNTY ATTORNEY
This plat was approved by the Town Board of Credit River Township, Minnesota, this ____ day of _____, 20__, and reviewed and approved by the Attorney for Scott County, Minnesota, this ____ day of _____, 20__.

By: _____ Scott County Attorney

COUNTY SURVEYOR

Pursuant to Minnesota Statutes, Chapter 389.09, Subd. 1, as amended, this plat has been reviewed and approved this ____ day of _____, 20__.

By: _____ Scott County Surveyor

SCOTT COUNTY AUDITOR/TREASURER

I hereby certify that the current and delinquent taxes on the lands described within are paid and the transfer is entered this ____ day of _____, 20__.

Signed by _____, Deputy

SCOTT COUNTY RECORDER

I hereby certify that this plat was recorded in the office of the County Recorder for record on this ____ day of _____, 20__, at ____ o'clock, __ M., as Document No. _____

_____, Scott County Recorder
(Abstract Property)

SCOTT COUNTY REGISTRAR OF TITLES

I hereby certify that this plat was filed in the office of the Registrar of Titles for record on this ____ day of _____, 20__, at ____ o'clock, __ M., as Document No. _____

_____, Scott County Registrar of Titles
(Torrens Property)

**CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2026 - 09

**A RESOLUTION APPROVING A PRELIMINARY PLAT AND FINAL PLAT FOR A
DEVELOPMENT KNOWN AS SIMONETTE ADDITION**

WHEREAS, the City of Credit River is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

WHEREAS, Brian Simonette, and Joseph & Kathy Simonette are the owners of certain real property located in the City of Credit River, State of Minnesota, (the "Subject Property") legally described as follows:

1. The North Quarter of the East half of the Northeast Quarter, Section 20, Township 114, Range 21, Scott County, Minnesota; and
2. That part of the Northeast Quarter of Section 20, Township 114, Range 21, Scott County, Minnesota described as follows: Commencing at a point in the east boundary line of Section 20, Township 114, Range 21, Scott County, Minnesota, where the centerline of Scott County Road No. 12 intersects said east boundary line of Section 20, Township 114, Range 21; thence running north on said east boundary line a distance of 82 rods more or less to the south boundary line of the North Half of the Northeast Quarter of Northeast Quarter, Section 20, Township 114, Range 21; thence running West 4 rods; thence South 82 rods more or less to a point directly West of the point of beginning; thence East 4 rods to starting point (containing 2 acres more or less); and
3. Lot 2, Block 1, Lafky's First Addition, Sec. 20, T. 114 N, R. 21 W, according to the plat thereof on file and of record in the office of the county recorder in and for Scott County, Minnesota.

WHEREAS, the applicants: Brian Simonette, and Joseph & Kathy Simonette shall hereby be referred to as the "Applicants"; and

WHEREAS, the Applicants have requested approval of a Preliminary Plat and Final Plat to reconfigure three existing parcels into two lots as shown on the Preliminary Plat and Final Plat for a development entitled SIMONETTE ADDITION, including one new buildable single-family residential lot and one lot containing an existing residence. The most recent revisions of said Preliminary Plat, updated September 9, 2025 (unless otherwise noted), and Final Plat were prepared by Bohlen Surveying & Associates; and

WHEREAS, the Planning Commission of the City did on February 19, 2026, conduct a public hearing in relation to the Applicants' request for a Preliminary Plat; and

WHEREAS, the Planning Commission of the City did on February 19, 2026 recommend approval of the Preliminary Plat to the City Council; and

WHEREAS, the City Council has considered the proposed application for a Preliminary Plat and Final Plat and it makes the following **findings of fact**:

1. The minimum lot size in the City's RR (Rural Residential) Zoning District is 2.5 acres and the proposed subdivision lots meet the minimum lot size requirements of the RR (Rural Residential) Zoning District.
2. The physical characteristics of the land are appropriate for the proposed development.
3. There are no public infrastructure improvements proposed as part of the plat.
 - a. The proposed subdivision lots will be served by individual septic systems. The locations of these are shown on the Preliminary Plat. Conditions have been placed on plat approval to permit continued collaboration between the Applicants and Scott County Environmental Services related to completing their application and review with the County.
 - b. The lots will be served by individual wells.
 - c. The subject properties are accessed from Credit River Boulevard/County Road 68.
4. This development would not appear to cause any strain upon existing municipal facilities and services.
5. No negative direct or indirect fiscal impact on the City, Council, or School District is foreseen from this plat.
6. The proposed application is consistent with the guidance in the Comprehensive Plan.
7. The requested use of single-family homes is an allowed use in the RR (Rural Residential) Zoning District.

NOW, THEREFORE, BE IT RESOLVED the Preliminary Plat and Final Plat for SIMONETTE ADDITION prepared by Bohlen Surveying & Associates are approved subject to the following conditions:

1. The findings set forth above are incorporated into this Resolution as though set forth in full.
2. The Mayor and the City Clerk are not authorized to execute and release the Final Plat for recording until the following conditions are satisfied:
 - a. All comments in the City staff memo dated February 24, 2026 are incorporated herein and shall be addressed by the Applicants to the satisfaction of the City;
 - b. All requirements of Scott County (including, but not limited to, Scott County

Environmental Services and the Scott County Transportation Services Division) shall be addressed by the Applicants to the satisfaction of Scott County;

- c. The Applicants have satisfied the requirements of the plat opinion to be issued by the City Attorney;
 - d. The Final Plat has been revised as necessary to conform to the requirements of the City staff memo, Scott County, other outside agencies, and the conditions of this Resolution; if an off-site easement is required to address a comment, a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording; and
 - e. The Applicants have paid park dedication fees in the amount prescribed by the fee ordinance.
3. The Applicants must reimburse the City for all costs incurred by the City and its consultants in relation to review of the proposed subdivision.
 4. The location of any stormwater improvements within the Subject Property shall be as approved by the City Engineer.
 5. Utility lines are required to be placed underground at the sole expense of the Applicants.
 6. The Applicants shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies.
 7. The Applicants may not commence construction of any improvements on the Subject Property until the Final Plat, any required easements, and any other required agreements have been executed.
 8. The approval of the Preliminary Plat shall terminate if a Final Plat has not been approved within the timeframe required by the Subdivision Ordinance.
 9. Additional conditions may be imposed as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Adopted and approved by the City Council of the City of Credit River on a vote of ____ ayes and ____nays effective on the 2nd day of March 2026.

Approved:

Chris Kostik, Mayor

Attested:

Lynda Jirak, City Clerk



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	Consent Agenda
SUBJECT:	Approve Master Services Agreement and Task Order for MSA General Planning Services
BACKGROUND:	Council has awarded MSA with the general services contract for Credit River at a January council meeting from their proposal submittal. This is the actual contract (Master Services Agreement) for the services. This has been reviewed by the City Attorney, sent back to MSA and reviewed by MSA's Risk Assessment team. All parties are comfortable with the language in the Master Services Agreement as well as the Task Order. A pricing structure for Primary MSA staff has been included on Page 3 of the Task Order to help clarify what Credit River is paying for for staffing.
SUGGESTED ACTION:	
ALTERNATIVES:	Don't approve Master Services Agreement Approve with edits and/or changes
ATTACHMENTS:	DOCSOPEN-#1078557-v4-MSA Master Services Agreement 2026.DOCX FY 2026 - Credit River MN Planning Assistance Task Order V2.docx



Master Professional Services Agreement

This AGREEMENT ("Agreement") is made as of 02/02/2026 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 60 Plato Blvd East, St. Paul, MN 55107-1835

Phone: (612) 548-3132

Representative: Claire Stickler, AICP Email: cstickler@msa-ps.com

CITY OF CREDIT RIVER MN (OWNER)

Address: 18985 Meadow View Boulevard, , Prior Lake, MN 55372

Phone: 952-440-5514

Representative: Steve Jelinski Email: cityadmin@creditriver-mn.gov

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

CITY OF CREDIT RIVER MN

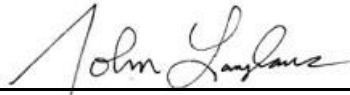
MSA PROFESSIONAL SERVICES, INC.

Chris Kostik
Mayor

Date: _____

Steve Jelinski
City Administrator

Date: _____


John Langhans, PE
Vice President

Date: 01/15/2026


Christopher Janson, AICP
Team Leader

Date: 01/15/2026

SECTION I -SERVICES TO BE PERFORMED

1.1 Scope of Services

MSA shall perform or furnish planning services, and serve as a resource and liaison, pursuant to Task Orders issued by the OWNER to MSA.

1.2 Authorization of Services

1.2.1 Written Task Orders shall define the task requested, including the specific scope of services to be performed, the schedule, and the basis for payment. When requested by the OWNER, MSA shall prepare draft Task Orders and submit them to the OWNER for review and execution. Each Task Order shall be executed by the authorized representatives of MSA and the OWNER designated in this Agreement. Each Task Order shall be deemed to incorporate the terms of this Agreement.

1.2.2 The OWNER's authorized representative may orally authorize MSA to begin furnishing services. Within five (5) business days thereafter, MSA shall submit to the OWNER a written Task Order, as described immediately above, which shall confirm the oral Task Order and provide for mutual execution by the parties. Such Task Order will be deemed executed if not returned with comments within two (2) business days thereafter.

1.4 MSA's Authorized Representative

Claire Stickler shall act as MSA's representative with respect to the services to be performed or furnished. Said person will have complete authority to transmit instructions, receive information, and interpret and define MSA's policies and decisions with respect to services.

2.1 OWNER'S Responsibilities

The OWNER, at its expense, shall do the following in a timely manner so as not to delay or hinder MSA in its furnishing of services:

2.1.1 Furnish MSA with reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to each Task Order.

2.1.2 Provide all criteria and full information in OWNER's possession as to OWNER's requirements including objectives and constraints, performance requirements, and budgetary limitations.

2.1.3 Assist MSA by furnishing all available information pertinent to the Task Order project.

2.1.4 Arrange for access to and make all provisions for MSA to enter upon public and private lands as required for MSA to perform its work under the Task Order.

2.1.5 Give prompt written notice to MSA whenever OWNER observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of MSA's services, or any defect or nonconformance in MSA's services or in the work of any Contractor.

2.1.6 Furnish to MSA data in OWNER's possession prepared by or services of others, including without limitation exploration and tests of subsurface conditions at or contiguous to the site, drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site, land surveyors, laboratory material tests and other special items together with appropriate professional interpretations of the foregoing.

2.1.7 Examine studies, reports, and construction contract documents presented by MSA, and

SECTION II - THE OWNER'S RESPONSIBILITIES

render in writing decisions pertaining thereto.

- 2.1.8 The OWNER shall be responsible for any representations the OWNER makes about the accuracy and completeness of furnished data, including, but not limited to, computations, record drawings, and maps furnished by the OWNER.

2.2 OWNER'S Representative

The OWNER'S Authorized Representative under this Agreement shall be the City Administrator, or his/her designee, who shall have such authority as the City Council delegates to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to MSA's services under this Agreement.

SECTION III - PERIOD OF SERVICES

3.1 Completion of Services

The services called for in each Task Order shall be completed according to a schedule agreed upon by the OWNER and MSA.

3.2 Term of Agreement

The initial term of this Agreement shall commence as of the date set forth above and shall thereafter automatically renew itself for successive periods of one year each, unless either party gives written notice of its intention to terminate or amend the Agreement by giving at least thirty (30) days prior written notice to the other party. Rate Schedule shall be attached to Task Orders,

as necessary, and will be updated January 1st on an annual basis.

Section IV – Miscellaneous

4.1 Data Practices Act

Pursuant to Minnesota Statutes § 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by MSA in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and MSA must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes § 13.08 apply to MSA. MSA does not have a duty to provide access to public data to the public if the public data are available from the OWNER, except as required by the terms of this contract.

4.2 Record Keeping

Pursuant to Minnesota Statutes § 16C.05, Subd. 5, MSA agrees that the books, records, documents, and accounting procedures and practices of MSA, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. MSA shall maintain such records for a minimum of six years after final payment.

MSA PROFESSIONAL SERVICES, INC. (MSA)
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC) (rev 11/25)

1. **Scope and Fee.** The scope of Owner's Project (the "Project"), scope of MSA's services (the "Work"), for those services are defined in Attachment A in the Task Order. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner's Responsibilities.**

(a) Project Scope and Budget

The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.

(b) Designated Owner Representative

The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER's Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA's services. MSA shall not be liable for any error or omission made by OWNER, OWNER's Designated Representative, or OWNER's consultant.

(c) Tests, Inspections, and Reports

When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.

(d) Additional Consultants

MSA's consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, engineering and insurance counseling services as may be required for the Project.

(e) OWNER Provided Services and Information

MSA shall be entitled to rely on OWNER representations regarding the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days that are not the subject of a good faith dispute shall be subject to an interest charge at a rate of 6% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA's fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of

services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. Location of Utilities. Owner shall supply MSA with data in Owner's possession regarding the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner-supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from a representation the Owner has made regarding the information or instructions which have been furnished to MSA by others.

7. Professional Representative. MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

9. Standard of Care. In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the "standard of care". The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. Municipal Advisor. MSA Professional Services, Inc. is not acting as a 'Municipal Advisor' to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. Conduct Expectations. Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. Electronic Documents and Transmittals. Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. Building Information Modelling (BIM). For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

15. Termination. The initial term of this Agreement shall commence as of the date set forth above and shall thereafter automatically renew itself for successive periods of one year each, unless either party gives written

notice of its intention to terminate or amend the Agreement by giving at least thirty (30) days prior written notice to the other party. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

17. Hazardous Substances. OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

18. Insurance. MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability with the following minimum coverages:

Worker's Compensation: minimum required by law

General Liability: \$1.5 million per occurrence

Professional Liability: \$1.5 million per occurrence

If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. Provided that the claim is insurable and MSA has secured and maintained the required insurance coverages, the liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. Reuse of Documents. Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. Indemnification. To the fullest extent permitted by law, MSA shall indemnify, defend and hold harmless, OWNER, and OWNER's officers, directors, members, partners, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages (including reasonable attorney's fees) arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any tortious or unlawful act or omission of MSA or MSA's officers, directors, members, partners, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties.

To the fullest extent permitted by law, OWNER shall indemnify, defend and hold harmless, MSA, and MSA's officers, directors, members, partners, consultants, and employees (hereinafter "MSA") from reasonable claims,

costs, losses, and damages (including reasonable attorney's fees) arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any tortious or unlawful act or omission of the OWNER or the OWNER's officers, directors, members, partners, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties.

22. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters thru mediation with a mutually agreed upon mediator. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in this Agreement.

24. Limitation of Liability. Provided that the claim is insurable and that MSA has secured and maintained the required insurance coverages, neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. Successors and Assigns. The successors, executors, administrators, and legal representatives of Owner and MSA are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party.

26. Notices. Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line. All such notices are effective upon the date of receipt.

27. Survival. Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. Severability. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. No Waiver. A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

30. State Law. This agreement shall be construed and interpreted in accordance with the laws of the State of Minnesota.

31. Jurisdiction. MSA and OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Minnesota for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. MSA and OWNER further consent that the venue for any legal proceedings related to this Agreement shall be Scott County, Minnesota.

32. Understanding. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless

agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



Task Order

MSA Project Number: R22429003

This AGREEMENT (Agreement) is made effective 01.20.2026 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 60 Plato Blvd East, St. Paul, MN 55107-1835

Phone: (612) 548-3132

Representative: Claire Stickler, AICP

Email: cstickler@msa-ps.com

CITY OF CREDIT RIVER (OWNER)

Address: 18985 Meadow View Boulevard, Prior Lake, MN 55372

Phone: 952-440-5514

Representative: Steve Jelinski

Email: cityadmin@creditrivernm.gov

Project Name: Credit River MN - FY 2026 Planning Assistance

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is: Approximate Start Date: 01.20.2026
Approximate Completion Date: 12.31.2026

The estimated fee for the work is: \$50,000 + Pass Through Costs

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF CREDIT RIVER

MSA PROFESSIONAL SERVICES, INC.

Chris Kostik

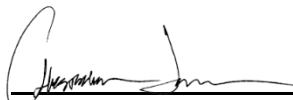
Mayor

Date: _____

Claire Stickler, AICP

Project Manager

Date: 01.15.2026



Christopher Janson, AICP

Senior Team Leader

Date: 01.15.2026

ATTACHMENT A: SCOPE OF SERVICES

The consulting services will encompass the following key areas as requested by the City of Credit River:

1. Development Review

- **Rezoning Requests:** Review proposed rezoning requests, conditional uses, and street and alley vacations. Present findings to the Planning Commission, City Council, and City staff.
- **Subdivision Plats:** Evaluate subdivision plats for compliance with the subdivision ordinance. Confer with engineers and developers to recommend acceptance or rejection of plats.
- **Conditional and Interim Use Permits:** Evaluate applications for CUPs and IUPs to ensure compliance with the City Code and compatibility with surrounding uses.
- **Variances:** Evaluate variance requests for compliance with City and State Statutory requirements for approving or denying a variance.
- **Zoning Review of Building Permits:** Review building permits for compliance with the zoning ordinance and collaboration with applicants.
- **Site Plans:** Assess site plans for code compliance. Determine if projects require formal review processes and guide developers through these processes if necessary.
- **Code Compliance Monitoring:** Monitor developments and sites to confirm compliance with conditions of approval.

2. Technical Assistance and Meeting Participation

- **Commission Support:** Attend meetings and provide technical assistance to the Planning Commission, Board of Appeals and Adjustments, City Council and other commissions and committees as assigned.
- **Public Engagement:** Interpret and explain planning regulations to the public, resolving issues with initiative and tact.

3. Planning Studies and Development Projects

- **Short- and Long-Range Planning:** Develop and participate in planning studies. Collaborate with various departments and commissions.
- **Development Studies:** Assist in studies related to land use, zoning, land subdivisions, economic development, and other relevant topics.

4. Grant Writing and Internal Projects

- **Grant Applications:** Assist in writing grant applications to secure funding for planning and development projects.
- **Project Leadership:** Lead internal division projects, ensuring timely and effective completion.

5. Regulatory and Ordinance Administration

- **Code Revisions:** Prepare and recommend revisions to codes and ordinances related to zoning, subdivision, and economic development.
 - **Ordinance Enforcement:** Assist in the administration and enforcement of zoning and related ordinances.
6. **GIS and Mapping Services *GIS Updates:*** Create and update planning-related layers within ESRI ArcGIS Pro to provide accurate information to staff, the public, and various boards and commissions.
- **Informative Maps:** Develop maps that illustrate specific information for staff memos, open houses, and other departmental needs.
7. **Office Hours** As requested by the City, our planning staff can continue to periodically office out of City Hall during open hours. This helps create seamless collaboration with City Staff and residents.

DELIVERABLES

- Comprehensive reviews and recommendations for CUPs, IUPs, variances, rezoning, and subdivision requests.
- Detailed site plan assessments and compliance reports.
- Technical assistance and meeting participation summaries.
- Planning study reports and development project documentation.
- Grant applications and internal project plans.
- Revised codes and ordinances.
- Updated GIS layers and informative maps.
- Organized records and reports.

INVOICES

- Monthly invoices will include tracked by phases/tasks, position, hours, and expenses.
- MSA will work with City staff to identify preferred phases/tasks for invoicing clarity and expense tracking.
- Pass-through expenses to be charged to applicants and/or escrows will be tracked as separate phases/tasks.

FY2026 HOURLY RATES FOR PRIMARY STAFF

The following hourly rates for primary staff members serving Credit River, as listed in the 12/5/2025 SOQ (pages 7 & 8), will be effective through FY 2026 (until 12.31.2026).

- Claire Sticker, AICP - \$125/hour
- Chris Janson, AICP - \$210/hour
- John Schwartz - \$100/hour
- Emily Herold, AICP Candidate - \$115/hour

ATTACHMENT B: RATE SCHEDULE

Administrative	\$ 90 – \$160/hr.
Architects	\$ 90 – \$208/hr.
Community Development Specialists	\$144 – \$208/hr.
Digital Design.....	\$121 – \$159/hr.
Environmental Scientists/Geologists	\$116 – \$203/hr.
Geographic Information Systems (GIS).....	\$105 – \$203/hr.
Housing Administration	\$ 97 – \$198/hr.
Inspectors/Zoning Administrators	\$115 – \$160/hr.
IT Support.....	\$184 – \$203/hr.
Land Surveying	\$ 90 – \$208/hr.
Landscape Designers & Architects.....	\$ 90 – \$231/hr.
Planners.....	\$ 90 – \$226/hr.
Principals	\$230 – \$330/hr.
Professional Engineers/Designers of Engineering Systems	\$163 – \$214/hr.
Project Managers.....	\$126 – \$259/hr.
Real Estate Professionals	\$147 – \$203/hr.
Staff Engineers	\$ 90 – \$157/hr.
Technicians.....	\$105 – \$159/hr.
Utility Treatment Operators	\$ 90 – \$190/hr.

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2026.

REIMBURSABLE EXPENSES (effective November 30, 2025)

Building Inspection Permit Management	\$25/permit
Copies/Prints.....	Rate based on volume
Specs/Reports.....	\$10
Copies.....	\$0.14/page \$0.16/page for DOT
Plots.....	\$0.01/sq.in.
Flash Drive	\$10
Dini Laser Level	\$85/per day \$86/day for DOT
Drone Flight	\$375/flight \$330/flight for DOT
Geodimeter	\$30/hour
GPS Equipment	\$20/hour \$11.25/hour for DOT
GPS R2 Equipment	\$20/hour \$2/hour for DOT
Mailing/UPS	At cost
Mileage – Reimbursement	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle	\$0.70/mile \$0.74/mile for DOT
Nuclear Density Testing	\$30/day \$35/day for DOT
Organic Vapor Field Meter	\$100/day
PC/CADD Machine	Included in labor rates
Robotic Survey Equipment.....	\$20/hour \$11/hour for DOT
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals	At cost
Traffic Counting Equipment & Data Processing.....	At cost

Expense rates represent an average or range for a particular category and are subject to change to match incurred cost in real time.



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: March 2, 2026

SUBMITTED BY: City Admin,Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Task Order for 2050 Comp Plan from MSA

BACKGROUND: Council has awarded the RFP to MSA for the completion of our 2050 Comp Plan at a previous Council meeting. This comp plan agreement is set up as a task order under the general MSA agreement Council would have already approved under a previous agenda item. If the General Planning agenda item is pulled for any reason, this agenda item would also need to be pulled as this would not be able to be approved until after the Master Services Agreement is approved by Council. That MSA has been reviewed and approved by our City Attorney and approved and reviewed by MSA's Risk Assessment department. All items on this Task Order align with what was in the RFP. Note: a start date was not included and can be added at a later date if we don't wish to include it at this meeting.

SUGGESTED ACTION:

ALTERNATIVES: Don't approve the Task Order
Approve the Task Order with edits and/or changes

ATTACHMENTS:
[MSA -Credit River 2050 Comprehensive Plan Update Task Order.docx](#)



Task Order

MSA Project Number: R22429005

This AGREEMENT (Agreement) is made effective 03.02.2026 by and between

MSA PROFESSIONAL SERVICES, INC (MSA)

Address: 60 Plato Blvd East, St. Paul, MN 55107-1835

Phone: 612-548-3132

Representative: Claire Stickler, AICP

Email: cstickler@msa-ps.com

CITY OF CREDIT RIVER MN (OWNER)

Address: 18985 Meadow View Boulevard, Credit River, MN, 55372

Phone: 952-440-5514

Representative: Steve Jelinski

Email: cityadmin@creditrivernm.gov

Project Name: Credit River MN - 2050 Comprehensive Plan Update

The scope of the work authorized is: See Attachment A: Scope of Services

The schedule to perform the work is:

Approximate Start Date: _____

Approximate Completion Date: _____ (approx.18 months from Start Date)

The lump sum fee for the work is: \$63,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF CREDIT RIVER MN

MSA PROFESSIONAL SERVICES, INC.

Chris Kostic
Mayor of Credit River
Date: _____

Christopher Janson, AICP
Senior Team Leader
Date: _____

Claire Stickler, AICP
Project Manager
Date: _____

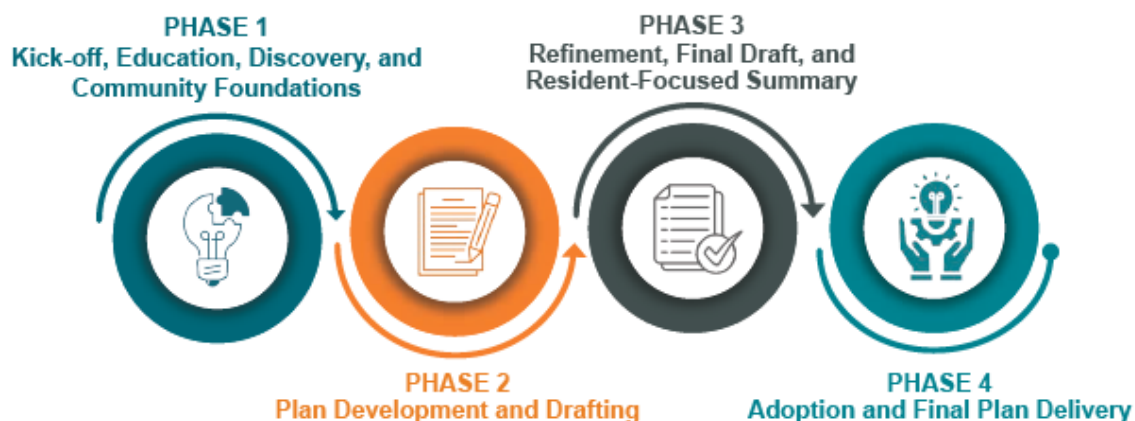
APPROACH TO SCOPE OF SERVICES PROJECT UNDERSTANDING AND APPROACH SUMMARY

The MSA team understands that Credit River’s 2050 Comprehensive Plan must set a clear, long-term framework with a focus on community values while meeting Metropolitan Council’s requirements. As a largely built-out lakeside community, Credit River prioritizes reinvestment, natural resource protection, demographic change, and long-term resilience over rapid growth. The City seeks a plan grounded in meaningful public engagement, responsive to local context, and practical for use by staff, the Planning Commission, and City Council through 2050.

To achieve this, our team proposes a phased, collaborative approach integrating engagement, technical analysis, and plan development into a clear work program. The process emphasizes early and sustained public participation through neighborhood meetings, supported by structured review from the Planning Commission as the steering committee. MSA will coordinate closely with City staff to manage schedules and budgets and prepare draft materials for Commission and Council review. The result will be a Metropolitan Council–compliant Comprehensive Plan accompanied by a concise, resident-focused summary. The following Scope of Services details how each phase builds toward an accessible, implementable plan for policy and day-to-day decision-making.

PROJECT APPROACH

Our team’s approach to developing Credit River’s 2050 Comprehensive Plan combines thoughtful, data-driven planning with authentic community engagement and full compliance with Metropolitan Council requirements. Our approach is organized into four phases, each building on the one before it to create a plan that is implementable, community-driven, and tailored to the City’s unique rural residential context.



PHASE 1 – KICK-OFF, EDUCATION, DISCOVERY, AND COMMUNITY FOUNDATIONS

The planning process begins by establishing a shared understanding of the project’s goals, expectations, and approach. Our team will meet with City staff for a detailed scoping session, followed by a kick-off meeting with the Plan Steering Committee, comprised of the City Council and Planning Commission. This session will introduce the planning process with an educational component of why and what, discuss the City’s

priorities, and begin identifying early themes that can guide the plan.

Engagement Activities

Phase 1 includes the following planned engagement activities, designed to introduce the planning process, identify priorities, and guiding themes for plan development:

- **Staff-consultant Kick-off Meeting and City Tour:** This will be timed with a Plan Steering Committee kick-off meeting that evening. The staff-consultant kick-off meeting will serve as a final scoping session where project expectations and potential challenges are discussed. The meeting with the Plan Steering Committee will consist of a strengths, weaknesses, opportunities, and threats (SWOT) analysis.
- **Planning Team Meetings:** Our team understands the importance of staying connected throughout a project. The Planning Team will consist of selected City staff and Consultant staff. We anticipate brief monthly online Planning Team meetings to maintain regular, open communication that helps keep the project on track and moving toward timely completion.
- **Online Engagement Platform:** MSA will lead the online engagement process. Our host site will be an ArcGIS StoryMap and will include an online community survey focusing on collecting the community's thoughts and wishes on growth and redevelopment. We'll Create and promote a custom project StoryMap website, containing an embedded survey, project updates, notices for upcoming engagement opportunities, project timeline, drafted materials to date, and other pertinent information. Building the engagement platform in this manner, utilizing ESRI ArcGIS Online also allows the opportunity to transfer ownership of the entire platform to the City at the conclusion of the planning process.
- **Education:** Throughout Phase 1 our project team will promote the project and the why. As the metropolitan council requirements are robust and the state law component is not well known, our team will focus the initial start of the project and associated engagement with educating your residents about the why of the plan and the required outcomes.
- **Community Survey:** MSA will author and promote a community-wide comprehensive growth and reinvestment survey. This is a broad reaching online engagement tool embedded in the StoryMap to gather early community insights on growth issues, opportunities, and priorities.
- **Stakeholder Interviews:** Our team will conduct stakeholder interviews in person and using MS Teams or Zoom to gather qualitative feedback from City officials, City staff, business owners, and community leaders. This method provides more flexibility in scheduling and results in more genuine conversations when conducted anonymously. A summary of all responses will be shared, respecting anonymity, and will be utilized to help build the goals and actions of the comprehensive plan update, as well as aid the development of the Action Plan for Implementation.
- **Plan Steering Committee Meeting #1:** A focused committee, formed of the City Council and Planning Commission, will serve as the Plan Steering Committee for the duration of the Comprehensive Plan update. At this first meeting, our team will introduce the planning process, discuss the City's priorities, and begin identifying early themes that can guide the plan. The Plan Steering Committee will also complete a community-focused SWOT analysis.
- **Neighborhood Meetings:** Neighborhood meetings give residents a chance to share their perspectives in a more personal, localized setting. Our team will work with City staff and the Plan Steering Committee to select accessible, geographically balanced locations and choose meeting formats that fit each neighborhood. Our team will prepare materials, facilitate discussions, and design activities that draw out neighborhood-specific issues and

opportunities. Meetings will be promoted through the project's ArcGIS StoryMap, and Steering Committee members are welcome and encouraged to attend in a listening role. Working closely with City staff, we will support well-planned, well-promoted meetings that are genuinely meaningful to participants.

Phase 1 culminates with education to the public about the process, development of the Community Profile, a concise yet comprehensive analysis of demographic and socioeconomic trends, natural resources, infrastructure conditions, land use patterns, and previous planning efforts. This document is fully aligned with the Metropolitan Council's 2050 minimum requirements and provides the analytical foundation for the plan's strategic direction.

DELIVERABLES – PHASE 1: StoryMap engagement platform, online community survey, crowdsource map, stakeholder interviews summary, materials for required engagement events, branded graphics, and draft Community Profile.

PHASE 2 – PLAN DEVELOPMENT & DRAFTING

Building on the engagement results and Community Profile developed during Phase 1, our team will work with the Plan Steering Committee and City staff to refine a Vision for Credit River 2050, supported by community-driven goals and strategies.

Plan Steering Committee Meeting #2: Within this phase, MSA will present the Plan Steering Committee with a summary of the feedback from Phase 1's engagement activities - combining survey findings, stakeholder themes, neighborhood meeting insights, and website engagement to confirm direction and support alignment with community values. We'll also review draft goals and strategies for inclusion into the draft plan.

Draft Plan

Our team will then prepare a draft of all plan components required by the Metropolitan Council for the 2050 planning cycle. These chapters will be written in an accessible and engaging manner while maintaining full compliance with technical expectations. MSA will collaborate closely with Hakanson Anderson on the land use, transportation, wastewater, water supply, and surface water components so these key growth-guiding sections support one another. *Areas of focus will include:*

- **Land Use, in Collaboration with Hakanson Anderson the City Engineer:** Existing and future land use maps, density calculations, growth staging (2030, 2040, 2050), infill/redevelopment analysis, and alignment with Credit River's Suburban designation.
- **Housing:** A complete housing analysis—including affordability, tenure, cost burden, aging housing stock, and preservation needs—along with strategies to support Credit River's affordable housing allocation.
- **Transportation, in Collaboration with Hakanson Anderson, the City Engineer:** Hakanson Anderson's scope of services is shown on page 5.
- **Wastewater, Water Supply, and Surface Water in Collaboration with Hakanson Anderson, the City Engineer:** Hakanson Anderson's scope of services is shown on page 5.
- **Parks, Trails & Natural Systems:** Mapping and analysis of the local park system, Lake Minnetonka Regional Trail, Mid-Lake Regional Trail search corridor, natural resources, and environmentally sensitive areas.

- **Climate & Resilience:** Greenhouse gas inventory, vulnerability assessment for heat and localized flooding, and strategies in alignment with State and regional resilience targets.

This phase will produce an assembly of the Draft 2050 Comprehensive Plan, including all required elements as detailed above.

Plan Steering Committee Meeting #3:

MSA will present the draft to the Plan Steering Committee for review and feedback.

DELIVERABLES – PHASE 2: Public participation summary, draft Comprehensive Plan, updated StoryMap, and a draft Implementation Action Plan.

PHASE 3 – REFINEMENT, FINAL DRAFT, AND RESIDENT-FOCUSED SUMMARY

Following a review by the Plan Steering Committee of the draft plan in Phase 2, our team will revise and refine the draft document and prepare the draft for public, official, and adjacent jurisdiction review. Draft refinement will be based on feedback from residents, City staff, the Plan Steering Committee, and other stakeholders. A key engagement activity in this phase is the Draft Plan Open House, an interactive session where residents can review maps, goals, strategies, and recommendations, and provide direct feedback. We also anticipate that at least one or more of the neighborhood meetings would occur during this refinement and review phase. Following the open house, our team will meet with the Plan Steering Committee to review feedback and finalize changes to the plan and the Implementation Action Plan.

Phase 3 Activities:

- **Draft Plan Open House:** The Draft Plan Open House will offer residents a clear and convenient opportunity to review and comment on the near-final Comprehensive Plan. Held toward the end of the process, the event will include a brief presentation by MSA, followed by open exploration of plan exhibits, maps, and interactive stations focused on key elements of the draft plan. Attendees may come and go at their convenience, providing feedback through informal activities and short surveys. All materials and engagement opportunities will also be posted on the online engagement platform for those unable to participate in person.
- **Plan Steering Committee Meeting #4:** This meeting with the Plan Steering Committee will focus on a facilitated review of the feedback from the Phase 3 activities and suggested plan incorporation. Our team will also lead the Commission through a more in depth review of the Implementation Plan.
- **Creation of the Resident-Focused Summary Document:** In accordance with Credit River's RFP, MSA will prepare a clear, concise, visually engaging summary document designed for everyday readers. This standalone piece will:
 - Distill the full Comprehensive Plan into an approachable and engaging format
 - Highlight major themes, goals, and recommendations
 - Use plain language, infographics, and simplified maps
 - Reflect engagement findings and community priorities
 - Serve as an independent, reader-friendly overview of the plan
 - Avoid technical jargon while maintaining accuracy
- **Plan Steering Committee Meeting #5:** This final pre-adoption meeting of the Plan Steering Committee, serving as the advisory commission for plan development, will focus

on a review of the Resident-Focused Summary Document and a final review of the full draft plan.

DELIVERABLES – PHASE 3: Draft Plan Open House materials, revised Draft Comprehensive Plan, updated Implementation Action Plan, and Draft Resident-Focused Summary document.

PHASE 4 – ADOPTION & FINAL PLAN DELIVERY

The final phase focuses on bringing the plan through adoption and meeting all regional review requirements in an organized and coordinated way. Once the Planning Commission and City Council have reviewed and refined the Draft Plan, MSA will assist the City in preparing the document for its formal review by adjacent and affected jurisdictions, as required by the Metropolitan Council.

This review step is an important part of regional coordination. Credit River is connected to neighboring cities, watershed districts, and county agencies not only by boundary lines, but by transportation networks, natural systems, utility systems, and shared community concerns. MSA will guide the City through a clear, timely process that meets statutory requirements and builds strong intergovernmental relationships.

Affected and Adjacent Jurisdiction Review

MSA will assist the City in:

- Preparing an official notification package for all required jurisdictions
- Providing draft plan access in digital form (PDF and StoryMap link)
- Tracking responses and compiling comments
- Supporting staff in responding to questions or clarifying plan content
- Incorporating necessary edits into the adoption-ready plan

This process supports a fully vetted plan before final adoption and smooths the path to a successful Metropolitan Council review. Feedback from Affected and Adjacent Jurisdiction Review will be incorporated into the Final Plan document as required by the Metropolitan Council.

Public Hearings & Adoption

MSA will attend both the Planning Commission public hearing + recommendation meeting and the City Council public hearing + adoption meeting, to present the plan, answer questions, and make final refinements based on elected official direction.

Final Plan Preparation & Submittal

After adoption, MSA will prepare all required materials for local use and regional submission, including:

- Final 2050 Comprehensive Plan (PDF)
- Final Resident-Focused Summary Document
- InDesign working files for both final documents
- Complete GIS dataset (ArcGIS Pro project) for all plan maps
- Online Engagement Platform in ESRI StoryMap format
- Printed and tabbed copies as specified in the RFP

A Metropolitan Council submittal package, including:

- Plan in required formats
- Adjacent/affected jurisdiction notification materials
- Comment and response documentation

MSA will assist City staff in submitting the plan to the Metropolitan Council and will remain available to provide clarifications during the review period.

DELIVERABLES – PHASE 4: Final Comprehensive Plan, final Resident-Focused Summary document, adjacent/affected jurisdiction review materials, comment/response documentation, GIS files, InDesign packages, printed copies, and a complete Metropolitan Council submittal package.

Hakanson Anderson Project Role – Subconsultant to MSA under this Task Order

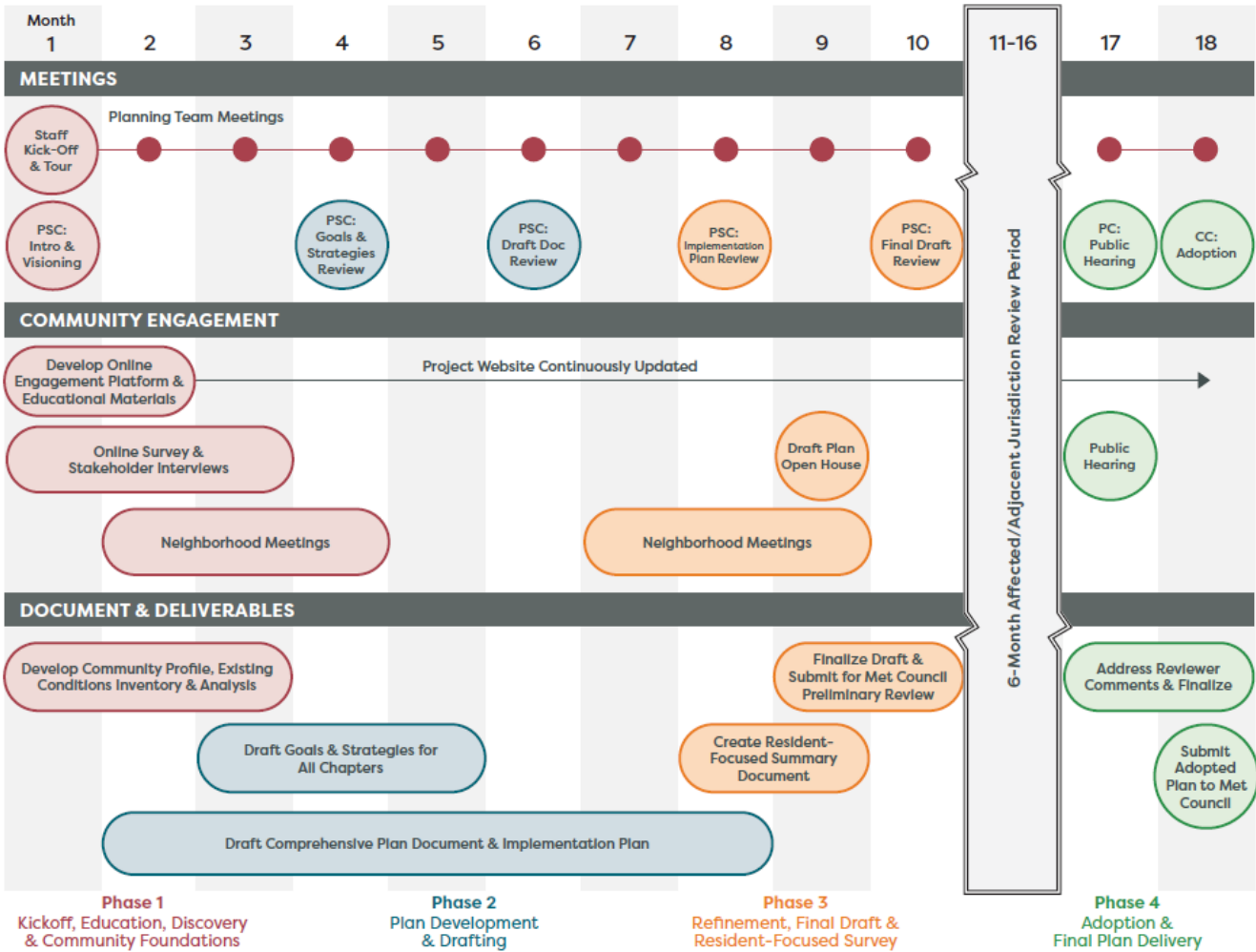
Hakanson Anderson will prepare the transportation, wastewater, water supply, and surface water sections of the City of Credit River's 2050 Comprehensive Plan, once MSA has completed the land use section due to the cascading impact. Hakanson Anderson's sections will be prepared in accordance with the Metropolitan Council's requirements and in accordance with the City of Credit River's RFP for its 2050 Comprehensive Plan. Hakanson Anderson proposes to update the standalone Comprehensive Local Surface Water Management Plan, which will be included as an Appendix to the 2050 Comprehensive Plan, in order to further meet Metropolitan Council's requirements.

The Hakanson Anderson team will also have a key role in meetings and community engagement and will plan to attend two (2) community engagement events, up to two (2) Planning Commission/City Council meetings/workshops, and attend regular progress meetings with City staff.

Additional Notes:

- MSA has no known conflicts of interest with property owners or business owners in Credit River or the surrounding growth areas.
- Lump-sum fee includes all expected reimbursable expenses and will be billed by percent of contract completed by month.
- All draft materials will be distributed electronically as PDFs.
- Requested attendance, in person or otherwise, for the purpose of the Comprehensive Plan update, at any meetings beyond those outlined in the above scope shall be discussed with the OWNER and may require a contract amendment.
- MSA cannot guarantee a specific number of meeting attendees, survey responses and stakeholder interviewees during the process and strives for quality in feedback over quantity.

PROJECT TIMELINE



COST PROPOSAL & APPROACH TO BUDGET

MSA proposes to complete the City of Credit River's 2050 Comprehensive Plan for a total **not-to-exceed lump sum fee of \$63,000**.

This fee reflects a streamlined, but fully compliant, planning process, the robust engagement expectations outlined by the City, and the lean staffing strategy described in this proposal. The fee also satisfies the RFP requirement for a clear, itemized breakdown of costs by project component. Consistent with Credit River's expectations and MSA's internal standards, we have incorporated project management and quality assurance as part of our total project fee, providing consistent communication, quality control, and schedule management throughout the multi-year process.

BUDGET SUMMARY, HOURLY RATES, AND ESTIMATED HOURS

PROJECT COMPONENT	FEE
Phase 1 – Kickoff, Education, Discovery, and Community Foundations	\$13,500
Phase 2 – Plan Development and Drafting	\$9,500
Phase 3 – Refinement, Final Draft, and Resident-Focused Summary	\$4,500
Phase 4 – Adoption, Jurisdiction Review, and Final Delivery	\$3,700
Transportation, Wastewater, Water Supply, and Surface Water Sections of Comprehensive Plan (Hakanson Anderson)	\$26,800
Project Management and QA/QC	\$5,000
TOTAL NOT-TO-EXCEED FEE	\$63,000

This fee includes all labor, engagement facilitation, engagement platform, meeting preparation and attendance, drafting and revising plan chapters, development of the Resident-Focused Summary Document, preparation of all exhibits and mapping (using City and Met Council base layers), and Metropolitan Council submittal requirements. Reimbursable expenses are included in the total not-to-exceed lump sum fee above.



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: March 2, 2026

SUBMITTED BY: Sue Iverson, Finance

ITEM TYPE: Agenda Report

AGENDA SECTION: Consent Agenda

SUBJECT: Approve Payment of Claims (Bills) and Transfer Requests as Presented.

SUGGESTED ACTION: Approve Claims for Payments and Transfer Requests - See Attached.

ATTACHMENTS:
[checkdetailregister03.02.26.pdf](#)
[03.02.26 transfer request.pdf](#)

CREDIT RIVER TOWNSHIP

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***Check Detail Register©**

Batch: 02-26-26 AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Anchor Bank					
13026	03/02/26	AMAZON CAPITAL SERVICES			
G 100-20200		Accounts Payable	\$129.00		1LWP-MXFY- Annual prime membership
		Total	\$129.00		
13027	03/02/26	AMAZON CAPITAL SERVICES			
G 100-20200		Accounts Payable	\$26.68		191N-DGGF- file folders
G 100-20200		Accounts Payable	\$16.14		191N-DGGF- elections- accordion file organizer
		Total	\$42.82		
13028	03/02/26	AMAZON CAPITAL SERVICES			
G 100-20200		Accounts Payable	\$49.98		1RFY-1M1K- printer paper, stapler
		Total	\$49.98		
13029	03/02/26	AMAZON CAPITAL SERVICES			
G 100-20200		Accounts Payable	\$58.46		1X7T-1J4M-F catiga calculator, white out, scissors
		Total	\$58.46		
13030	03/02/26	CITY OF LAKEVILLE			
G 100-20200		Accounts Payable	\$1,320.27		AR-00000015 snow and ice removal- various Jan dates
		Total	\$1,320.27		
13031	03/02/26	DAKOTA ELECTRIC ASSOCIATION			
G 100-20200		Accounts Payable	\$241.41	DEA01	Natchez Ave street lights
		Total	\$241.41		
13032	03/02/26	ECM PUBLISHERS INC			
G 100-20200		Accounts Payable	\$50.87	1085872	public hearing- prelim plat & variance
G 100-20200		Accounts Payable	\$98.62	1085873	council salary ordinance
		Total	\$149.49		
13033	03/02/26	Ethical Leaders In Action			
G 100-20200		Accounts Payable	\$6,000.00	1958	Council Facilitator
		Total	\$6,000.00		
13034	03/02/26	GALLAGHERS			
G 100-20200		Accounts Payable	\$1,560.00	28459	
G 100-20200		Accounts Payable	\$22,987.50	28460	january snowplowing
G 100-20200		Accounts Payable	\$350.00	28461	Reverence Development- Jan 2026
		Total	\$24,897.50		
13035	03/02/26	HAKANSON ANDERSON ASSOC INC			
G 800-20200		Accounts Payable	\$509.88	56633	The Ranch of CR 2nd
G 800-20200		Accounts Payable	\$1,626.50	56634	Yellowstone of CR
G 800-20200		Accounts Payable	\$274.00	56635	Lake Estates 2nd addition
G 800-20200		Accounts Payable	\$505.50	56636	Yellowstone of CR- second addition
G 800-20200		Accounts Payable	\$3,225.50	56637	Cardinal Pass
G 800-20200		Accounts Payable	\$574.00	56638	Yellowstone of CR- third addition
G 800-20200		Accounts Payable	\$2,482.38	56639	Yellowstone of CR- fourth addition
G 100-20200		Accounts Payable	\$1,650.00	56640	County Road 27 turn lanes
G 401-20200		Accounts Payable	\$355.50	56641	street microsurfacing

CREDIT RIVER TOWNSHIP

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*Check Detail Register©

Batch: 02-26-26 AP

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 401-20200		Accounts Payable	\$3,720.00	56642	microsurfacing project
G 100-20200		Accounts Payable	\$1,839.50	56643	NPDES/MS4
G 401-20200		Accounts Payable	\$1,400.00	56644	general water resources
G 100-20200		Accounts Payable	\$1,332.50	56645	general engineering
G 100-20200		Accounts Payable	\$700.00	56646	building permit review
G 100-20200		Accounts Payable	\$70.00	56647	utility permit review
G 601-20200		Accounts Payable	\$25.00	56648	MH- gopher one locate
G 100-20200		Accounts Payable	\$1,190.50	56649	state aid administration
G 701-20200		Accounts Payable	\$280.00	56650	erosion and sediment control
		Total	\$21,760.76		
13036	03/02/26	HEALTH EQUITY			
G 100-20200		Accounts Payable	\$200.00	lyndahsa	Lynda HSA- Dec employer contribution
		Total	\$200.00		
13037	03/02/26	HEALTH EQUITY			
G 100-20200		Accounts Payable	\$223.06	Lyndahsa202	Feb employee contribution
G 100-20200		Accounts Payable	\$334.59	Lyndahsa202	Jan employee contribution
G 100-20200		Accounts Payable	\$192.30	Lyndahsa202	Feb employer contribution
G 100-20200		Accounts Payable	\$288.45	Lyndahsa202	Jan employer contribution
		Total	\$1,038.40		
13038	03/02/26	MARKS BOBCAT SERVICE, INC.			
G 601-20200		Accounts Payable	\$210.00	09476	sewer system driveway
G 100-20200		Accounts Payable	\$800.00	09476	plow city hall
G 602-20200		Accounts Payable	\$210.00	09476	sewer system driveway
G 603-20200		Accounts Payable	\$210.00	09476	sewer system driveway
G 604-20200		Accounts Payable	\$210.00	09476	sewer system driveway
		Total	\$1,640.00		
13039	03/02/26	MORE IT			
G 100-20200		Accounts Payable	\$130.83	600-8767	file transfer for Sue
		Total	\$130.83		
13040	03/02/26	NATURAL SYSTEMS UTILITIES MN			
G 601-20200		Accounts Payable	\$1,473.46	INV-0001170	Jan- MH- monitoring
G 601-20200		Accounts Payable	\$54.98	INV-0001170	January
G 604-20200		Accounts Payable	\$1,405.60	INV-0001170	Jan- SP- monitoring
G 604-20200		Accounts Payable	\$36.67	INV-0001170	
G 603-20200		Accounts Payable	\$58.66	INV-0001170	
G 603-20200		Accounts Payable	\$1,497.78	INV-0001170	Jan-SB- monitoring
G 602-20200		Accounts Payable	\$1,166.60	INV-0001170	multiple addresses
G 602-20200		Accounts Payable	\$216.29	INV-0001170	
G 602-20200		Accounts Payable	\$4,537.54	INV-0001170	monitoring for Territory- Jan 2026
		Total	\$10,447.58		
13041	03/02/26	VERIZON WIRELESS			
G 100-20200		Accounts Payable	\$38.41	6134991871	CA cell phone
G 100-20200		Accounts Payable	\$38.41	6134991871	FD cell phone
		Total	\$76.82		

CREDIT RIVER TOWNSHIP

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*Check Detail Register©

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
13042	03/02/26	WESTconsin CREDIT UNION			
G 100-20200		Accounts Payable	\$192.30	stevehsa	Steve HSA- Dec employer contribution
		Total	\$192.30		
13043	03/02/26	WESTconsin CREDIT UNION			
G 100-20200		Accounts Payable	\$288.45	stevehsa2026	Jan employer contribution
G 100-20200		Accounts Payable	\$192.30	stevehsa2026	Feb employer contribution
G 100-20200		Accounts Payable	\$200.00	stevehsa2026	Feb employee contribution
G 100-20200		Accounts Payable	\$300.00	stevehsa2026	Jan employee contribution
		Total	\$980.75		
		10100	\$69,356.37		

Fund Summary

10100 Anchor Bank	
100 GENERAL FUND	\$43,090.53
401 CAPITAL IMPROVEMENTS FUND	\$5,475.50
601 MONTEREY HEIGHTS SSD	\$1,763.44
602 TERRITORY SSD	\$6,130.43
603 STONEBRIDGE SSD	\$1,766.44
604 SOUTH PASSAGE SSD	\$1,652.27
701 NPDES ESCROW	\$280.00
800 DEVELOPER ESCROW ACCOUNT	\$9,197.76
	\$69,356.37

I approve the above Claims for payment

Susan Iverson _____ Date: _____

Transfer Request for March 2, 2026

Beginning Bank Balance - February 26, 2026	\$ 325,544.65
Outstanding Checks	(\$352,986.48)
Outstanding Deposit	
Outstanding CC Payment	\$ -
Payroll and Benefits Outstanding	\$ (23,461.14)
Claims - 3/2/26	\$ (69,356.37)
Net Balance	<u>\$ (120,259.34)</u>

Transfer from Savings to Checking **\$ 321,000.00**

Checking Balance 200,740.66

We approve the above transfer from Savings to Checking:

Chris Kostik

Bill Markert

Jay Saterbak

Leroy Schommer

Abe Zanto



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: March 2, 2026

SUBMITTED BY: City Admin, Administrator

ITEM TYPE: Agenda Report

AGENDA SECTION: Presentation(s)

SUBJECT: CSTS Year End Reviews

BACKGROUND: A Year End Review of all 4 CSTSs by Tyler Gagner from NSU.

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	Lynda Jirak,Clerk
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Providing Meals for Election Judges Continued
BACKGROUND:	Most cities in Scott County provide meals for Election Judges on Election Day. this topic was discussed at the February 17, 2026 City Council meeting, at which time Council directed Staff to research the number of Election Judges who would be eligible to receive meals and to obtain estimated pricing for providing food. Staff reviewed staffing from the 2024 General Election. A total of 20 Election Judges were utilized between the City's two precincts. Of those, 11 judges worked full-day shifts (requiring two meals each, totaling 22 meals) and 9 Judges worked half-day shifts (totaling 9 meals). this would result in an estimated 31 meals if food were provided. Staff conducted preliminary research on catering and meal options, including vendors that accommodate special dietary needs and provide delivery and setup. Initial estimates indicated that catering options to serve approximately 10 -12 individuals would cost approximately \$250 per order. Each precinct would require ordering one option, resulting in approximately \$500 for both locations for each meal. This price does include delivery and set up, if necessary. Council direction is requested regarding whether to include funding for Election Judge meals in future Election Budgets.
FINANCIAL IMPACT:	If City Council agrees to provide food for Election Judges, the Election Budget would need to be increased.
SUGGESTED ACTION:	
ATTACHMENTS:	



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	City Admin,Administrator
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Consider Communications Intern Position
BACKGROUND:	Last Council meeting during the newsletter discussion, it was discussed that an intern position be created to possibly help with working on our city newsletter, and other city media outlets. Council discussion around whether this would be a paid internship, number of weekly hours, and duration still need to be had for this position.
FINANCIAL IMPACT:	Varies depending on conversation.
SUGGESTED ACTION:	
ALTERNATIVES:	Approve position Don't approve position Table position and keep discussing
ATTACHMENTS:	Communications Intern JD.docx

Position Title: Communications Intern (Part-Time)

Department: Administration

Location: City of Credit River, MN

Reports To: City Administrator

Hours: Part-Time (approximately 3-5 hours per week; flexible schedule)

Position Summary

The Communications Intern supports the City's public communication efforts by drafting and producing the City's quarterly newsletter and maintaining up-to-date content across the City's website and social media platforms. This position provides hands-on experience in municipal communications, public engagement, and local government operations.

The ideal candidate is a strong writer with attention to detail, creativity, and an interest in public service.

Essential Duties and Responsibilities

Newsletter Development

- Draft, edit, and format the City's quarterly newsletter (The Credit River Flow).
- Coordinate with City staff and officials to gather content, updates, and announcements.
- Ensure content is clear, accurate, and accessible to residents.
- Assist with layout design and distribution (digital and/or print).
- Maintain an editorial calendar for recurring communications.

Website Management

- Update and maintain content on the City's official website.
- Post meeting notices, agendas, public announcements, and event information.
- Review content regularly for accuracy and clarity.
- Ensure website information is organized and user-friendly.

Social Media Management

- Create and schedule posts for the City's official social media accounts.
- Promote community events, public notices, and City initiatives.
- Monitor engagement and respond to inquiries as directed.
- Ensure posts align with City policies and branding standards.

Additional Support

- Assist with drafting press releases and public notices as needed.
 - Support special projects related to community outreach.
 - Attend occasional City meetings or events to gather content.
 - Perform related duties as assigned.
-

Qualifications

Minimum Qualifications:

- Current enrollment in or recent graduate of a degree program in Communications, Journalism, Public Relations, Marketing, Political Science, Public Administration, or a related field.
- Strong written and verbal communication skills.

- Proficiency with Microsoft Office or Google Workspace.
- Familiarity with social media platforms (e.g., Facebook, Instagram, X).

Preferred Qualifications:

- Experience with website content management systems (CMS).
 - Basic graphic design skills (e.g., Canva, Adobe Creative Suite).
 - Interest in local government or public service.
 - Ability to manage multiple deadlines and work independently.
-

Knowledge, Skills, and Abilities

- Excellent writing, editing, and proofreading skills.
 - Strong organizational and time-management abilities.
 - Ability to communicate complex information clearly and concisely.
 - Professional judgment and discretion when handling public information.
 - Ability to work collaboratively with City staff and elected officials.
-

Compensation

- Hourly wage (commensurate with experience and qualifications).
 - Flexible scheduling within regular City business hours.
 - Valuable experience in municipal communications and local government operations.
-

Work Environment

Work is primarily performed in an office setting with some remote flexibility, as approved. Occasional attendance at evening meetings or community events may be required.

How to Apply

Submit a resume, cover letter, and 1–2 writing samples (preferably newsletter, website, or social media content) to the City Administrator by the posted deadline.



Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	March 2, 2026
SUBMITTED BY:	Claire Stickler,Planning
ITEM TYPE:	Agenda Report
AGENDA SECTION:	General Business
SUBJECT:	Resolution 2026-10 Cardinal Pass 2nd Addition Preliminary Plat
BACKGROUND:	Cardinal Pass was initially platted in March 2025 to separate an existing home site (21480 Texas Ave - PID 041490010) from the rest of the lot's acreage, which became Outlot A. This proposed 2nd Addition of Cardinal Pass is for the development of the resulting Outlot A.
SUGGESTED ACTION:	See Staff Report for Full Staff Recommended Suggested Actions
ALTERNATIVES:	The City could deny the Preliminary Plat. The City could table the application and request additional information.
ATTACHMENTS:	City Council Staff Report - Cardinal Pass 2nd Addition Preliminary Plat - Reduced Size 03.02.2026 V2.pdf Resolution 2026-10 Cardinal Pass 2nd Addition Preliminary Plat 03.02.2026 V2.docx

To: City of Credit River Mayor and City Council
CC: Steve Jelinski, City Administrator
From: MSA Professional Services, Consulting City Planner
Date: February 24, 2026
Re: Preliminary Plat Application for Cardinal Pass 2nd Addition



Description of Request

The City received an application from Haven Development Company for a Preliminary Plat to construct 12 new home sites within the Cardinal Pass subdivision. The site is on the west side of Texas Ave (CSAH 27), and north of the Century Hills Development. There are public infrastructure improvements proposed as part of this request.

Ordinance Requirements

The subject property is zoned Rural Residential. This requires the development to consist of lots at least 2.5 acres in size and serviced by individual well and septic. This is reflected in the submitted plans from the applicant.

The following items are included in the packet for review:

1. Staff Report from Credit River Planning Staff for Preliminary Plat for Cardinal Pass 2nd Addition (dated February 11, 2026)
2. Staff Report from Shane Nelson, Hakanson Anderson (dated February 13, 2026)
3. Preliminary Plat
4. Preliminary Plan Set
5. Ghost Plat from Probe Engineering with Plan of the Area
6. Traffic Impact Analysis
7. Memo from Scott County Highway Department (dated February 9, 2026) and Follow-Up Email (dated February 19, 2026)
8. Memo from Scott County Environmental Services (dated February 13, 2026)

Background

Preliminary Plats provide the layout for lots and blocks for future sale and ownership of specific parcels. The Preliminary Plat uses the word “preliminary”; however, approval of a Preliminary Plat provides the developer with the ability to submit a Final Plat for approval that is in conformance with the approved preliminary plat as well as any conditions required with that approval, and any other applicable laws and regulations.

Cardinal Pass was initially platted in March 2025 to separate an existing home site (21480 Texas Ave – PID 041490010) from the rest of the lot's acreage, which became Outlot A. This proposed 2nd Addition of Cardinal Pass is for the development of the resulting Outlot A.

Land Use and Lots

The proposed land use is 12 residential home sites served by individual well and septic. The subject property is currently zoned Rural Residential and will retain this zoning through the platting process. Proposed stormwater ponding is located within the lots.

The proposed lots all appear to comply with the 2.5-acre lot size minimum for parcels in the Rural Residential District.

Lot Summary	Proposed Lot Size (2.5 Acre Minimum)	Area Outside Hydric and Easement (Min 1 Acre)
Block 1		
Lot 1	2.51	1.28
Lot 2	5.32	3.30
Lot 3	6.59	5.65
Lot 4	2.91	2.28
Lot 5	3.19	1.22
Lot 6	2.98	2.1
Lot 7	3.25	2.36
Lot 8	2.5	N/A
Lot 9	2.53	1.38
Lot 10	4.67	3.37
Block 2		
Lot 1	2.51	N/A
Lot 2	2.62	N/A

Access & Roads

The proposed home sites would be accessible from the southern abutting Century Hills development. Two streets are proposed: Bonita Way (an extension of Century Lane from Century Hills) and Cardinal Pass, which ends in a cul-de-sac on the eastern end and a temporary dead end on the western end for intended future development. The proposed streets do not have direct access to CSAH 27 (Texas Ave) to the east; rather, they connect to Century Lane and Kane Ave, which feed into CSAH 8 (217th St E) to the south.

The City of Credit River Comprehensive Plan and Scott County's County Road 27 Corridor Study depicted a full access intersection at CSAH 27 (Texas Avenue) and Cardinal Pass (within the proposed Cardinal Pass subdivision to the west of CSAH 27)/ Sundance Trail (to the east of 27). The Applicant has provided a Traffic Memo entitled "Cardinal Pass/Texas Avenue Intersection Analysis" in which the Applicant's consultant analyzed the feasibility/appropriateness of this intersection.

The City of Credit River Subdivision Regulations (945.020.Subd.21.J.2.) prohibits permanent cul-de-sacs, except in cases where wetlands, bluffs, steep slopes, or where a connection to an arterial roadway does not meet access spacing requirements. The proposed east permanent cul-de-sac is subject to the City determining that an intersection is not necessary at Cardinal Pass and CSAH 27. City staff has reviewed the traffic study with the Scott County Highway Department; their comment memo (dated February 9, 2026) and follow-up email (dated February 19, 2026) are provided. In summary they support the analysis provided by Stonebrook engineering and do not want to create any unsafe intersections. In order to give the County more time to study the intersection and keep the possibility of a connection there, they have requested the developer amend the plat to designate the proposed cul-de-sac as temporary, and to dedicate right-of-way from this cul-de-sac to CSAH 27 for potential future development should the County pursue it.

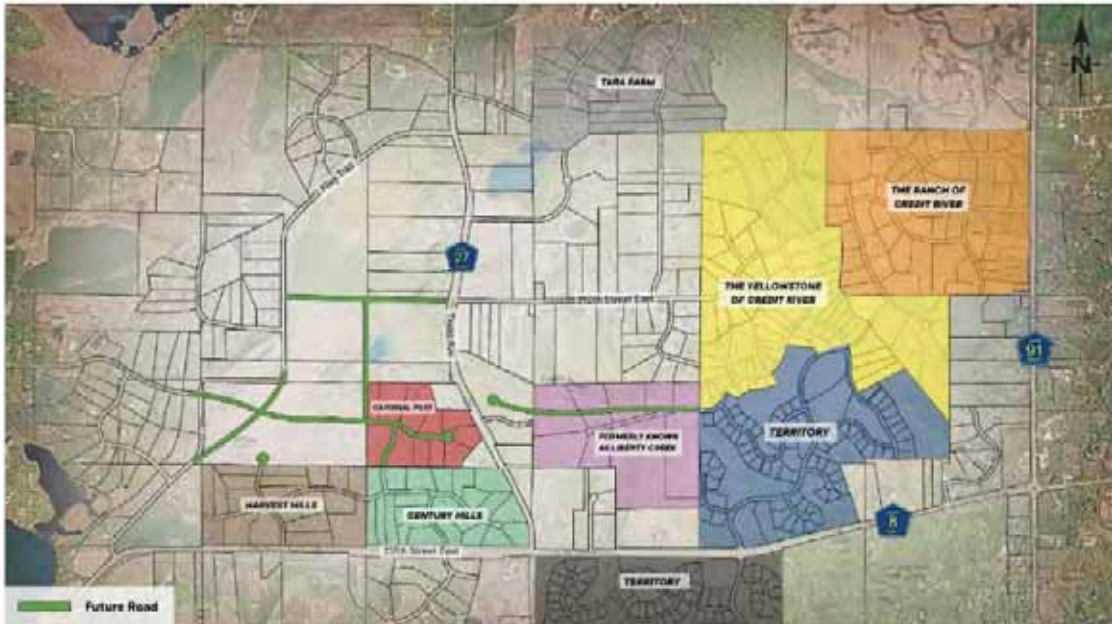
The Traffic Memo prepared by Stonebrooke Engineering cited the following in opposition to the speculative full access intersection:

- Insufficient Sight Distance – The proposed intersection provides 550 feet of sight distance. The minimum is 630 feet and the preferred is 800 feet for rural arterials.
- Density and Development Pattern – Due to constraints by wetlands, hydric soils and septic limitations, the development density is too low to justify another full access intersection.
- Traffic Flow and Neighborhood Impacts – Stonebrooke Engineering has determined that extending Sundance Trail west to Texas Avenue would increase traffic through the Territory subdivision, offer no meaningful connection to CSAH 27, and create a new full-access intersection without the density or spacing needed to warrant it.

If the intersection is not constructed, please note that it is City Staff's preliminary determination is that a connection to 210th Street E may not be feasible. Therefore, if an intersection is not constructed a likely outcome is that future traffic in this quadrant will utilize the Flag Trail intersection.

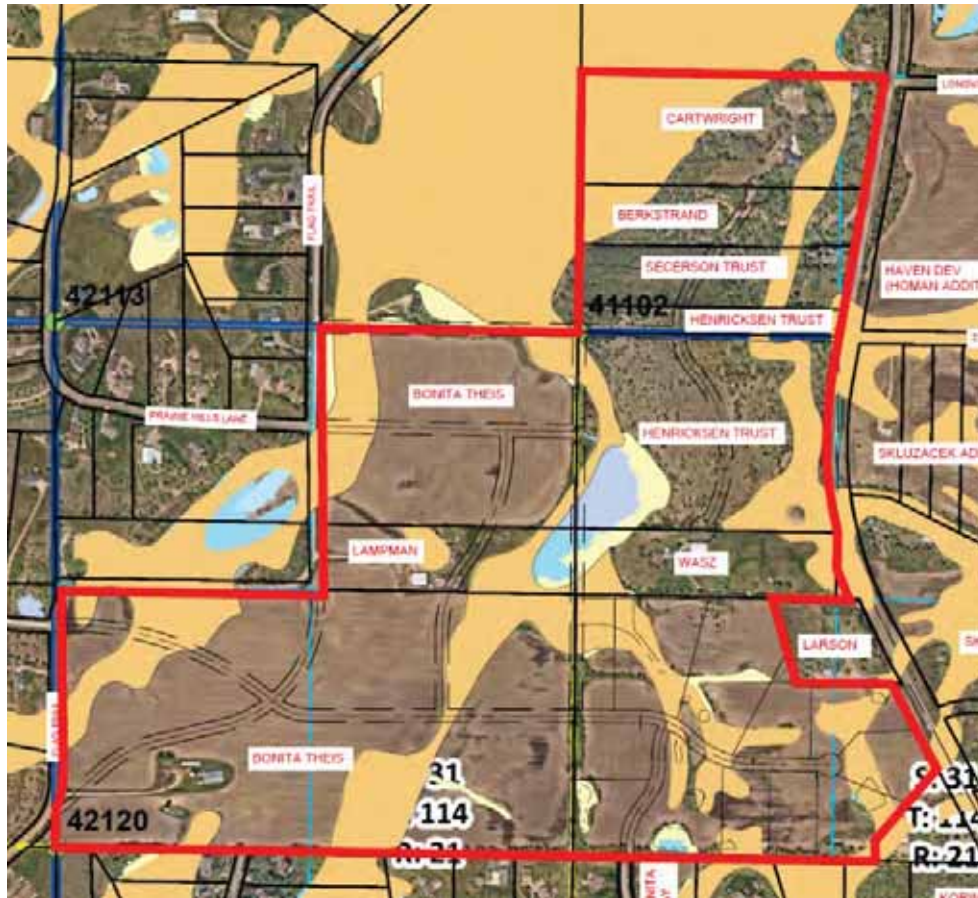
There are two conceptual area plans that were submitted with the Preliminary Plat application: one as part of the traffic study from Stonebrooke Engineering and the other from the developer's engineer, Chris Ockwig with Probe Engineering. City Staff's comments relating to each plan are outlined below as well as in the City Engineers memo.

Stonebrooke Engineering Traffic Memo – Plan of the Area



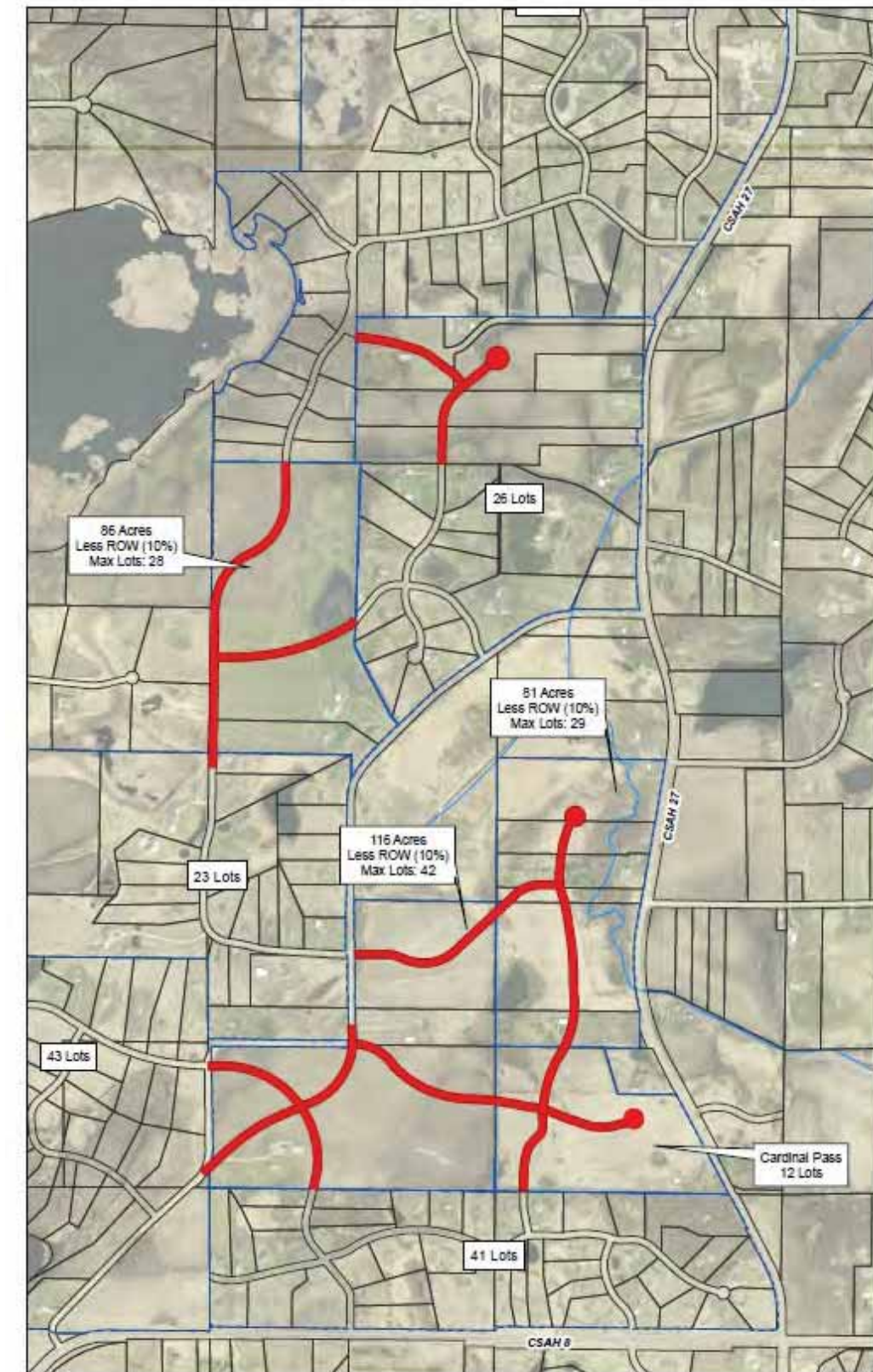
1. The cul-de-sac at the north end of Harvest Hills Drive is not permitted by City Code
2. The cul-de-sac at the west end of Sundance Trail (formerly known as Liberty Creek) is not permitted by City Code
3. The cul-de-sac at the east end of Cardinal Pass is only allowed if the City Council determines that the intersection to CSAH 27 is not feasible
4. The 210th Street E street connection, located directly north of the proposed Cardinal Pass subdivision, would require crossing the Credit River, just west of CSAH 27
 - a. It appears that a bluff may be present on the west side of the Credit River. A bluff is defined as a slope that rises at least 25 feet above a waterbody with an average slope of 30 percent or greater. Based on LIDAR topography, it appears that the slope rises at least 30 feet with a slope of approximately 50%. A crossing at this location may be challenging or infeasible.
5. A north-south road is depicted along the west plat line of Cardinal Pass. There is a large wetland complex just to the north of Cardinal Pass; therefore, the north-south road in the location shown is not feasible.

Probe Engineering Company – Plan of the Area

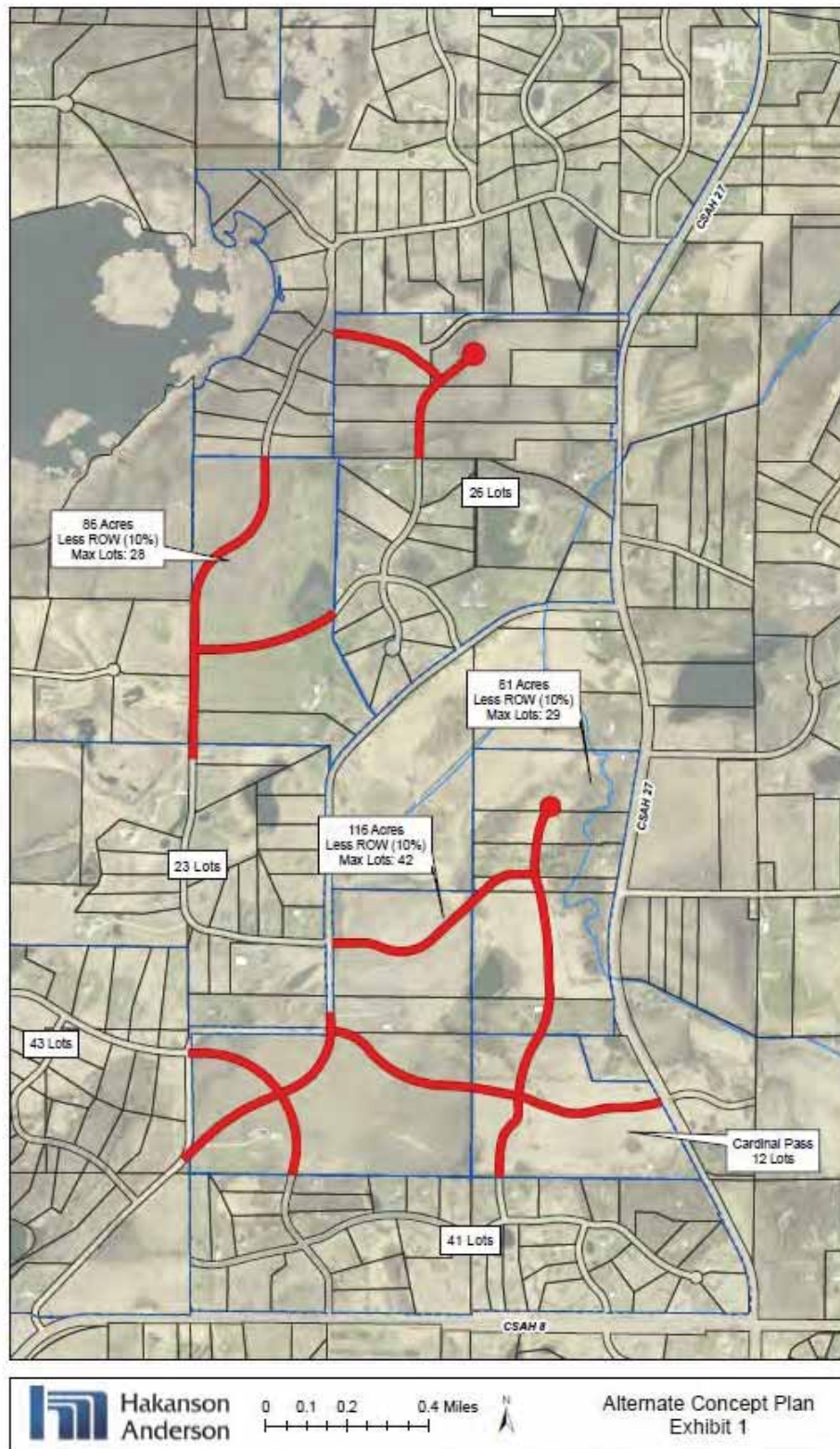


1. The cul-de-sac at the north end of Harvest Hills Drive is not permitted by City Code.
2. The permanent cul-de-sac extending from 210th Street E south into the Wasz property is not permitted by City Code.
3. The 210th Street E street connection would require crossing the Credit River, just west of CSAH 27
 - a. It appears that a bluff may be present on the west side of the Credit River. A bluff is defined as a slope that rises at least 25 feet above a waterbody with an average slope of 30 percent or greater. Based on LIDAR topography, it appears that the slope rises at least 30 feet with a slope of approximately 50%. A crossing at this location may be challenging or infeasible.
4. A north-south road is depicted along the west plat line of Cardinal Pass. There is a large wetland complex just to the north of Cardinal Pass, therefore the north-south road in the location shown is not feasible.

City Engineers Plan of the Area – With Cul-du-Sac at Cardinal Pass



City Engineers Plan of the Area – Without Cul-du-Sac at Cardinal Pass



Utilities

Stormwater ponding areas are located within lots and are represented on the submitted plans with a Drainage & Utility easement over them. A stormwater maintenance agreement will be required.

Homeowners Association

The Applicant is not proposing to establish a Homeowner's Association (HOA) for this development.

Park Dedication

Park dedication is required for this plat and will be calculated at the time of executing the development agreement.

Engineering

The engineering memo identifies items that will require additional staff review prior to approval of the final plat. The memo is included in your packet.

Septic Systems

The letter from Scott County Environmental Services is provided. The Applicant must address any items requested in the County's letter, and resubmit for review and comments from Scott County Environmental Services related to the ISTS prior to Final Plat approval.

Planning Commission Meeting and Public Hearing

The Planning Commission held a public hearing on February 19, 2026. The applicant was present and stated they do not support City staff's draft plan for the area, citing that the proposed north-south connection is not economically feasible. The applicant instead requested an alternative connection that would extend through a wetland area.

The Planning Commission expressed support for a temporary cul-de-sac connection to CSAH 27 due to safety concerns related to the sight-distance limitations identified in the traffic study. Scott County provided additional comment that a temporary cul-de-sac may be a preferable interim solution to allow for a future roadway connection, should it be pursued.

Residents from the Century Hills neighborhood expressed concerns regarding potential increases in traffic through their neighborhood. The developer stated that construction traffic would not be routed through Century Hills. No additional public comment was received.

Following the public hearing, the Planning Commission recommended approval by a vote of 5–0, subject to the conditions recommended by staff and with an amendment to revise the cul-de-sac condition as reflected in this staff report and the draft resolution.

Staff Recommendation

Planning staff recommends that the City of Credit River City Council:

- Adopt the staff report into the record;
- Accept the application, testimony, exhibits, and other evidence presented into the record; and
- Approve the Preliminary Plat with the following conditions:
 1. All outstanding comments from the City Planner and City Engineer’s memos shall be addressed prior to final plat submission.
 2. Updated plans are to be submitted to Scott County Environmental Services as required for their review and comment for compliance of septic suitability and proposed locations.
 3. The connection of Cardinal Pass to CSAH 27 shall be reviewed and confirmed by the City Council as having insufficient sight distance, therefore allowing the use of a cul-de-sac on the east end of Cardinal Pass.
 4. The proposed cul-de-sac, on the east end of the development property nearest CSAH27 shall be designated as temporary and right-of-way shall be dedicated between the cul-de-sac and CSAH 27 for the removal of the cul-de-sac and an extension of the interior subdivision road to CSAH27. The Preliminary Plat, Construction Plans, and Final shall be amended to reflect this change.
 5. The developer shall provide an updated preliminary plat that supports a northern street connection to the satisfaction of the City Council and City Staff prior to submittal of the final plat.
 6. The plat shall be updated to show where a driveway could be accommodated for 21480 Texas Ave to meet Scott County’s requirement that it be relocated off of Texas Avenue.

Alternative Actions

- The City Council could deny the Preliminary Plat.
- The City Council could table the application and request additional information.

To: City of Credit River Planning Commission
CC: Steve Jelinski, City Administrator
From: MSA Professional Services, Consulting City Planner
Date: February 12th, 2026
Re: Preliminary Plat Application for Cardinal Pass 2nd Addition



Description of Request

The City received an application from Haven Development Company for a Preliminary Plat to construct 12 new homesites within the Cardinal Pass subdivision. The site is on the west side Texas Ave (CSAH 27), and north of the Century Hills Development. There are public infrastructure improvements proposed as part of this request.

Ordinance Requirements

The subject property is zoned Rural Residential. This requires the development to consist of lots at least 2.5 acres in size and serviced by individual well and septic. This is reflected in the submitted plans from the applicant.

The following items are included in the packet for review:

1. Staff Report from Credit River Planning Staff for Preliminary Plat for Cardinal Pass 2nd Addition (dated February 11th 2026)
2. Staff Report from Shane Nelson, Hakanson Anderson (dated February 13th, 2026)
3. Preliminary Plat
4. Preliminary Plan Set
5. Ghost Plat from Probe Engineering with Plan of the Area
6. Traffic Impact Analysis
7. Memo from Scott County Highway Department

Background

Preliminary Plats provide the layout for lots and blocks for future sale and ownership of specific parcels. The Preliminary Plat uses the word “preliminary”, however, approval of a Preliminary Plat provides the developer with the ability to submit a Final Plat for approval that is in conformance with the approved preliminary plat as well as any conditions required with that approval, and any other applicable laws and regulations.

Cardinal Pass was initially platted in March 2025 to separate an existing home site (21480 Texas Ave – PID 041490010) from the rest of the lot's acreage, which became Outlot A. This proposed 2nd Addition of Cardinal Pass is for the development of the resulting Outlot A.

Land Use and Lots

The proposed land use is 12 residential homesites served by individual well and septic. The subject property is currently zoned Rural Residential and will retain this zoning through the platting process. Stormwater ponding is located within the lots.

The proposed lots all appear to comply with the 2.5-acre lot size minimum for parcels in the Rural Residential District.

Lot Summary	Proposed Lot Size (2.5 Acre Minimum)	Area Outside Hydric and Easement
Block 1		
Lot 1	2.51	1.28
Lot 2	5.32	3.30
Lot 3	6.59	5.65
Lot 4	2.91	2.28
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Lot 1	2.51	N/A
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Access & Roads

The proposed home sites would be accessible from the southern abutting Century Hills development. Two streets are being proposed: Bonita Way (an extension of Century Lane from Century Hills) and Cardinal Pass, which ends in a cul-de-sac on the eastern end and a temporary dead end on the western end for intended future development. The proposed streets do not have direct access to CSAH 27 (Texas Ave) to the east; rather, they connect to Century Lane and Kane Ave, which feed into CSAH 8 (217th St E) to the south.

The City of Credit River Comprehensive Plan and Scott County's County Road 27 Corridor Study depicted a full access intersection at CSAH 27 (Texas Avenue) and Cardinal Pass (within the proposed Cardinal Pass subdivision to the west of CSAH 27)/ Sundance Trail (to the east of 27). The Applicant has provided a Traffic Memo entitled "Cardinal Pass/Texas Avenue Intersection Analysis" in which the Applicant's consultant analyzed the feasibility/appropriateness of this intersection.

The City of Credit River Subdivision Regulations (945.020.Subd.21.J.2.) prohibits permanent cul-de-sacs, except in cases where wetlands, bluffs, steep slopes, or where a connection to an arterial roadway does not meet access spacing requirements. The proposed east permanent cul-de-sac is subject to the City determining that an intersection is not necessary at Cardinal Pass and CSAH 27. City staff has reviewed the traffic study with the Scott County Highway Department; their comments are provided.

The Traffic Memo prepared by Stonebrooke Engineering cited the following in opposition to the speculative full access intersection:

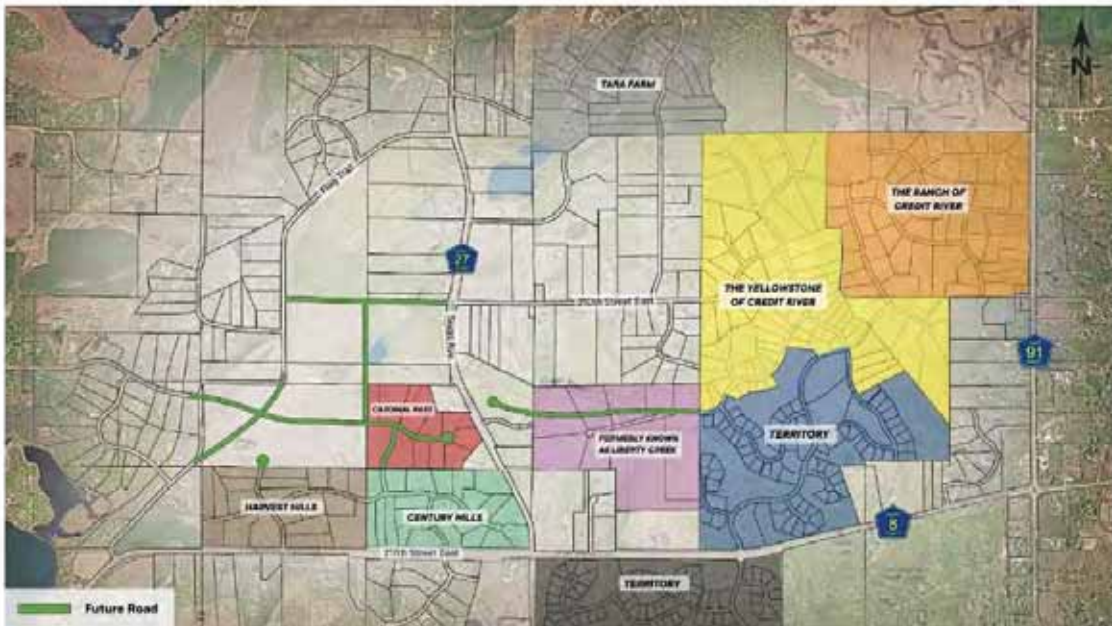
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- Density and Development Pattern – Due to constraints by wetlands, hydric soils and septic limitations, the development density is too low to justify another full access intersection.
- Traffic Flow and Neighborhood Impacts – Stonebrooke Engineering has determined that extending Sundance Trail west to Texas Avenue would increase traffic through the Territory subdivision, offer no meaningful connection to CSAH 27, and create a new full-access intersection without the density or spacing needed to warrant it.

City staff does not object to the proposed permanent cul-de-sac on the east end of Cardinal Pass. Safety of the traveling public is of the utmost importance, and therefore we would advocate for fewer full access intersections at safer locations as opposed to more full access intersections at less safe locations.

If the intersection is not constructed, please note that it is City Staff's preliminary determination is that a connection to 210th Street E may not be feasible. Therefore, if an intersection is not constructed a likely outcome is that future traffic in this quadrant will utilize the Flag Trail intersection.

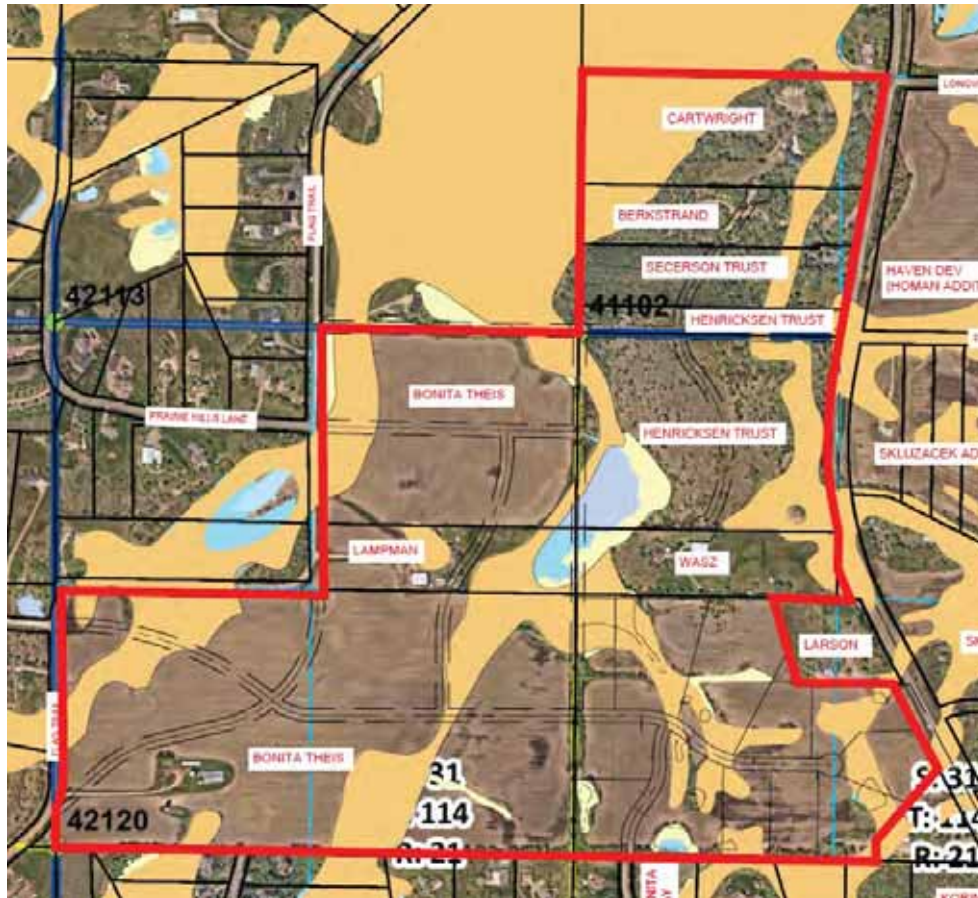
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Stonebrooke Engineering Traffic Memo – Plan of the Area



1. The cul-de-sac at the north end of Harvest Hills Drive is not permitted by City Code
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5. A north-south road is depicted along the west plat line of Cardinal Pass. There is a large wetland complex just to the north of Cardinal Pass; therefore, the north-south road in the location shown is not feasible.

Probe Engineering Company – Plan of the Area



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Utilities

Stormwater ponding lots and are represented on the submitted plans with a Drainage & Utility easement over them. A stormwater maintenance agreement will be required.

Homeowners Association

The Applicant is not proposing to establish a Homeowner's Association (HOA) for this development.

Park Dedication

Park dedication is required for this plat and will be calculated at the time of execution of the development agreement.

Engineering

The engineering memo identifies items that will require additional staff review prior to approval of the final plat. The memo is included in your packet.

Septic Systems

The Applicant must address any items requested in the County's letter, and resubmit for review and comments from Scott County Environmental Services related to the ISTS prior to Final Plat approval. The letter from Scott County Environmental Services was not provided at the time of the submittal of this memo.

Staff Recommendation

Planning staff recommends that the City of Credit River Planning Commission:

- Adopt the staff report into the record;
- Accept the application, testimony, exhibits, and other evidence presented into the record; and
- **Recommend approval** of the Preliminary Plat with the following conditions:
 1. All outstanding comments from the City planner memo (dated February 12th, 2026) and City engineer memo (dated February 13th 2026) shall be addressed prior to final plat submission.
 2. Updated plans are to be submitted to Scott County Environmental Services as required for their review and comment for compliance of septic suitability and proposed locations.
 3. The connection of Cardinal Pass to CSAH 27 shall be reviewed and confirmed by the City Council as having insufficient sight distance, therefore allowing the use of a permanent cul-de-sac on the east end of Cardinal Pass.
 4. The developer shall provide an updated preliminary plat that supports a northern street connection prior to submittal of the final plat.

5. The plat shall be updated to show where a driveway could be accommodated for 21480 Texas Ave to meet Scott County's requirement that it be relocated off of Texas Avenue.

Alternative Actions

- The Planning Commission could recommend denial of the Preliminary Plat.
- The Planning Commission could table the application and request additional information.



PRELIMINARY PLAT REVIEW
for
City of Credit River
by
Hakanson Anderson

Submitted to: City of Credit River

cc: Steven Devine-Jelinski, City Administrator
Claire Stickler, City Planner
Peter Mikhail, City Attorney
Garry Tupy, Applicant
Chris Ockwig, Probe Engineering Company, Inc.

Reviewed by: Shane Nelson, City Engineer
Alex Wilde, Hakanson Anderson

Date: February 13, 2026

Proposed Project: Cardinal Pass Second Addition

Street Location: Bonita Way

Owners of Record: Haven Development LLC

Jurisdictional Agencies:
(but not limited to) City of Credit River, Scott County, Scott WMO, MnDNR

Permits Required:
(but not limited to) City Approval, Scott County Approval, NPDES
Construction Permit

INFORMATION AVAILABLE

Cardinal Pass Second Addition Plan Set, dated July 22, 2025, prepared by Probe Engineering Company, Inc.

Cardinal Pass Second Addition Preliminary Plat, dated June 19, 2025, prepared by Probe Engineering Company, Inc.

Cardinal Pass Second Addition Geotechnical Evaluation, dated September 15, 2025, prepared by Chosen Valley Testing

Cardinal Pass / Texas Avenue Intersection Analysis, dated December 12, 2025, prepared by Stonebrooke Engineering, Inc.

Cardinal Pass 2nd Addition Stormwater Management Plan, dated July 1, 2025, prepared by Stonebrooke Engineering, Inc.

Wetland Investigation Cardinal Pass 21480 Texas Avenue, dated May 20, 2025, prepared by Anderson Engineering

Texas Avenue Site Line exhibit, dated 10/6/2025, prepared by Probe Engineering Company, Inc.

SITE ACCESS / VEHICULAR TRAFFIC

1. This project proposes to receive access from the existing street network that was constructed with the Century Hills development. Specifically, the site is proposed to gain access via Bonita Way from Century Lane and Kane Avenue which connect to CSAH 8 in the existing condition.

The City of Credit River Comprehensive Plan and the County Road 27 Corridor Study depicted a full access intersection at CSAH 27 (Texas Avenue) and Cardinal Pass (on the west)/ Sundance Trail (on the east). The Applicant has provided a Traffic Memo entitled "Cardinal Pass/Texas Avenue Intersection Analysis" in which the Applicant's consultant analyzed this intersection. (See Plan of Area section for additional discussion)

2. Cardinal Pass is proposed to extend west to east across the plat, with the west end terminating in a temporary cul-de-sac (to be extended in the future) and the east end terminating in a permanent cul-de-sac. The 450' approximate length of the west end cul-de-sac is acceptable given its temporary nature.

The City of Credit River Subdivision Regulations (945.020.Subd.21.J.2.) prohibits permanent cul-de-sacs, except in cases where wetlands, bluffs, steep slopes, or where a connection to an arterial roadway does not meet access spacing requirements. The proposed east permanent cul-de-sac is subject to the City finding that an intersection is not necessary and/or recommended at Cardinal Pass and CSAH 27. (See Plan of Area section for additional discussion)

3. The typical street section shall be in accordance with Standard Plate 101. The street section must be determined based on the subgrade soils as determined by

a Geotechnical Engineer. The final plans shall specify the road section to be utilized in accordance with City of Credit River Standard Plat No. 100 and the Geotechnical Report.

4. Based on the lot sizes, the statutory speed limit for this development will be 35-mph. The final design shall ensure that all horizontal and vertical curves meet a 35-mph design speed.
5. Based on the grading plan, it appears that the project will be using a rural roadway section. However, a note on the west end of Cardinal Pass on Sheet 4.1 states that "Temp. cul-de-sac shall be constructed with typical street section with concrete curb & gutter extended through temp. cul-de-sac." and "Bituminous wings shall be installed behind concrete C&G with a 45' radius including bituminous curb." The callout on the plan sheet shall be corrected.

WETLANDS

1. A Wetland Delineation Report was submitted and a Notice of Decision was issued on 7/24/2025. The delineation is valid for 5 years.
2. It will be necessary to establish the wetland buffers with native grasses. The final plans shall include a buffer establishment plan that will be adhered to by the Developer/Contractor.
3. The Wetland Buffer Establishment Plan must also include proper Wetland Buffer signage. Wetland Buffer Signage is available from the Scott County Natural Resources Office.

GRADING, DRAINAGE, AND EROSION CONTROL

1. The wetlands shall be labeled as Exceptional, High, Medium, or Low and appropriate buffer widths depicted on the final grading plans.
2. All easements and setback lines shall be depicted and labeled on the Final grading plans.
3. The contours (existing and proposed) do not depict the drainage around the temporary cul-de-sac at the west end of Cardinal Pass. Please add the proposed design contours to depict a ditch to route stormwater along the temporary cul-de-sac.
4. Drintile is required in the sand section of the roadway at low points to allow for proper drainage of the road subgrade. Final plans shall depict drintile of at least 50 feet in either direction from the low spot in Cardinal Pass at STA 4+60 and shall terminate with a pre-cast concrete headwall. Please include a callout labeling for "4" Perf. PVC Pipe and Precast Concrete Headwalls".

5. Please add the City of Credit River Silt Fence Standard Plate 501 to the details as well as proper details for ditch checks, culvert end controls, etc to the final plans.
6. The Applicant shall provide construction details and information for the Filtration Basins with the final plans. Specifically, depict and label outlet information (RCP Outlet Structure and pipe), emergency overflow, HWL, etc.
7. The 100-year HWL of all wetlands shall be determined and labeled on the Grading Plan.

STORMWATER

1. The Applicant is proposing to manage stormwater with constructed Filtration Basins. The final stormwater management design shall be in accordance with City ordinances and the City of Credit River Engineering Manual.
2. The Hydrocad model must utilize pre-settlement conditions and the proposed run-off rates may not exceed the pre-settlement rates. Please revise the Subcatchment descriptions and associated runoff curve numbers such that they are consistent with pre-settlement conditions, as required by City ordinances.

(For example, the pre-settlement conditions for Subcatchment 1S, 2S, 3S, 4S, 5S, 6S, 7S, and 8S would not consist of row crops in the pre-settlement condition. However, they may have consisted of woods or prairie.)

PRELIMINARY PLAT

1. The road network and lot layout as depicted upon the preliminary plat is subject to City Council review. Please refer to the Plan of the Area section for discussion on the road connection to CSAH 27. Also please see the Plan of the Area section for discussion regarding a road connection from Cardinal Pass to the north property line (between Lots 2 and 3, Block 1).

PLAN OF AREA

1. Plan of Area. Two Conceptual Plans of the Area were provided by the Applicant. The first conceptual Plan of the Area is included in Section 4 of the Stonebrooke Engineering Traffic Memo. Staff's comments related to this Plan of the Area are as follows:
 - a) The cul-de-sac at the north end of Harvest Hills Drive is not permitted by City Code

- b) The cul-de-sac at the west end of Sundance Trail (formerly known as Liberty Creek) is not permitted by City Code
- c) The cul-de-sac at the east end of Cardinal Pass is only allowed if the City Council determines that the intersection to CSAH 27 is not feasible
- d) The 210th Street E street connection would require crossing the Credit River, just west of CSAH 27
- e) It appears that a bluff may be present on the west side of the Credit River. A bluff is defined as a slope that rises at least 25 feet above a waterbody with an average slope of 30 percent or greater. Based on LIDAR topography, it appears that the slope rises at least 30 feet with a slope of approximately 50%. A crossing at this location may be challenging or unfeasible.
- f) A north-south road is depicted along the west plat line of Cardinal Pass. There is a large wetland complex just to the north of Cardinal Pass. The north-south road as depicted on this plan of the area is not feasible.

Probe Engineering Company Plan of the Area. Staff's comments pertaining to the Probe Engineering Plan of the Area are as follows:

- a) The cul-de-sac at the north end of Harvest Hills Drive is not permitted by City Code.
- b) The permanent cul-de-sac extending from 210th Street E south into the Wasz property is not permitted by City Code.
- c) The 210th Street E street connection would require crossing the Credit River, just west of CSAH 27.
- d) It appears that a bluff may be present on the west side of the Credit River. A bluff is defined as a slope that rises at least 25 feet above a waterbody with an average slope of 30 percent or greater. Based on LIDAR topography, it appears that the slope rises at least 30 feet with a slope of approximately 50%. A crossing at this location may be challenging or unfeasible.
- e) A north-south road is depicted along the west plat line of Cardinal Pass. There is a large wetland complex just to the north of Cardinal Pass, therefore the north-south road in the location shown is not feasible.

2. Street Connection to CSAH 27. As previously discussed, past planning efforts by the City of Credit River and Scott County contemplated a full access intersection at CSAH 27 and Cardinal Pass / Sundance Trail.

The Traffic Memo prepared by Stonebrooke Engineering cited the following:

- Insufficient Sight Distance – the proposed intersection provides 550 feet of sight distance. The minimum is 630 feet and the preferred is 800 feet for rural arterials. Please see the "Texas Avenue Site Line" exhibit prepared by Probe Engineering Company, Inc. – as shown the deficient sight lines are to the north of the intersection.

- Density and Development Pattern – Due to constraints by wetlands, hydric soils and septic limitations, the development density is too low to justify another full access intersection.
- Traffic Flow and Neighborhood Impacts – Stonebrooke Engineering has determined that extending Sundance Trail west to Texas Avenue would: increase traffic through the Territory subdivision; offer no meaningful connection to CSAH 27; create a new full-access intersection without the density or spacing needed to warrant it.

SEPTIC SYSTEMS

1. Septic sites are subject to review and approval by Scott County Environmental Services.

WATER SUPPLY

1. Individual wells are proposed to provide water supply to the proposed lots. Wells must meet the requirements of the Minnesota Department of Health and applicable state laws and regulations.

OTHER ITEMS

1. The final plans must be certified by the professional engineer that prepared them.
2. In accordance with Credit River Engineering Manual, all sheets for the Final Development plans shall be 22 x 34 inches in size at a maximum scale of 1" = 50'.
3. Please add an all-encompassing legend to the plan set so that the linework and hatches can be distinguished appropriately.
4. The Applicant shall comply with all requirements from Scott County Highway Department, which includes relocating the driveway from the original homestead. Please depict the driveway relocation on the final plans, unless otherwise negotiated.
5. Please depict proposed tree clearing in the plans.

SUMMARY AND/OR RECOMMENDATION

The general layout of the proposed preliminary plat is conducive to the property and generally supported, however, we would offer the following in regards to the CSAH 27 street connection and Plan of the Area:

1. CSAH 27 Street Connection. The Applicant has provided documentation indicating insufficient sight distance at the proposed location of the street connection. Specifically, there is a deficiency to the north of the location of the possible street connection due to the vertical alignment of CSAH 27.

Given the insufficient Sight Distance, City staff does not object to the proposed permanent cul-de-sac on the east end of Cardinal Pass. Safety of the traveling public is of the utmost importance, and therefore we would advocate for fewer full access intersections at safer locations as opposed to more full access intersections at less safe locations.

If the intersection is not constructed, please note that it is City Staff's preliminary determination is that a connection to 210th Street E may not be feasible. Therefore, if an intersection is not constructed a likely outcome is that future traffic in this quadrant will utilize the Flag Trail intersection. There is an existing CSAH 27 south bound right turn lane and CSAH 27 north bound bypass lane at Flag Trail.

CSAH 27 is a county highway and under the jurisdiction of the Scott County Highway Department. Scott County Highway Department has provided a comment letter, dated February 9, 2026, with comments pertaining to the intersection. We would recommend that the City defer the final decision of the street connection to the Scott County Highway Department after they have received the necessary information to complete their review.

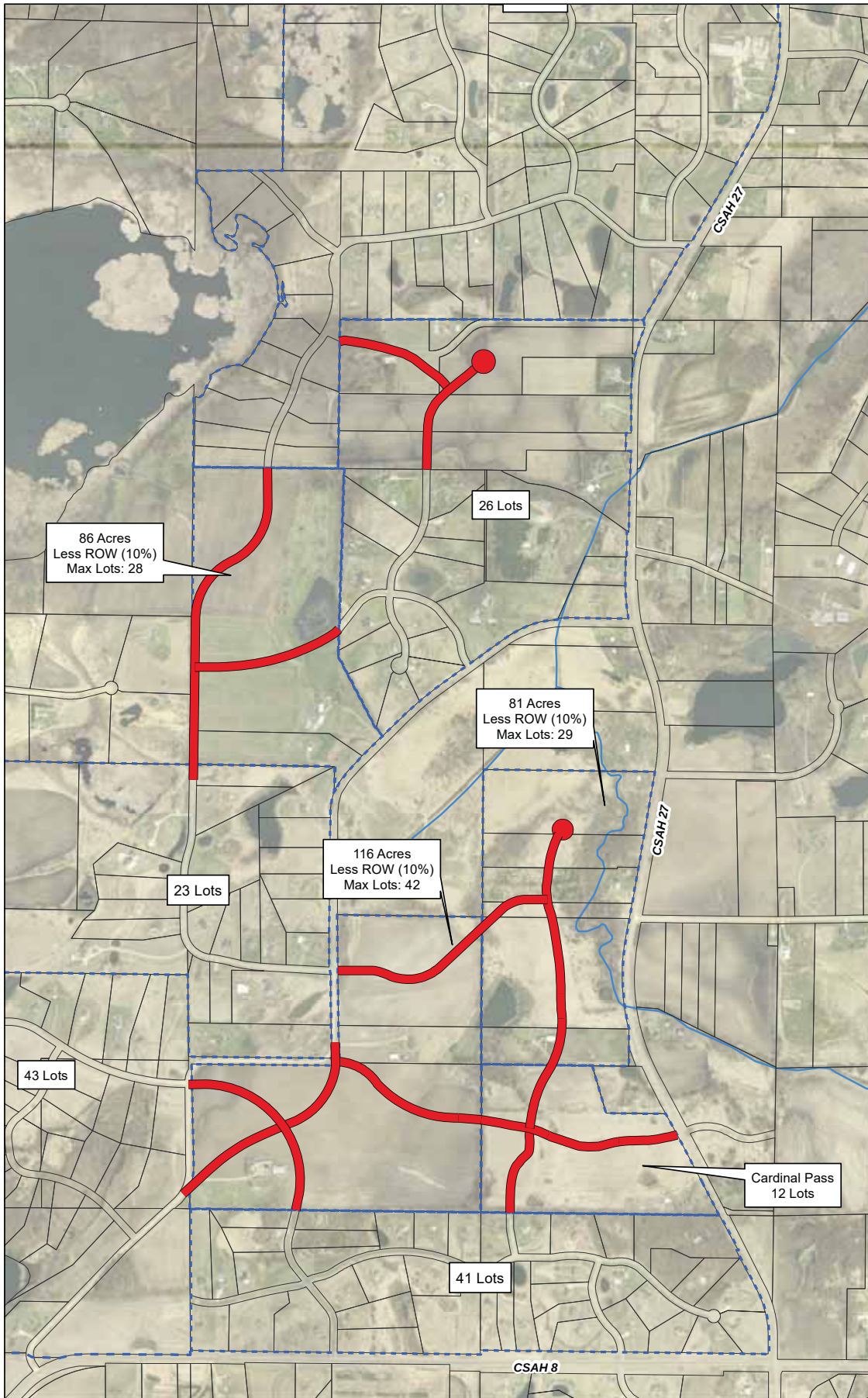
2. Plan of Area. As noted herein, City staff identified concerns with the two Plan of the Areas provided by the Applicant. Therefore, we prepared "Alternate Concept Plans" to illustrate possible development patterns which would conform to City Code. We would summarize as follows:

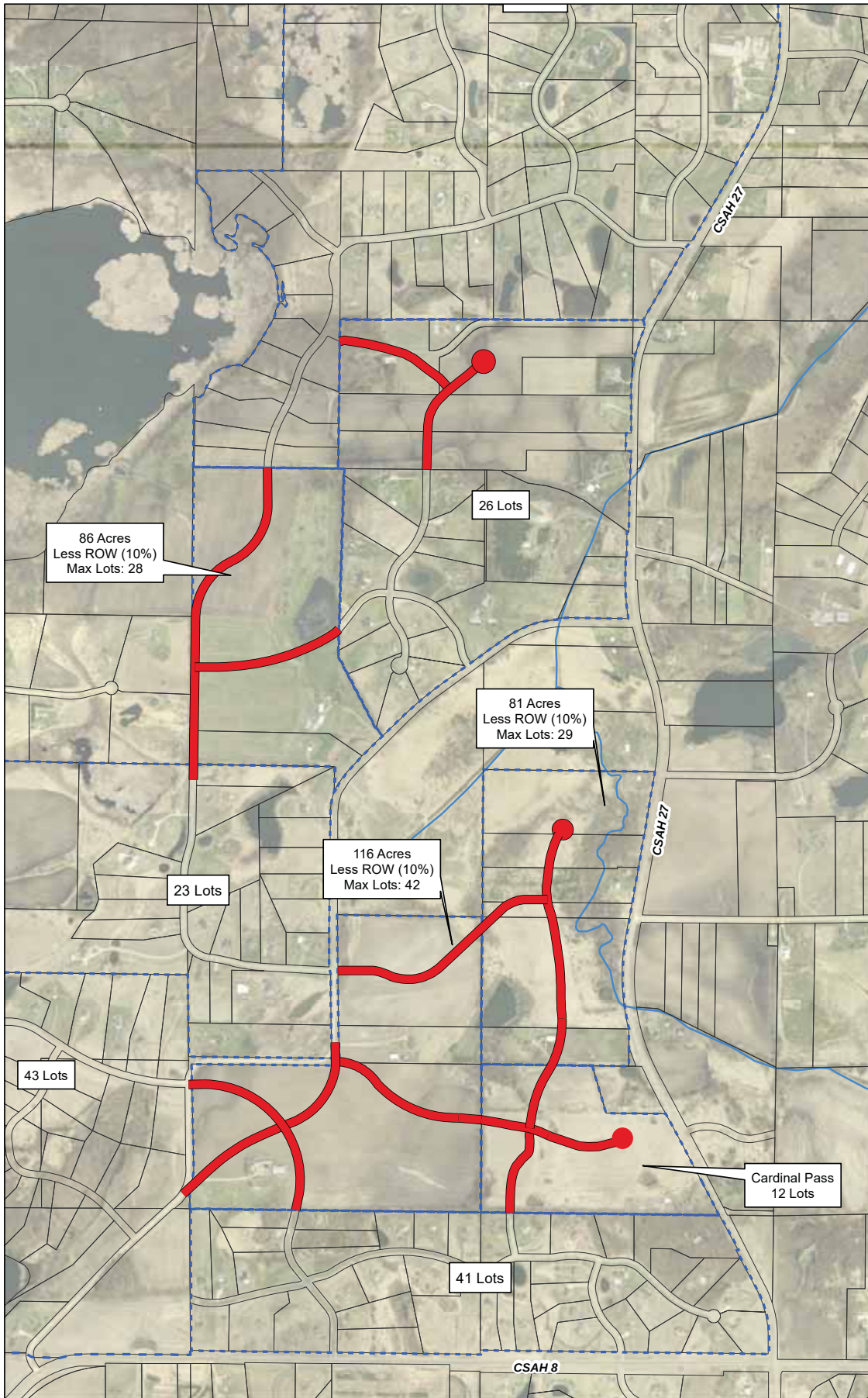
- a. Alternate Concept Plan Exhibit 1. This Plan of the Area illustrates a likely future development pattern with the street connection to CSAH 27.

We would note that with this Alternate Concept Plan, there would be a relatively small proportion of lots that would be likely to utilize the new intersection as a primary route.

- b. Alternate Concept Plan Exhibit 2. This Plan of the Area illustrates a likely future development pattern without the street connection to CSAH 27.

In both Alternate Concept Plans of the area, we have determined that a north south extension of Bonita Way to the north plat line of Cardinal Pass 2nd Addition is necessary to allow for future development of adjacent parcels consistent with City Code.





LOT SUMMARY	PROPOSED LOT ACREAGE (2.5 ACRE MINIMUM)	ACREAGE OUTSIDE HYDRIC AND EASEMENT
BLOCK 1		
LOT 1	2.51	1.28
LOT 2	5.32	3.30
LOT 3	6.59	5.65
LOT 4	2.91	2.28
LOT 5	3.19	1.22
LOT 6	2.98	2.10
LOT 7	3.24	2.36
LOT 8	2.50	
LOT 9	2.53	1.38
LOT 10	4.67	3.37
BLOCK 2		
LOT 1	2.51	
LOT 2	2.62	
ROW	3.30	

TOTAL PLATED AREA = 44.87 AC.

Legal Description:
OUTLOT A, CARDINAL PASS, Scott County,
Minnesota, according to the recorded plat thereof.

SITE AREA
44.87 AC.

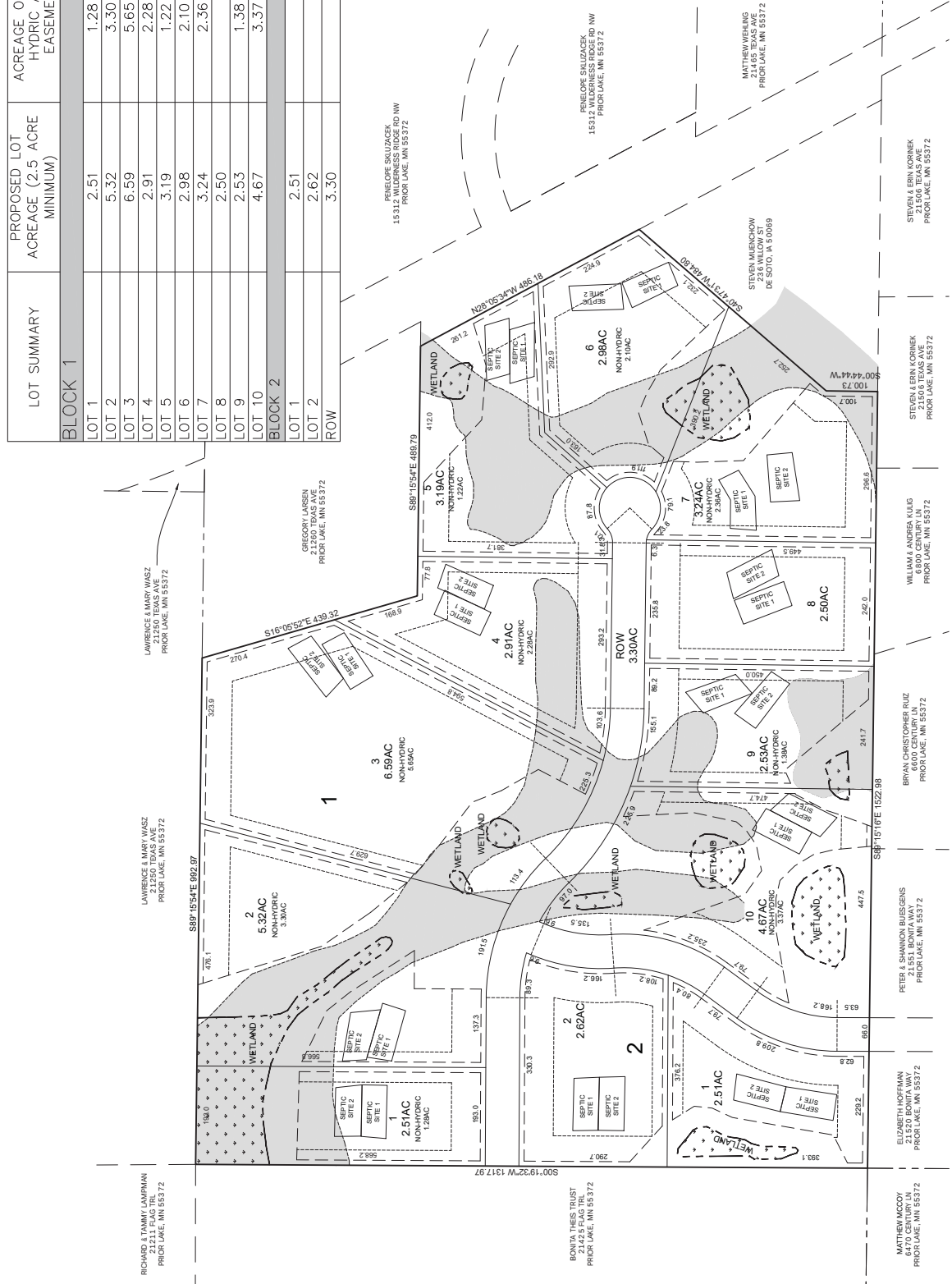
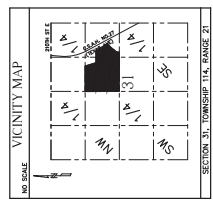
SETBACKS: FRONT = 150' FROM CL OF CSAH OR;
SIDE = 20'
REAR = 60'
30 FOOT BUILDING SETBACK FROM EDGE OF WETLAND

ENCROACHMENT AGREEMENT REQUIRED FOR POSSIBLE
SEWERAGE AND SEPTIC PIPES IN DRAINAGE AND UTILITY
EASEMENTS.
DEVELOPER REQUEST THIS TO BE APPROVED AS PART OF THE
FINAL PLAT AND RMP.

ACTUAL ENCROACHMENT AGREEMENT (IF NECESSARY) WILL BE
PREPARED AT THE TIME OF HOME CONSTRUCTION

SUBJECT PARCEL AND ALL ADJACENT PARCELS ARE ZONED RR
ACCORDING TO THE FUTURE LAND USE MAP. ON PAGE 2-19 OF
THE CITY'S COMPREHENSIVE PLAN. THE SUBJECT PARCEL, AND
ALL ADJACENT PARCELS, ARE DESIGNATED RURAL RESIDENTIAL.

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THIS



CONSULTING ENGINEERS,
PLANNERS AND LAND SURVEYORS

1000 EAST 146th STREET, BURNSVILLE, MINNESOTA 55337 PH (952)432-3000

DATE: 01/02/2025 - REG. NO. 190186

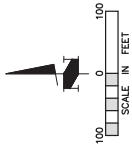
1. I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED LAND SURVEYOR
UNDER THE LAWS OF THE STATE OF MINNESOTA.

PREPARED FOR:
HAVEN DEVELOPMENT
505 COTTONWOOD AVE SE
PRIOR LAKE, MN 55372

DESIGNED: []
CHECKED: []
DATE: 7/10/2025
SCALE: AS SHOWN
JOB NO.: 192241

PRELIMINARY PLAT
CARDINAL PASS SECOND ADDITION
CITY OF CREDIT RIVER.

SHEET
1
REV. 2

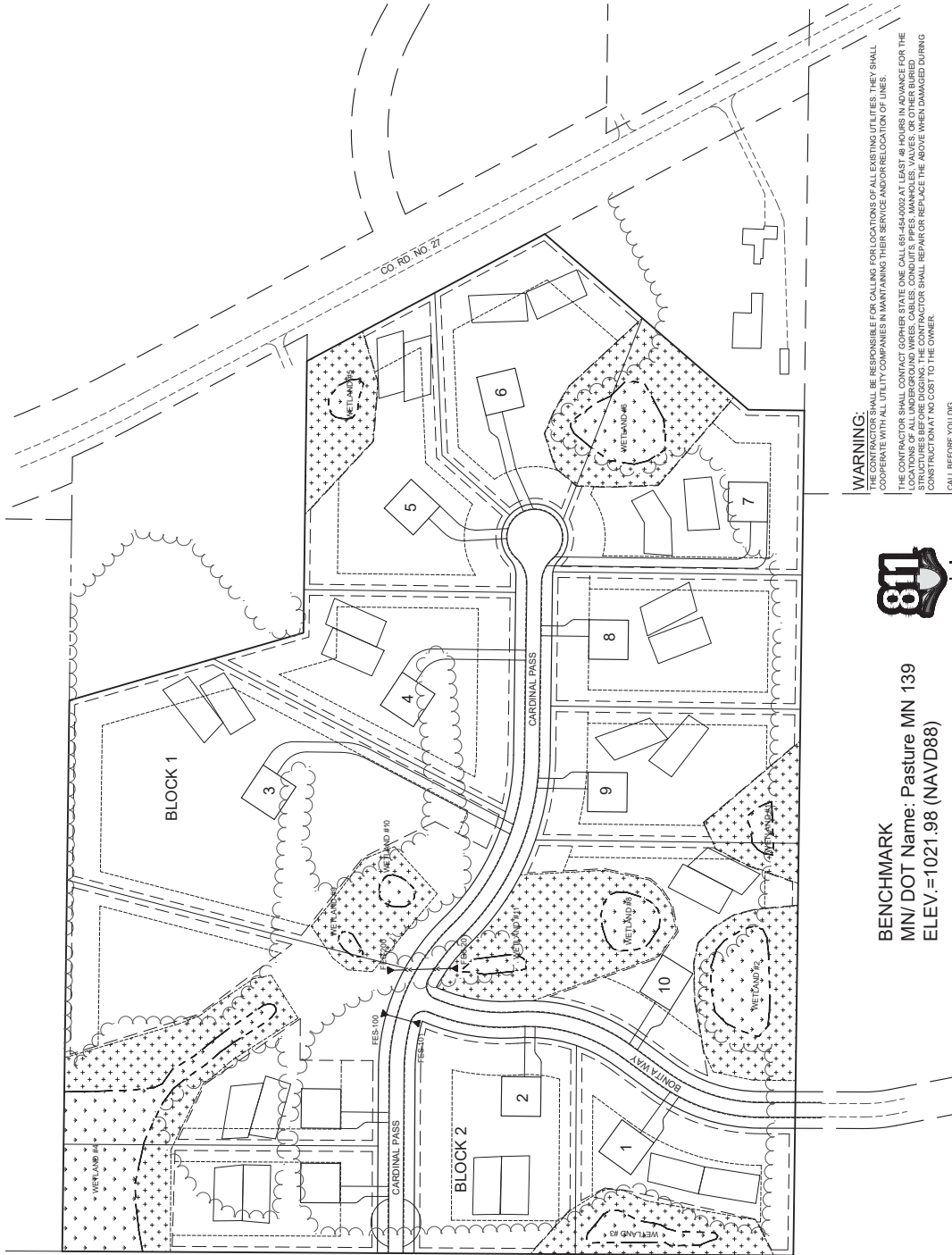
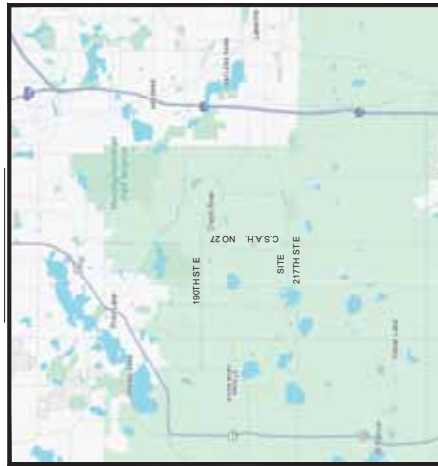


PLAN SHEET INDEX		
COVER SHEET	1.0	
GRADING PLAN	2.0	
STORM SEWER	3.0	
STREET PLANS	4.0-4.1	
EROSION CONTROL & SEEDING PLAN	5.0	
DETAILS	6.0	
EXISTING CONDITIONS	7.0	
SWPPP	8.0	

- NO SIGNIFICANT TREES TO BE REMOVED DURING SITE GRADING
- PRIVATE UTILITY LAYOUT TBD BY PRIVATE UTILITY COMPANIES

NO.	DATE	REVISION	SHEETS
1	6/19/2025	PER CITY COMMENTS & REVISED LAYOUT	1.0, 2.0, 3.0, 4.0, 4.1, 5.0
2	7/22/2025	PER CITY COMMENTS	1.0, 2.0, 5.0 & 7.0

VICINITY MAP



WARNING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND/OR RELOCATION OF LINES.
THE CONTRACTOR SHALL CONTACT Gopher State ONE CALL 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PEES, MANHOLES, VALVES, OR OTHER BURIED UTILITIES. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
CALL BEFORE YOU DIG
GOPHER STATE ONE CALL
TWIN CITIES AREA 651-454-0002
TOLL FREE 1-866-262-1186



BENCHMARK
MN/DOT Name: Pasture MN 139
ELEV. = 1021.98 (NAVD88)

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE PROFESSIONAL ENGINEERING ACT OF THE STATE OF MINNESOTA.

DRAFT

PROFESSIONAL ENGINEERING COMPANY, INC.
CONSULTING ENGINEERS, PLANNERS and LAND SURVEYORS
1000 EAST 146th STREET, BURNSVILLE, MINNESOTA 55337 PH (952)432-3000

PREPARED FOR:
HAVEN DEVELOPMENT
505 COTTONWOOD AVE SE
PRIOR LAKE, MN 55372

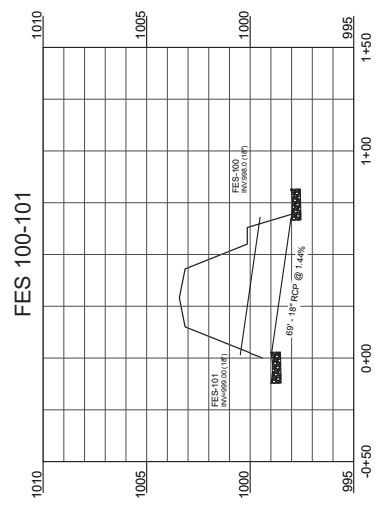
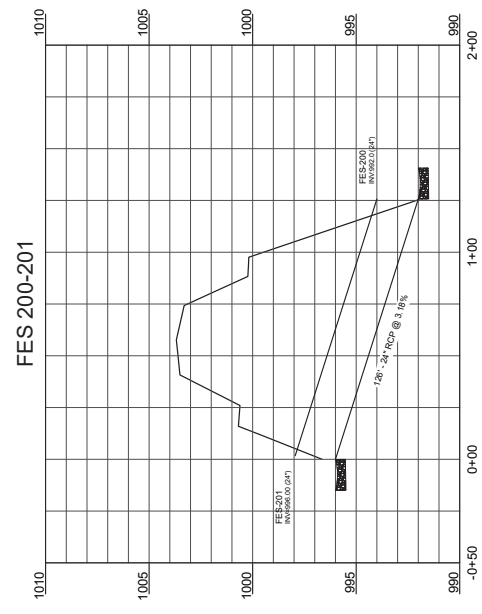
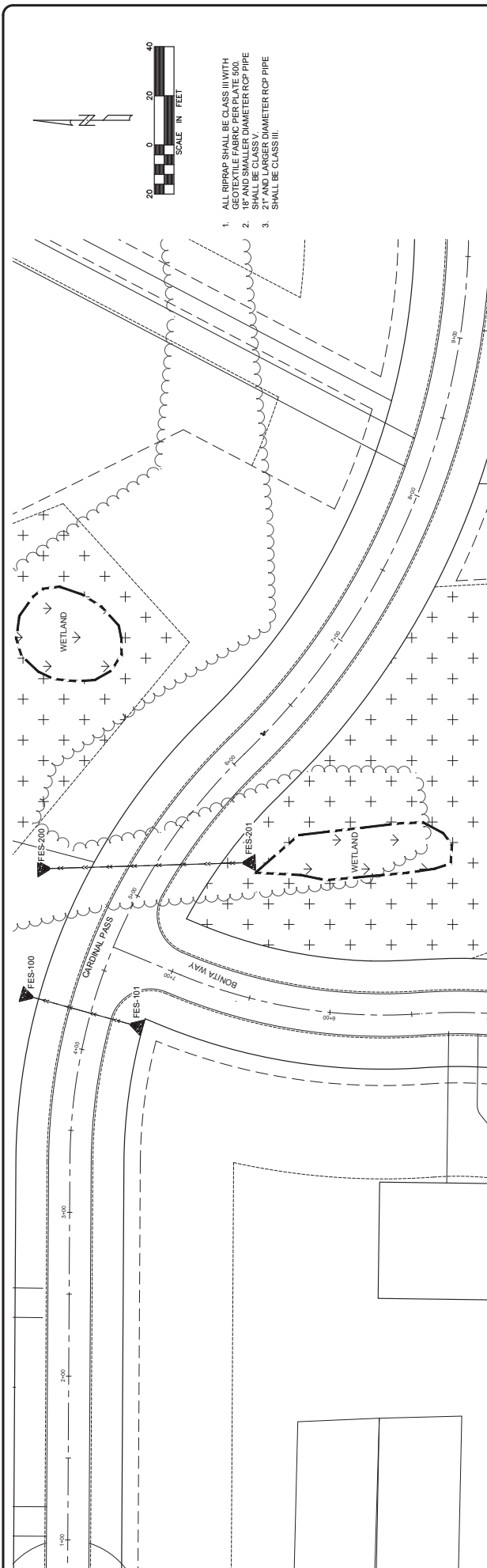
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DRAWN: [blank] DATE: 7/27/2025
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JOB NO. 1822511

COVER SHEET

CARDINAL PASS SECOND ADDITION

CITY OF CREDIT RIVER.

SHEET 1.0
REV. 2
MINNESOTA



PROFE ENGINEERING COMPANY, INC.
CONSULTING ENGINEERS,
PLANNERS and LAND SURVEYORS
1000 EAST 146TH STREET, BURNSVILLE, MINNESOTA 55337 PH (952)432-3000

STORM SEWER PLAN
CARDINAL PASS SECOND ADDITION
CITY OF CREDIT RIVER

DESIGNED: _____ CHECKED: _____
DRAWN: _____ DATE: 2/1/2020
SCALE: AS SHOWN
JOB NO. 1872211

PREPARED FOR:
HAVEN DEVELOPMENT
505 COTTONWOOD AVE SE
PRIOR LAKE, MN 55372

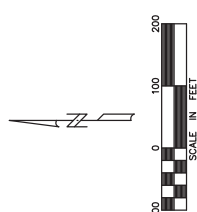
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE PROFESSIONAL ENGINEERING ACT OF THE STATE OF MINNESOTA.

DRAFT

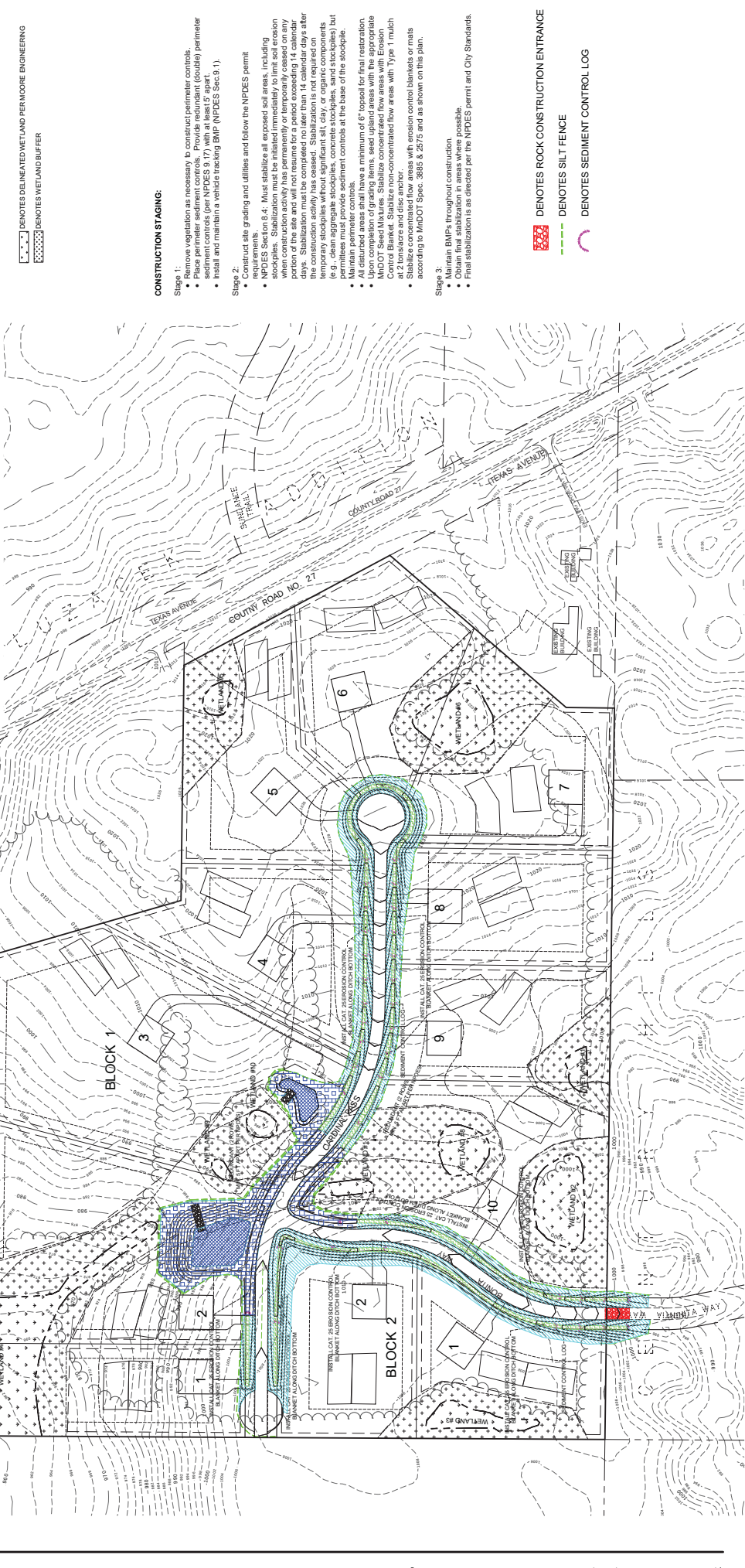
DATE: _____ REV. NO. _____

SHEET 3.0
REV. 1

MINNESOTA



- LEGEND**
- SEED MIXTURE 33-261
EROSION CONTROL, CATEGORY 20
FERTILIZER TYPE 4
INCLUDES MAINTENANCE
 - SEED MIXTURE 25-141
EROSION CONTROL, CATEGORY 20
FERTILIZER TYPE 4
INCLUDES MAINTENANCE
 - SEED MIXTURE 35-241
EROSION CONTROL, CATEGORY 20
FERTILIZER TYPE 4
INCLUDES MAINTENANCE
 - SEED MIXTURE 25-141
EROSION CONTROL, CATEGORY 20
FERTILIZER TYPE 4
INCLUDES MAINTENANCE



CONSTRUCTION STAGING:

- Stage 1:**
- Remove vegetation as necessary to construct perimeter controls.
 - Place perimeter sediment controls. Provide redundant (double) perimeter controls.
 - Install and maintain a vehicle tracking BMP (NPDES Sec.9.1).
- Stage 2:**
- Construct site grading and utilities and follow the NPDES permit
 - NPDES Section 8.4. Must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and not resume for a period exceeding 14 calendar days. Stabilization must be initiated within 14 days after the construction activity has ceased. Stabilization is not required on temporary stockpiles without significant silt, clay, or organic components (e.g., clean aggregate stockpiles, concrete stockpiles, sand stockpiles) but must be initiated on all other stockpiles.
 - Maintain perimeter controls.
 - All disturbed areas shall have a minimum of 6" topsoil for final restoration.
 - Upon completion of grading items, seed upland areas with the appropriate MNDOT Seed Mixture. Stabilize concentrated flow areas with Erosion Control Blanket (ECB) or Erosion Control Blanket (ECB) at 2 ton/acre and disc anchor.
 - Stabilize concentrated flow areas with erosion control blankets or mats according to MNDOT Spec. 3885 & 2575 and as shown on this plan.
- Stage 3:**
- Maintain BMPs throughout construction.
 - Obtain final stabilization in areas where possible.
 - Final stabilization is as directed per the NPDES permit and City Standards.

- DENOTES ROCK CONSTRUCTION ENTRANCE
- DENOTES SILT FENCE
- DENOTES SEDIMENT CONTROL LOG

PROFESSIONAL ENGINEERING
CONSULTING ENGINEERS,
PLANNERS AND LAND SURVEYORS
1000 EAST 146TH STREET, BURNSVILLE, MINNESOTA 55337 PH (952)432-3000
FAX (952)432-3000
WWW.PROFESSIONALENGINEERING.COM

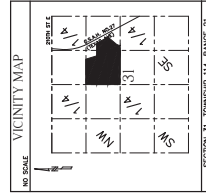
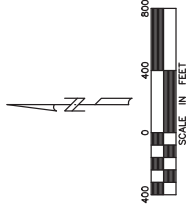
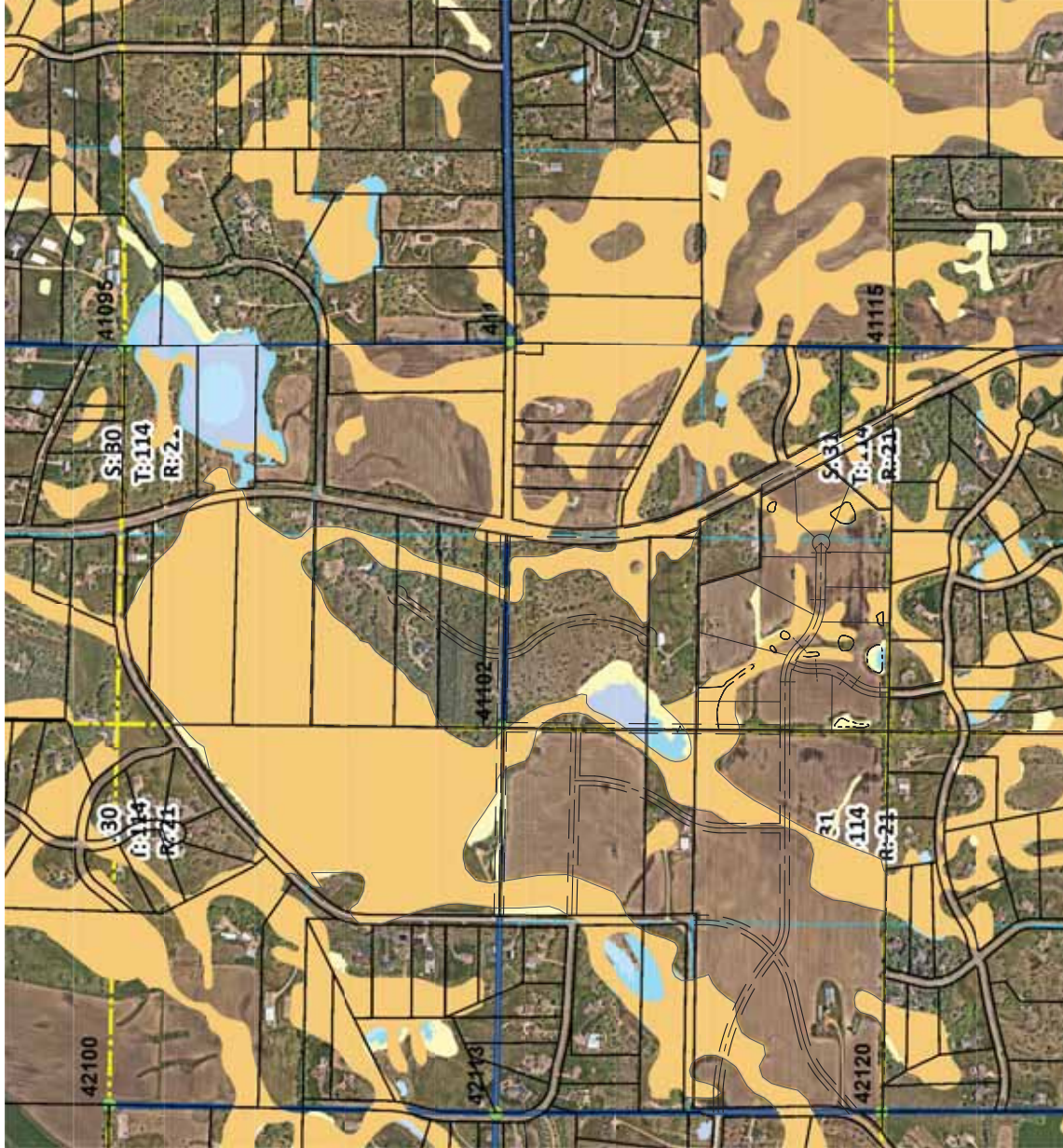
DESIGNED FOR:
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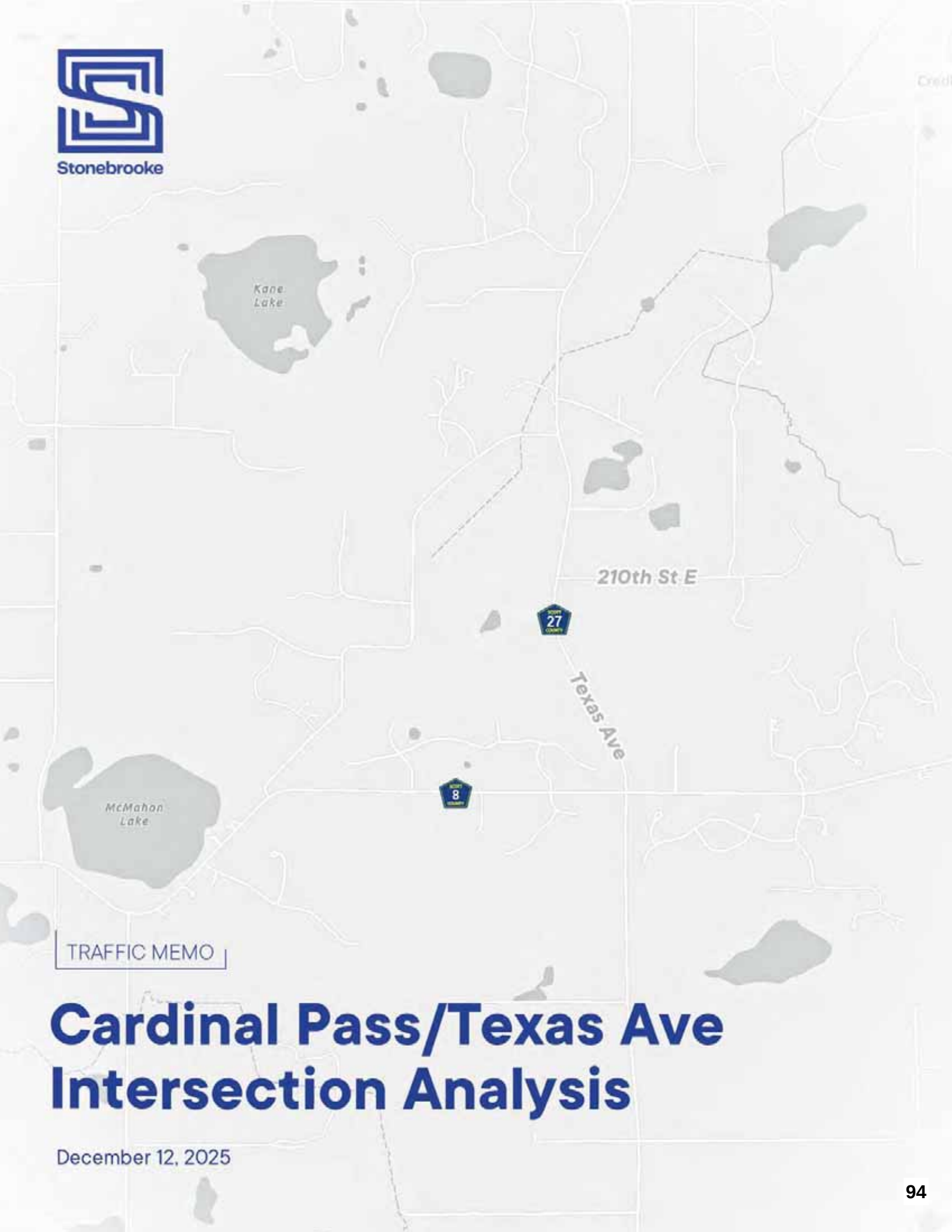
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DATE: 2/1/2025
SCALE: AS SHOWN
JOB NO.: 1872211

EROSION CONTROL, SEEDING & WETLAND BUFFER ESTABLISHMENT PLAN
CARDINAL PASS SECOND ADDITION
SHEET 2
MINNESOTA

CARDINAL PASS SECOND ADDITION

GHOST PLAT - REV 12-22-2025





TRAFFIC MEMO

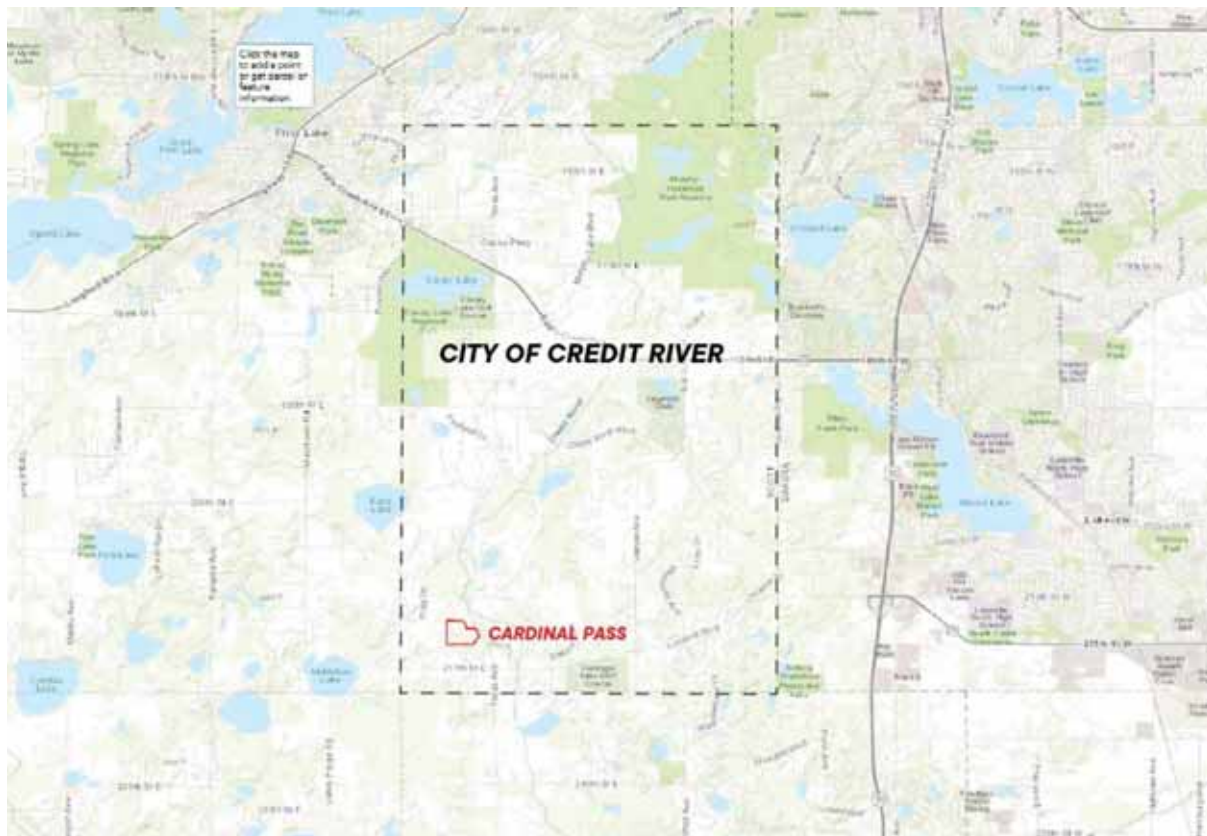
Cardinal Pass/Texas Ave Intersection Analysis

December 12, 2025

1. Purpose

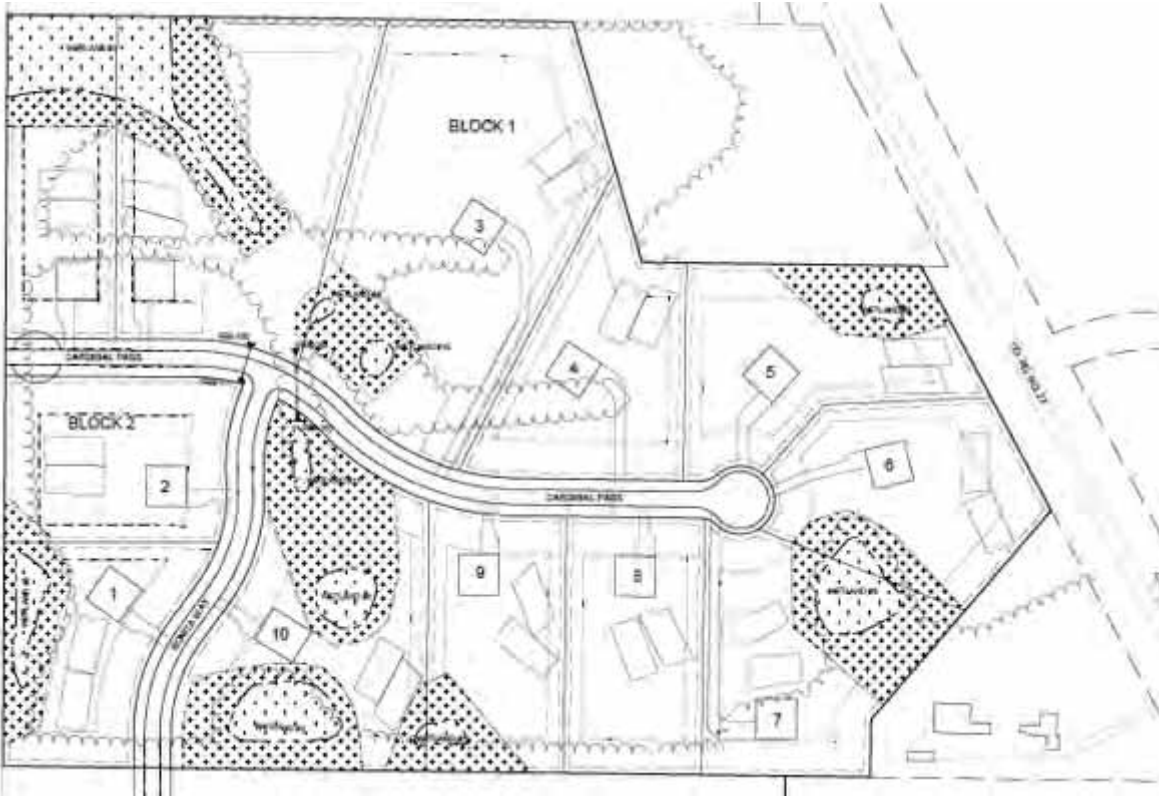
The purpose of this memorandum is to evaluate whether a new intersection at Sundance/Cardinal Pass and Texas Avenue (CSAH 27) is warranted or feasible based on roadway geometry, access spacing requirements, expected traffic volumes, and long-term development patterns in the surrounding area. This review also compares the City's planned east-west connection with an alternative network concept that utilizes 210th Street and Flag Trail, with the goal of identifying the most functional and sustainable access solution for future growth within the City of Credit River.

2. Project Location and Background



Cardinal Pass 2nd Addition is a proposed 10-lot subdivision located west of Texas Ave. The current layout depicts access to the site via Harvest Hills to the south through an extension of Bonita Way, with provisions for a future westerly extension.

The project area is located within the City of Credit River, on Texas Avenue (CSAH 27) between 210th Street East and 217th Street East (CSAH 8). The City's 2040 Comprehensive Plan identifies



Texas Avenue as a north–south A-Minor Connector, and any connecting roadway from Cardinal Pass would function as a Local Street.

The surrounding area, as shown on the attached development layout, is part of Scott County’s designated future growth corridor, consisting of existing and planned residential areas including:

- Harvest Hills
- Territory
- Liberty Creek (Abandoned Project)
- The Yellowstone of Credit River
- Tara Farm
- The Ranch

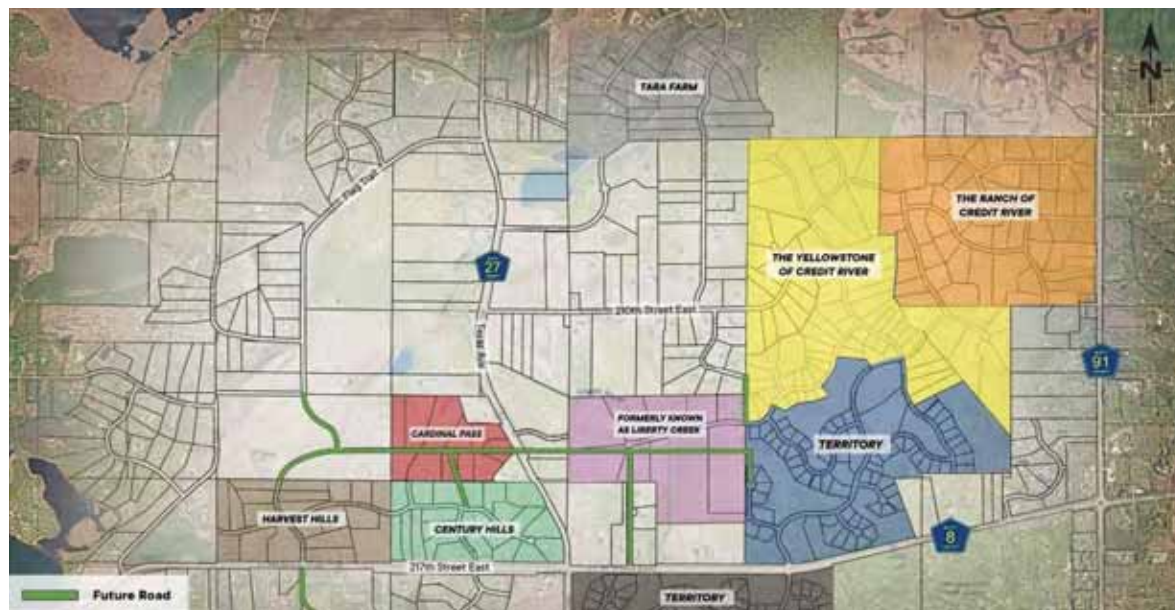
Recent (2023) AADT volumes indicate approximately 3,039 vehicles per day on Texas Ave.

Safety Context:

A review of available crash information shows no significant crash history along this segment of Texas Avenue. Two isolated single-vehicle incidents (2017 and 2021) occurred near the curve between 210th St E and 217th St E, both tied to driver behavior rather than roadway deficiencies.

3. City Intersection Improvement Plan

The City's 2040 Comprehensive Plan identifies a future east–west roadway connection extending from Harvest Hills Drive, crossing Texas Avenue, and continuing east toward the Territory development at Bitterbrush Pass.



While this future east–west connection would add another corridor, several concerns limit its feasibility:

- Sight Distance:

The proposed intersection at Texas Avenue provides only 550 feet of sight distance, below the 630-ft minimum and 800-ft preferred stopping-sight-distance values for rural arterials.

- Density and Development Pattern:

The updated development map shows that this area will continue to develop as 2.5-acre+ rural lots.

The former Liberty Creek parcel is especially constrained by wetlands, hydric soils, and septic limitations, making future density too low to justify another full-access intersection onto Texas Ave.

- Traffic Flow and Neighborhood Impacts:

Extending Sundance west to Texas Ave would:

- Increase traffic through the Territory subdivision.

- Offer no meaningful connection to CSAH 91.
- And create a new full-access intersection without the density or spacing needed to warrant it.

The map also makes clear that this alignment would sit between two existing east–west corridors (210th and 217th) and function as a third parallel collector, adding redundancy without network value.

4. Proposed Alternatives to the Sundance/Cardinal Pass Intersection at CSAH 27

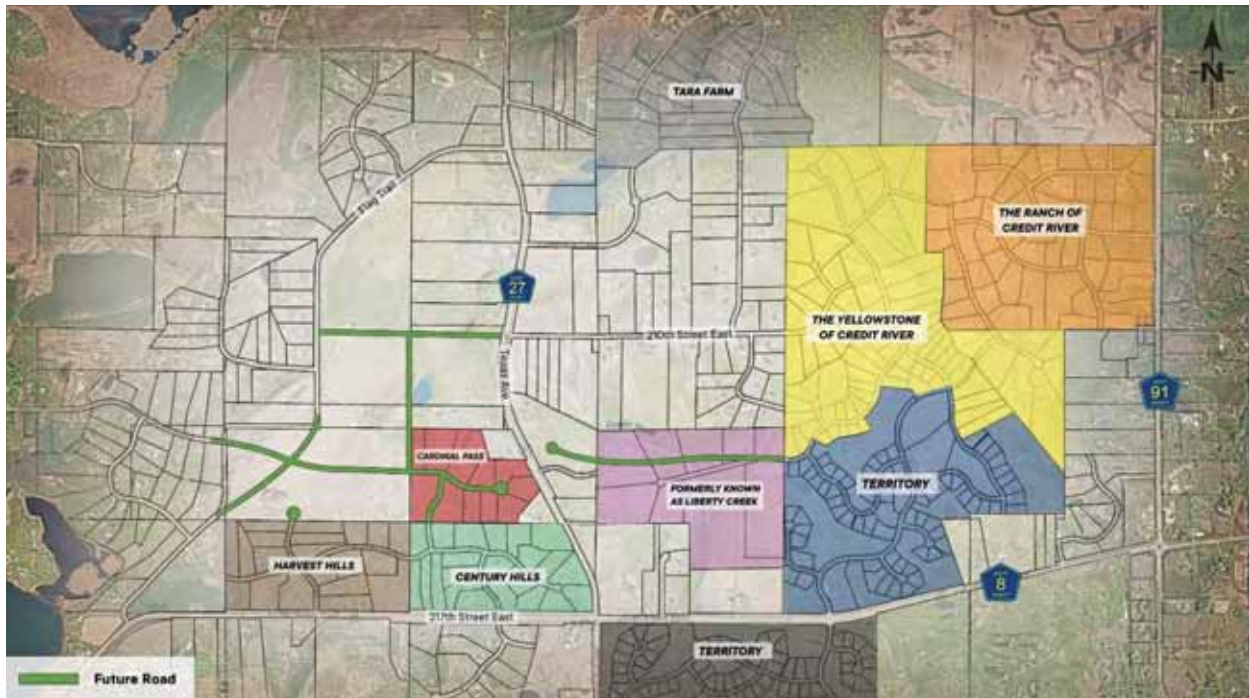
Stonebrooke Engineering recommends an alternative network approach that adheres to County principles for access spacing and long-term planning.

Based on the updated development layout, 210th Street and Flag Trail provide the most logical locations for east–west connectivity.

Key Considerations:

- 210th Street already connects east toward The Yellowstone, The Ranch, and eventually CSAH 91.
It offers a more direct path than Sundance and avoids routing neighborhood traffic through the Territory subdivision.
- Flag Trail, once realigned to remove its 90-degree curves, would serve as a strong west-side connector and tie directly to a future 210th Street extension.
- Extending 210th Street west to Flag Trail would create a clean east–west collector in a location that meets both sight distance and functional classification expectations. Although topography would need to be evaluated, this alignment is more consistent with regional roadway spacing and long-term planning.
- The Cardinal Pass subdivision can continue to access from the south via Harvest Hills, with its future westerly street connection aligning naturally to Flag Trail rather than creating a new full-access intersection at Texas Ave.
- A potential northward extension along the west side of Cardinal Pass could also serve long-term buildout, connecting toward Prairie Hills Lane when appropriate.

Overall, the alternative aligns development patterns, road hierarchy, and available spacing more effectively than the Sundance/Cardinal Pass connection.



5. Trip Generation Analysis

A comparison of daily trip totals for surrounding residential developments indicates that constructing Sundance as an east–west connection does not meaningfully reduce traffic volumes on 210th Street. If Sundance/Cardinal Pass is constructed, approximately 244 vehicle trips per day (Table 1 in Appendix A) would be expected at the Sundance/Texas Avenue connection. If Sundance is not constructed and 210th Street is used as the primary east–west route, volumes on 210th Street are projected to increase to approximately 527 (Table 2 in Appendix A) vehicles per day.

Alternatively, if both 210th Street remains in place and Sundance is constructed, the anticipated volume on 210th Street is approximately 457 vehicles per day (Table 3 in Appendix A), which represents a difference of only 70 daily trips over a 24-hour period when compared to the scenario without Sundance. This small difference demonstrates that constructing Sundance does not provide a substantial traffic benefit and does not justify creating a new full-access intersection on Texas Avenue.

6. Summary and Recommendation

The analysis indicates that a new intersection at Sundance/Cardinal Pass and Texas Avenue is not supported by the surrounding land use density, expected traffic demand, or the sight distance required for safe operation on an A-Minor Connector. The trip generation comparison

shows that constructing Sundance would shift only about 70 daily trips away from 210th Street—an amount too small to justify adding a new full-access intersection that does not meet County access management principles.

In contrast, utilizing the existing and planned connections at 210th Street and Flag Trail provides a safer and more appropriate long-term east–west collector system. These corridors align with the area's natural development pattern, meet functional classification expectations, minimize new conflict points on Texas Avenue, and offer a more direct connection between CSAH 27 and CSAH 91. While extending 210th Street west will require additional evaluation, it remains the most logical and cost-effective solution for supporting future growth.

Stonebrooke Engineering recommends moving forward with the 210th Street and Flag Trail network concept and not pursuing a new intersection at Sundance/Cardinal Pass.

APPENDIX A

Table 1: Trip Generation table for Cardinal pass / Sundance Intersection

Housing Developments	Land Use Code	Description	Independent Variable	Lots	Time Period	Average Rate	TOTAL TRIPS	Calculated Trips in the Intersection
Cardinal Pass	210	Single-Family Detached Housing	Dwelling Units	10	AM Peak Hr of Adjacent Street	0.9	7	6
		Single-Family Detached Housing	Dwelling Units	10	PM Peak Hr of Adjacent Street	0.9	9	8
		Single-Family Detached Housing	Dwelling Units	10	Weekday	0.9	94	85
Liberty Creek	210	Single-Family Detached Housing	Dwelling Units	9	AM Peak Hr of Adjacent Street	0.25	6	2
		Single-Family Detached Housing	Dwelling Units	9	PM Peak Hr of Adjacent Street	0.25	8	2
		Single-Family Detached Housing	Dwelling Units	9	Weekday	0.25	85	21
Territory	210	Single-Family Detached Housing	Dwelling Units	76	AM Peak Hr of Adjacent Street	0.1	53	5
		Single-Family Detached Housing	Dwelling Units	76	PM Peak Hr of Adjacent Street	0.1	71	7
		Single-Family Detached Housing	Dwelling Units	76	Weekday	0.1	717	72
Yellow Stone Credit River	210	Single-Family Detached Housing	Dwelling Units	69	AM Peak Hr of Adjacent Street	0.01	48	0
		Single-Family Detached Housing	Dwelling Units	69	PM Peak Hr of Adjacent Street	0.01	65	1
		Single-Family Detached Housing	Dwelling Units	69	Weekday	0.01	651	7
Ranch	210	Single-Family Detached Housing	Dwelling Units	56	AM Peak Hr of Adjacent Street	0	39	0
		Single-Family Detached Housing	Dwelling Units	56	PM Peak Hr of Adjacent Street	0	53	0
		Single-Family Detached Housing	Dwelling Units	56	Weekday	0	528	0
Century Hills	210	Single-Family Detached Housing	Dwelling Units	22	AM Peak Hr of Adjacent Street	0.2	15	3
		Single-Family Detached Housing	Dwelling Units	22	PM Peak Hr of Adjacent Street	0.2	21	4
		Single-Family Detached Housing	Dwelling Units	22	Weekday	0.2	207	41
Harvest Hills	210	Single-Family Detached Housing	Dwelling Units	20	AM Peak Hr of Adjacent Street	0.1	14	1
		Single-Family Detached Housing	Dwelling Units	20	PM Peak Hr of Adjacent Street	0.1	19	2
		Single-Family Detached Housing	Dwelling Units	20	Weekday	0.1	189	19

Table 2: Trip Generation table for 210th St Without Cardinal pass / Sundance Intersection

Housing Developments	Land Use Code	Description	Independent Variable	Lots	Time Period	Average Rate	TOTAL TRIPS	Calculated Trips in the Intersection
Cardinal Pass	210	Single-Family Detached Housing	Dwelling Units	10	AM Peak Hr of Adjacent Street	0.25	7	2
		Single-Family Detached Housing	Dwelling Units	10	PM Peak Hr of Adjacent Street	0.25	9	2
		Single-Family Detached Housing	Dwelling Units	10	Weekday	0.25	94	24
Liberty Creek	210	Single-Family Detached Housing	Dwelling Units	9	AM Peak Hr of Adjacent Street	0.6	6	4
		Single-Family Detached Housing	Dwelling Units	9	PM Peak Hr of Adjacent Street	0.6	8	5
		Single-Family Detached Housing	Dwelling Units	9	Weekday	0.6	85	51
Territory	210	Single-Family Detached Housing	Dwelling Units	76	AM Peak Hr of Adjacent Street	0.1	53	5
		Single-Family Detached Housing	Dwelling Units	76	PM Peak Hr of Adjacent Street	0.1	71	7
		Single-Family Detached Housing	Dwelling Units	76	Weekday	0.1	717	72
Yellow Stone Credit River	210	Single-Family Detached Housing	Dwelling Units	69	AM Peak Hr of Adjacent Street	0.5	48	24
		Single-Family Detached Housing	Dwelling Units	69	PM Peak Hr of Adjacent Street	0.5	65	33
		Single-Family Detached Housing	Dwelling Units	69	Weekday	0.5	651	326
Ranch	210	Single-Family Detached Housing	Dwelling Units	56	AM Peak Hr of Adjacent Street	0.05	39	2
		Single-Family Detached Housing	Dwelling Units	56	PM Peak Hr of Adjacent Street	0.05	53	3
		Single-Family Detached Housing	Dwelling Units	56	Weekday	0.05	528	26
Century Hills	210	Single-Family Detached Housing	Dwelling Units	22	AM Peak Hr of Adjacent Street	0.05	15	1
		Single-Family Detached Housing	Dwelling Units	22	PM Peak Hr of Adjacent Street	0.05	21	1
		Single-Family Detached Housing	Dwelling Units	22	Weekday	0.05	207	10
Harvest Hills	210	Single-Family Detached Housing	Dwelling Units	20	AM Peak Hr of Adjacent Street	0.1	14	1
		Single-Family Detached Housing	Dwelling Units	20	PM Peak Hr of Adjacent Street	0.1	19	2
		Single-Family Detached Housing	Dwelling Units	20	Weekday	0.1	189	19

Table 3: Trip generation table for 210 th St With Cardinal Pass / Sundance Intersection

Housing Developments	Land Use Code	Description	Independent Variable	Lots	Time Period	Average Rate	TOTAL TRIPS	Calculated Trips in the Intersection
Cardinal Pass	210	Single-Family Detached Housing	Dwelling Units	10	AM Peak Hr of Adjacent Street	0.1	7	1
		Single-Family Detached Housing	Dwelling Units	10	PM Peak Hr of Adjacent Street	0.1	9	1
		Single-Family Detached Housing	Dwelling Units	10	Weekday	0.1	94	9
Liberty Creek	210	Single-Family Detached Housing	Dwelling Units	9	AM Peak Hr of Adjacent Street	0.05	6	0
		Single-Family Detached Housing	Dwelling Units	9	PM Peak Hr of Adjacent Street	0.05	8	0
		Single-Family Detached Housing	Dwelling Units	9	Weekday	0.05	85	4
Territory	210	Single-Family Detached Housing	Dwelling Units	76	AM Peak Hr of Adjacent Street	0.1	53	5
		Single-Family Detached Housing	Dwelling Units	76	PM Peak Hr of Adjacent Street	0.1	71	7
		Single-Family Detached Housing	Dwelling Units	76	Weekday	0.1	717	72
Yellow Stone Credit River	210	Single-Family Detached Housing	Dwelling Units	69	AM Peak Hr of Adjacent Street	0.5	48	24
		Single-Family Detached Housing	Dwelling Units	69	PM Peak Hr of Adjacent Street	0.5	65	33
		Single-Family Detached Housing	Dwelling Units	69	Weekday	0.5	651	326
Ranch	210	Single-Family Detached Housing	Dwelling Units	56	AM Peak Hr of Adjacent Street	0.05	39	2
		Single-Family Detached Housing	Dwelling Units	56	PM Peak Hr of Adjacent Street	0.05	53	3
		Single-Family Detached Housing	Dwelling Units	56	Weekday	0.05	528	26
Century Hills	210	Single-Family Detached Housing	Dwelling Units	22	AM Peak Hr of Adjacent Street	0.05	15	1
		Single-Family Detached Housing	Dwelling Units	22	PM Peak Hr of Adjacent Street	0.05	21	1
		Single-Family Detached Housing	Dwelling Units	22	Weekday	0.05	207	10
Harvest Hills	210	Single-Family Detached Housing	Dwelling Units	20	AM Peak Hr of Adjacent Street	0.05	14	1
		Single-Family Detached Housing	Dwelling Units	20	PM Peak Hr of Adjacent Street	0.05	19	1
		Single-Family Detached Housing	Dwelling Units	20	Weekday	0.05	189	9



SCOTT COUNTY TRANSPORTATION SERVICES DIVISION

GOVERNMENT CENTER EAST, 200 FOURTH AVENUE WEST · SHAKOPEE, MN 55379
(952) 496-8346 · Fax: (952) 496-8365 · www.scottcountymn.gov

February 9, 2026

Shane Nelson, City Engineer
Claire Stickler, Project Manager
City of Credit River
18985 Meadow View Blvd
Prior Lake, MN 55372

SUBJECT: Cardinal Pass 2nd

Dear Shane and Claire,

Thank you for the opportunity to review Cardinal Pass 2nd Addition. We have reviewed the plat and have the following comments:

- The provided traffic memo did not include any information on how they conducted/developed the sight distance and graphics to show the results. The report also didn't provide information they were referring to when talking about sight distance minimum. Without this detailed information it is difficult to concur with the traffic report findings.
- The traffic memo suggests an alternative access to CH 27 and a supporting east-west local road system for CH 8 with a proposed access to CH 27 at 210th Street. It is unknown if this proposed 210th Street access is a feasible alternative.
- The site plan is not showing an easement or grading to provide access to the home to the south of the plat in Cardinal Pass 1st Additon. A driveway should be provided to the parcel's property line.
- The existing field access to CH 27 shall be removed. All construction access would come from the local roadways.
- No ponding, berming, or landscaping shall be permitted in the County right of way.
- Any work within the County right of way will require a permit from Scott County.

If you have any questions or need further information, please contact me.

Sincerely,

Craig Jenson
Transportation Planning Manager

From: [Shane Nelson](#)
To: [Emily Herold](#); [Chris Janson](#)
Subject: FW: Cardinal Pass 2nd Addition
Date: Wednesday, February 25, 2026 2:47:00 PM
Attachments: [image001.png](#)

From: Jenson, Craig <CJenson@co.scott.mn.us>
Sent: Thursday, February 19, 2026 3:09 PM
To: Steve Devine-Jelinski <cityadmin@creditriver-mn.gov>; Claire Stickler <cstickler@msa-ps.com>; Shane Nelson <shanen@haa-inc.com>
Cc: Credit River City Clerk <clerk@creditriver-mn.gov>; mferro@kennedy-graven.com <pmikhail@kennedy-graven.com>; Davis, Brad <BDavis@co.scott.mn.us>
Subject: Cardinal Pass 2nd Addition

Thank you for sending over the sight distance exhibit. The exhibit did not reference where they obtained the numbers to develop the sight distance exhibit. I believe for intersection sight distance it is 3.5' to 3.5' and not the shown 3.5 to 2' which is mainline stopping sight distance. While it appears the extra 1.5' would give greater sight distance it still may not be ideal for intersection sight distance at a newly constructed intersection. It will take a bigger effort to adjust the County Road profile for side street vehicles to have greater visibility down the road.

Considering the sight distance concerns, the County would prefer that the cul-de-sac go in but be considered temporary vs permanent – and that local road right-of-way be dedicated with the plat to create a future intersection on CH 27 at the long planned location. This way the County has the option to install the intersection in the future someday. There could be an opportunity to improve the road profile and put in the access/connection in the future.

This compromise keeps true to the long term planning that has been done by the City and County by preserving a future connection, and the development does not have to try to address a sight distance concern that isn't necessarily their full responsibility to resolve.



Craig Jenson | Transportation Planning Manager
Physical Development Division
Scott County | 200 4th Ave W Shakopee, MN 55379
Office: (952) 496-8329
cjenson@co.scott.mn.us



SCOTT COUNTY Environmental Services

GOVERNMENT CENTER EAST • 200 FOURTH AVENUE WEST • SHAKOPEE, MN 55379-1220
(952) 496-8177 • Email: EnvServices@co.scott.mn.us • Web: www.scottcountymn.gov

Memo

Date: February 13th, 2026
To: Credit River Planner
From: Mary VonEschen, Environmental Services Department
Subject: Cardinal Pass 2nd Addition Plat PL2024-0063

The Scott County Environmental Services Department has completed our review of this project located at PID # 041490020 in the City of Credit River (plans dated February 13th, 2025 for conformance with the regulations of the Scott County Subsurface Sewage Treatment System (SSTS) Ordinance #4 and Minn. Rules Chapter 7080. We find this application not to be complete. The following issues need to be addressed before we can finish our review of this application.

1. The soil logs for this preliminary plat must be submitted for our review.
2. Soil observation locations need to be labeled on the preliminary plat map.
3. The two foot contour lines must be placed on the preliminary plat map.
4. The proposed building pads (5,000 sqft.) and driveway location must be placed on the preliminary plat map.
5. The septic sites need to be labeled primary and alternate site.
6. Areas to be graded need to be shown, we need a copy of the grading plan.
7. Are there any farm drainage field tile located on the property? (Yes/No)
8. The wetland buffer areas need to be shown on the preliminary plat map.
9. Lot 5 Blk 1 the required setback from a septic site to the wetland edge is 35'. Septic site 2 is not meeting this required setback and will need to be relocated.

The Environmental Services staff will not make a recommendation regarding the adequacy of the preliminary plat application until this information is received by us and approved. If you have any questions, please call me at 952-496-8344.

Please Note:

- Any revised plans submitted that are incomplete will not be reviewed. Therefore, do not submit any project plans until all items above are completed.

**CITY OF CREDIT RIVER
SCOTT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-10

**A RESOLUTION APPROVING A PRELIMINARY PLAT FOR A DEVELOPMENT
KNOWN AS CARDINAL PASS 2nd ADDITION**

WHEREAS, the City of Credit River is a Minnesota Municipal Corporation, duly organized and authorized to conduct its affairs under the laws of the State of Minnesota; and

WHEREAS, Haven Development LLC, (the "Developer") is the owner of certain real property located in the City of Credit River, State of Minnesota, (the "Subject Property") legally described as follows:

OUTLOT A, CARDINAL PASS

WHEREAS, the Developer has requested approval of a Preliminary Plat so as to allow the Developer to plat the property into various lots as shown on a Preliminary Plat for a development entitled CARDINAL PASS 2nd ADDITION. The most recent revision of said Preliminary Plat and construction plans updated June 19, 2025 (unless otherwise noted) were prepared by Probe Engineering Company, Inc. and containing the following sheets:

- a. Staff Report from Credit River Planning Staff for Preliminary Plat for Cardinal Pass 2nd Addition (dated February 24th 2026)
- b. Staff Report from Shane Nelson, Hakanson Anderson (dated February 13th, 2026)
- c. Preliminary Plat
- d. Preliminary Plan Set
- e. Ghost Plat from Probe Engineering with Plan of the Area
- f. Traffic Impact Analysis
- g. Memo from Scott County Highway Department (dated February 9, 2026) and Follow-Up Email (dated February 19, 2026)
- h. Memo from Scott County Environmental Services (dated February 13, 2026)

WHEREAS, the Planning Commission of the City did on February 19, 2026, conduct a public hearing in relation to the Developer's request for a Preliminary Plat; and

WHEREAS, the Planning Commission of the City did on February 19, 2026 recommend approval of the Preliminary Plat to the City Council; and

WHEREAS, the City Council has considered the proposed application for a Preliminary Plat, and it makes the following **findings of fact**:

Application

1. The Developer submitted an application ("Application") for a Preliminary Plat, that commenced review. The project proposed under the Application is a residential neighborhood, utilities, and easements as shown on the Site Plans for development of the Subject Property and proposed to be platted as CARDINAL PASS 2nd ADDITION.
2. The Subject Property is bordered on the east by Texas Ave (CSAH 27), on the south by Bonita Way, on the west and north by agricultural production properties with single-family homes.

Review Process

1. Following appropriate published and mailed notice, a public hearing was held by the Planning Commission on February 19, 2026.
2. The Planning Commission, following receipt of public comments and deliberation on the proposed application, recommended approval of Preliminary Plat at their February 19, 2026 meeting subject to the conditions outlined in City Staff's and Scott County's memos.
3. These findings and resolutions are based upon the Planning Staff Memo dated February 12, 2026, Engineering Staff Memo dated February 13, 2026, the Scott County Environmental Services Memo dated February 13, 2026 and the Scott County Transportation Services Division Memo dated February 9, 2026 and all documents referenced in the memos and the staff report, the favorable recommendation of the City Planning Commission, and such additional information and documentation which is presented to the City Council on March 2, 2026.

Comprehensive Plan

1. The City's current Comprehensive Plan ("Comp Plan") was adopted in 2020 pursuant to Minnesota Statutes Section 473.859 to be in conformance with the Metropolitan Council's Thrive MSP 2040 plan and the systems statements issued by the Metropolitan Council.
2. The Comprehensive Plan guides the Subject Property as Rural Residential.
3. The proposed application is consistent with the guidance in the Comprehensive Plan.

Subject Property Zoning

1. The Subject Property is currently zoned Rural Residential.
2. The requested use of single-family homes is a permitted use in the Rural Residential Zoning District.

3. The plans prepared by the Developer, in combination with the conditions included within this resolution, will meet the requirements of the Zoning Ordinance.

Traffic and Street Improvements

1. Current access to unimproved property in agricultural production is from Texas Ave (CSAH 27).
2. The Subject Property, if developed as proposed, would be accessed from Bonita Way to the south, through the Century Hills subdivision, and by a future local street connection to the west (land to the west is currently not platted/subdivided).
3. Scott County Transportation Services Division provided a comment letter dated February 9, 2026 ("County Engineering Memo") and a follow-up email regarding the proposed cul-de-sac dated February 19, 2026.
4. Planning Commission discussed and recommended installing a temporary cul-de-sac at the east end of the proposed development and dedicating future right-of-way consistent with the review and requested plat modifications from the Scott County Transportation Services Division, with the City Council to review and confirm that at this time, the Cardinal Pass connection to CSAH 27 has insufficient sight distance to justify the cul-de-sac at the east end of Cardinal Pass.
5. With the improvements shown on the Preliminary Plat and construction documents, supplemental documents supplied by the Developer, and as amended by conditions of approval contained herein and within City Staff and County memos, there appears to be adequate road infrastructure to support the development as proposed.

Utilities

1. The lots on the property will be served by individual septic systems. The locations of these are discussed in a memo from Scott County Environmental Services dated February 13, 2026 and included 9 outstanding issues yet to be addressed. Conditions can be placed on a Preliminary Plat approval to permit continued collaboration between the Developer and Scott County Environmental Services related completing their application and review with the County.
2. The lots will be served by individual wells.

NOW, THEREFORE, BE IT RESOLVED the Preliminary Plat is approved and will be effective upon completion of the following conditions:

1. All comments contained within the memos from the City Engineer and City Planner from February 13 and 24, 2026 (the "City Staff Memos") are incorporated herein and shall be addressed by the Developer to the satisfaction of the City as a condition of Preliminary Plat approval, including but not limited to the following:
 - i. The proposed cul-de-sac, on the east end of the development property

nearest CSAH27 shall be designated as temporary and right-of-way shall be dedicated between the cul-de-sac and CSAH 27 for the removal of the cul-de-sac and an extension of the interior subdivision road to CSAH27. The Preliminary Plat, Construction Plans, and Final shall be amended to reflect this change.

- ii. The developer shall provide an updated preliminary plat that supports a northern street connection prior to submittal of the final plat.
 - iii. The plat shall be updated to show where a driveway could be accommodated for 21480 Texas Ave to meet Scott County's requirement that it be relocated off of Texas Avenue.
2. All comments contained within the memo from Scott County Environmental Services dated February 13, 2026 and the Scott County Transportation Services Division memo dated February 9, 2026 and email dated February 16, 2026 (the "Scott County Memos") are incorporated herein and shall be addressed by the Developer to the satisfaction of Scott County as a condition of Preliminary Plat approval. Compliance with County requirements may result in changes to or the removal of lots, outlots, or right-of-way, in which case the Developer shall revise the Final Plat as necessary.
3. The Preliminary Plat and construction plans have not been approved for permitting by Scott County Engineering. Compliance with County requirements may result in the changes to or the removal of lots, outlots, or right-of-way, in which case the Developer shall revise the Final Plat as necessary.
4. The Final Plat and Site Plans shall be revised as necessary and submitted to conform to the requirements of the Staff Memo, Scott County Memos, requirements of outside agencies and conditions of this Resolution. If the updated plans addressing the comments of this Resolution, Staff Memos, Scott County Memos or other outside agencies necessitate revisions to any of the lot lines or easements on the Subject Property, then those revisions shall be incorporated into the Final Plat submitted by the Developer. Compliance with these requirements may result in changes to or the removal of lots, outlots, easements, or right-of-way, in which case the Developer shall revise the plans and Final Plat as necessary in conformance thereto. If an off-site easement is required to address a comment, then a separate easement document shall be provided to the City for review and approval prior to release of the Final Plat for recording. Compliance with Staff Memos and Scott County Memos may result in changes to dimensions and/or loss of Residential Lots.
5. The phasing and timing of the construction of the infrastructure improvements on the Subject Property will be subject to the conditions of a Development Agreement between the City and the Developer.
6. A title commitment shall be provided for the review of the City Attorney with the Final Plat application.
7. The Developer must reimburse the City for all costs incurred by the City and its consultants in relation to the review of the proposed development plans, inspection of improvements, and the preparation of the Development Agreement.

8. Developer shall be responsible for securing necessary easements and for constructing street and utility improvements as shown on the plans and as required by the Development Agreement, unless otherwise agreed to with the City in writing. The cost of constructing improvements shown on the plans shall be borne solely by the Developer, unless otherwise agreed to by the City or County and specified in the Final Plat Resolution, any Cooperative Agreement with the County and the Development Agreement. The location of stormwater improvements within the Subject Property shall be as approved by the City Engineer.
9. Utility lines are required to be placed underground at the sole expense of the developer.
10. The Developer shall be responsible for obtaining and complying with all necessary permits from any other governmental agencies.
11. Other than grading pursuant to a permit issue by the city, the Developer may not commence construction of any improvements on the Subject Property until the Final Plat, any required easements and the Development Agreement have been recorded. No grading permit shall be issued before the recording of the Final Plat unless a recorded Development Agreement or Grading Agreement expressly authorizes such permit to be issued before recording the Final Plat.
12. The Developer shall survey all storm water holding ponds as required by the City. The Developer shall be responsible for storm sewer cleaning and holding pond dredging, as required by the City prior to completion of the development of the Subject Property.
13. The approval of the Preliminary Plat shall terminate if either a final plat has not been approved or a Development Agreement has not been entered into between the City and Developer in the timeframe as required by the Subdivision Ordinance.
14. Additional conditions as determined necessary by the City Planner, City Engineer, and City Attorney as review of the project progresses and is completed.

Adopted and approved by the City Council of the City of Credit River on a vote of ____ ayes and ____ nays effective on the 2nd day of March 2026.

Approved:

Chris Kostik, Mayor

Attested:

Lynda Jirak, City Clerk

