

**THE HAMPTON TOWNSHIP BOARD  
REGULAR BOARD MEETING  
MINUTES  
December 20, 2011 7:30 P.M.**

**Attendance**

Chair	Doug Wille
Supervisor	Donna Otto
Supervisor	Bob Leifeld
Clerk	Jeanne Werner
Deputy Treasurer	Joyce Nicolai

This meeting was called to order by Doug Wille, Chair at 7:30 P.M. with the pledge of Allegiance to the Flag, using the consent agenda with the exception of approving the claims.

**A motion was made by Bob Leifeld and seconded by Donna Otto to approve the routine items on the consent agenda and to approve the balance of the agenda with the exception of the claims. Motion was unanimously passed.**

**Bob Leifeld made a motion to accept the minutes from Novembers meeting, seconded by Donna Otto and unanimously passed.**

The minutes and the Treasurers report were signed.

**A motion to approve the claims number 4523 to 4543 was made by Bob Leifeld and seconded by Donna Otto and unanimously passed. Checks were signed.**

**ROAD REPORT**

The board discussed the Sign Program. They reviewed the "Exhibit A" and Exhibit B". Bob stated we need to have a plan on file by January 22, 2012. The plan they discussed and agreed to adopt is Exhibit B which states that the signs will be replaced as needed. **Doug Wille made a motion to adopt "Exhibit B (see attached)" as our sign plan, seconded by Bob Leifeld and unanimously passed.**

Jason stated that there is not much to talk about. There hasn't been any snow but the grading was done this fall after they had a little moisture.

**METROPOLITIAN AGRICULTURAL PRESERVE**

James and Diane Rother and James and Linda Titze had put their land in AG preserve program. They had an opportunity to put a cell phone tower on their land after it was placed in the program. Our township was approached to see if we would allow the tower with the land being already in the program. We forwarded the request our township attorney. The response from the attorney states that we are not able to allow the tower for the land cannot be taken out of the program. The program does not allow

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

Chicago, Illinois

February 10, 1954

Dear Mr. [Name]

Enclosed are  
the [Number]  
of [Number]  
of [Number]

Yours very truly,  
[Name]

I am pleased to hear that you are interested in the work of the Department of Chemistry at the University of Chicago.

The Department of Chemistry at the University of Chicago is one of the largest and most active in the United States.

We have a wide range of research programs in progress, and we are always looking for new students to join our staff.

If you are interested, please write to me at the following address:

Department of Chemistry, University of Chicago, Chicago, Illinois

Sincerely,  
[Name]

I am sure that you will find the work of the Department of Chemistry at the University of Chicago to be most interesting and rewarding.

Very truly,  
[Name]

Enclosure

I am sure that you will find the work of the Department of Chemistry at the University of Chicago to be most interesting and rewarding.

cell towers to be erected. **Donna Otto made a motion, seconded it by Bob Leifeld to reject the request of allow the cell tower on Ag Preserve land due to the recommendation of our attorney and unanimously passed.**

The dog kennel was stated by our township attorney that our ordinance does not allow a dog kennel in our township. The board has decided that we need to correct the ordinance regarding dog kennels. The current ordinance is contradicting with another ordinance and it needs to be correct. The board has directed the clerk to call a public hearing before the next January Planning Commission meeting. **Doug Wille made a motion, seconded by Bob Leifeld to call the public hearing and unanimously passed.**

Bob Leifeld discussed the North Cannon Watershed running out of funds. Every 10 years, they have to rewrite the watershed plan. The plan will cost around \$33,000 to rewrite. They are going to raise their fees by 50%.

SSTS ordinance that was adopted by the state is being requested by the township to adopted as well. We are required to have a public hearing. The board requested the clerk to add that onto the public hearing with the kennels before the next January Planning Commission meeting.

The clerk was requesting the board to approve a purchase of a laptop for the old laptop is old and need to be replaced. Connie Backstrom also needs a computer for elections. **Bob Leifeld made a motion, seconded by Doug Wille to allow the clerk to purchase a laptop for \$500.00 or less.**

The board discussed the audit and budget meeting dates. The board decided to call the meeting on January 11, 2012 at 7:00 p.m. The clerk will post the meeting.

The deputy treasurer arrived and the checks were signed.

The Annual meeting will be after the elections at 8:30 p.m. The reorganization meeting will be at 7:00 before the March Regular board meeting. The clerk will post the meetings.

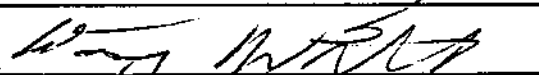
The insurance policy was review by the clerk and the board. The board had requested that the clerk research the contractor's equipment rental coverage for 20,000. Also, the laptop and the printer were requested to be deleted off the policy. The clerk was directed to take care of the changes.


**A motion was made by Bob Leifeld, seconded by Donna Otto and unanimously passed to adjourn the meeting. The meeting was adjourned at 8:35PM**

Respectfully Submitted;

Jeanne Werner, Clerk  
Hampton Township

Date Signed: 1-17-12

Doug Wille, Chair: 

Jeanne Werner, Clerk: 

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## **Traffic Sign Retroreflectivity Compliance Policy**

1. **Background:** The Federal Highway Administration (FHWA) developed minimum maintained traffic sign retroreflectivity levels in response to a Congressional directive in the Department of Transportation and Related Agencies Appropriations Act, 1993 (public law 102-388; October 6, 1992). Section 406 of this Act directed the Secretary of Transportation to revise the Manual on Uniform Traffic Control Devices (MUTCD) to include a standard for minimum levels of retroreflectivity that must be maintained for traffic signs, which apply to all roads open to public travel. As a result of that rulemaking, agencies will need to implement sign maintenance methods that incorporate the consideration of minimum retroreflectivity levels to provide for nighttime visibility of signs. The State of Minnesota adopted these changes in the 2005 revision of the MN MUTCD. Section 2A.9 of the MN MUTCD provides the guidance for compliance dates, process, and exemptions.
  - a. **Deadlines are as follows:**
    - i. **Assessment or management method implemented: January 22,2012.**
    - ii. **Regulatory, warning and ground-mounted guide signs must meet the minimum retroreflectivity levels: January 22,2015.**
    - iii. **Street name signs and overhead guide signs must meet the minimum retroreflectivity levels: January 22,2018.**
  - b. **MN MUTCD Section 2A.9 Also provides the following exemptions from the rule - Highway agencies may exclude the following signs from the retroreflectivity maintenance guidelines described in this Section: Parking, Standing, and Stopping signs, Walking/Hitchhiking/ Crossing signs, Adopt-A-Highway signs, all signs with blue or brown backgrounds, and Bikeway signs that are intended for exclusive use by bicyclists or pedestrians.**
  - c. **The MN MUTCD Table 2A-3 defines the minimum retroreflectivity values for the various sizes, colors and mounting categories.**
2. **Purpose:** The purpose of this Policy is to establish and maintain uniform practices by which the Hampton Township (known hereto after as the Township) will meet and continue to meet minimum levels of Retroreflectivity on its traffic signs, as mandated by the Manual of Uniform Traffic Control Devices (MUTCD).

Documentation of the sign management process is important in assisting agencies to achieve compliance with the MUTCD standard to maintain minimum retroreflectivity levels of traffic signs. Written procedures ensure that agency personnel properly follow the selected method, while maintenance records provide the agency with a systematic process for sign replacements and justification for the allocation of limited resources. As long as an agency has a reasonable method in place to manage or assess its signs and establishes a reasonable schedule for sign replacement as needed, the agency will be deemed to be in compliance.
3. **Objectives:**
  - a. **Establish and implement a plan and system for Initial Compliance.**
  - b. **Plan and replace non-compliant signs - before 2015/2018.**
  - c. **Plan and continue replacement to ensure continued compliance - post 2015/2018.**
4. **Definitions:**
  - a. **Compliance Methods:** The MUTCD establishes 5 known methods for compliance, 2 assessment and 3 management The MUTCD also allows for combinations of methods, or other variations based on an engineering study. This policy will only highlight those methods chosen by the Township as the most cost effective and efficient for its circumstances.

## 1. The following are the main results of the study

The first result is that the majority of respondents (78%) are satisfied with the current state of the economy. This is a significant increase from the previous survey, where only 65% were satisfied. The second result is that the majority of respondents (82%) believe that the government is doing a good job of handling the economic situation. This is also a significant increase from the previous survey, where only 70% were satisfied. The third result is that the majority of respondents (75%) believe that the economy is on a positive growth path. This is also a significant increase from the previous survey, where only 60% were satisfied.

The fourth result is that the majority of respondents (70%) believe that the government should continue to implement its current economic policies. This is also a significant increase from the previous survey, where only 55% were satisfied. The fifth result is that the majority of respondents (65%) believe that the economy is stable. This is also a significant increase from the previous survey, where only 50% were satisfied.

The sixth result is that the majority of respondents (60%) believe that the government should continue to invest in infrastructure. This is also a significant increase from the previous survey, where only 45% were satisfied. The seventh result is that the majority of respondents (55%) believe that the government should continue to support small businesses. This is also a significant increase from the previous survey, where only 40% were satisfied.

The eighth result is that the majority of respondents (50%) believe that the government should continue to support the private sector. This is also a significant increase from the previous survey, where only 35% were satisfied. The ninth result is that the majority of respondents (45%) believe that the government should continue to support the agricultural sector. This is also a significant increase from the previous survey, where only 30% were satisfied.

The tenth result is that the majority of respondents (40%) believe that the government should continue to support the manufacturing sector. This is also a significant increase from the previous survey, where only 25% were satisfied. The eleventh result is that the majority of respondents (35%) believe that the government should continue to support the services sector. This is also a significant increase from the previous survey, where only 20% were satisfied.

The twelfth result is that the majority of respondents (30%) believe that the government should continue to support the education sector. This is also a significant increase from the previous survey, where only 15% were satisfied. The thirteenth result is that the majority of respondents (25%) believe that the government should continue to support the health sector. This is also a significant increase from the previous survey, where only 10% were satisfied.

The fourteenth result is that the majority of respondents (20%) believe that the government should continue to support the environment. This is also a significant increase from the previous survey, where only 10% were satisfied. The fifteenth result is that the majority of respondents (15%) believe that the government should continue to support the arts and culture sector. This is also a significant increase from the previous survey, where only 5% were satisfied.

The sixteenth result is that the majority of respondents (10%) believe that the government should continue to support the sports sector. This is also a significant increase from the previous survey, where only 5% were satisfied.

- b. **Expected Sign Life:** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the retroreflectivity degradation in a geographic area. Signs older than the expected life should be replaced. This is a management method.
- c. **Measured Retroreflectivity:** Sign retroreflectivity is measured using a retroreflectometer. Values are compared to tables in the MUTCD for compliance based on installation parameters to determine compliance. Signs below the prescribed values should be replaced. This is an assessment method.
- d. **Sign asset management program:** This is a combination of inventory, containing sheeting type and installation information, with the ability to record and store Measured Retroreflectivity inspection values. It can also apply retroreflectivity performance from Aging Curves to predict a non-compliance date at which a sign is recommended to be replaced. This program is also the basis for records retention and reporting for the system, and it is computer based.
- e. **Aging Curves** - Sources may be from American Association State and Highway Transportation Offices (AASHTO) developed aging curves, manufacturer's data, empirically observed data, and/or any other available reliable sources or studies as they become available.

**Procedures:**

- a. **Initial Compliance - Plan Implementation**
  - i. Implementation is achieved by the adoption of a written policy (this document) ensuring compliance is met according to the prescribed method(s).
  - ii. **Inventory:** The Township has established a sign inventory to track vital sign information, needed to perform **Expected Sign Life**, including but not limited to: sheeting material, installation date, installation direction, sign type, MUTCD Code, and location (within 1 foot).
  - iii. The Township will utilize a combination of **Measured Retroreflectivity** and **Expected Sign Life** to establish compliance.
  - iv. For signs with non-existent, or insufficient existing information to perform **Expected Sign Life**, an inspection will be performed, including the collection of **Measured Retroreflectivity**.
  - v. The Township has obtained traffic sign data through its annual street reconstruction program, which can be entered into the sign asset management program to perform **Expected Sign Life**, and determine compliance, establish, document, and track replacements.
  - vi. **Measured Retroreflectivity** inspections will also be entered into the Township's sign asset management program to perform **Expected Sign Life**, and predict the non compliance year. These measurements also determine retroreflectivity compliance. The sign asset management program integrates these measurements to establish, document, and track future replacements.
- b. **Replacement Plan - before 2015/2018:**
  - i. Utilizing the Township's sign asset management program, Aging curves will be used to perform **Expected Sign Life**, which results in a predicted year of non-compliance, and the end of usable life for the Township's current in-place sign population. **Expected Sign Life** will be utilized to predict the year of non

1971-1972  
The first year of the project was spent in the field collecting data on the behavior of the subjects. The subjects were observed in their natural environment and their interactions with each other were recorded. The data were then analyzed and the results were compared with the theoretical model. The results showed that the model was a good approximation of the actual behavior of the subjects. The model was then refined and the results were compared with the actual behavior of the subjects again. The results showed that the model was a good approximation of the actual behavior of the subjects.

1973-1974

### 1975-1976

The second year of the project was spent in the field collecting data on the behavior of the subjects. The subjects were observed in their natural environment and their interactions with each other were recorded. The data were then analyzed and the results were compared with the theoretical model. The results showed that the model was a good approximation of the actual behavior of the subjects. The model was then refined and the results were compared with the actual behavior of the subjects again. The results showed that the model was a good approximation of the actual behavior of the subjects.

### 1977-1978

The third year of the project was spent in the field collecting data on the behavior of the subjects. The subjects were observed in their natural environment and their interactions with each other were recorded. The data were then analyzed and the results were compared with the theoretical model. The results showed that the model was a good approximation of the actual behavior of the subjects. The model was then refined and the results were compared with the actual behavior of the subjects again. The results showed that the model was a good approximation of the actual behavior of the subjects.



- compliance and the end of usable life for the Township's current in-place traffic sign population.
- ii. The Township will use the predicted year of non-compliance to create a record of signs to be replaced in the period before 2015/2018.
  - iii. The record of non-compliant signs for a period will be analyzed by the Township to determine the cost-effectiveness of budgeting for, planning, and replacing the full balance of the non-compliant signs, or performing re-inspections. Performing re-inspections can further utilize effective sign life above and beyond its standard life while maintaining compliance and saving replacement costs.
  - iv. Re-inspections would consist of a collection of current sign information including **Measured Retroreflectivity**, which is then entered into the Township's sign asset management program to track, document, and predict the updated year of non-compliance.
- c. Continued Replacement Plan - post 2015/2018
- i. Inventory: The Township has established and will maintain a sign inventory to track vital sign information, needed to perform **Expected Sign Life**, including but not limited to: sheeting material, installation date, installation direction, sign type, MUTCD Code, and location (within 1 foot).
  - ii. The Township will update the inventory on an annual basis including signs that have been moved, eliminated, newly placed or replaced during the previous year period.
  - iii. The Township will utilize a combination of **Measured Retroreflectivity** and **Expected Sign Life** to maintain compliance.
  - iv. As signs are placed, replaced, moved, or eliminated the Township's sign asset management system will be updated annually prior to the preparation of future year's non compliant sign reporting.
  - v. Utilizing the Township's sign asset management program, Aging curves will be used to perform Expected Sign Life, which results in a predicted year of non-compliance, and the end of usable life for the Township's current in-place sign population. **Expected Sign Life** will be utilized to predict the year of non compliance and the end of usable life for the Township's current in-place traffic sign population.
  - vi. The Township will use the predicted year of non-compliance to create a record of signs to be replaced in the subsequent year's annual replacement.
  - vii. The record of non-compliant signs for a period will be analyzed by the Township to determine the cost-effectiveness of budgeting for, planning, and replacing the full balance of the non-compliant signs, or performing re-inspections. Performing re-inspections can further utilize effective sign life above and beyond its standard life while maintaining compliance and saving replacement costs.
  - viii. Re-inspections would consist of a collection of current sign information including **Measured Retroreflectivity**, which is then entered into the Township's sign asset management program to track, document, and predict the updated year of non-compliance.
6. The Township reserves the right to modify this Traffic Sign Retroreflectivity Policy if deemed to be in the best interests of the Township, including a change in resources available. Township staff may authorize a deviation from the implementation of this policy on an individual sign basis when deemed in the best interests of the Township. Such deviation shall be documented in a written or computerized



TABLE 2A-3

Sign Color	Sheeting Type (ASTM D4956-04) ©				Additional Criteria
	Beaded Sheeting		Prismatic Sheeting		
	I	m	in, iv, vi, vii, viii, EX, X		
White on Green	W* G>7	W* G>15	W* G>25	W>250;G>25	Overhead
	W* G>7	W>120;G>15			
Black on Yellow or Black on Orange	Y*;0*	Y>50;O>50			®
	Y*;0*	Y>75;O>75			(D)
White on Red	W>35;R>7				®
Black on White	W>50				—

© The minimum maintained retroreflectivity levels shown in this table are in units of **candela-lux per square meter (cd/lx/m<sup>2</sup>)** measured at an observation angle of 0.2° and an entrance angle of -4.0°.

® For text and fine symbol signs measuring at least 1200 mm (48 in) and for all sizes of bold symbol signs

® For text and fine symbol signs measuring less than 1200 mm (48 in)

® Minimum Sign Contrast Ratio > 3:1 (white retroreflectivity + red retroreflectivity)

\* This sheeting type should not be used for this color for this application.



**HAMPTON TOWNSHIP TREASURER'S REPORT**

January 17, 2012 (December 2011 Business)

Beginning Balance: \$114,486.91

**INCOME:**

A. Bester - Permit	\$ 75.00
Dierke - Permit	80.00
Dierke - Permit	75.00
Dakota County - Tax Rev.	116,000.00
Mulvihill - Permit	300.00
Holt - Permit	500.00
Mulvihill - Permit	500.00
Mn State- MMB	5963.69
Bank Interest	<u>12.79</u>

**TOTAL INCOME:** **\$123,506.48**

**EXPENSES:**


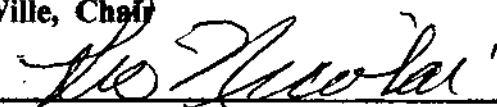
4 <sup>th</sup> Quarter - Planning Commisioners	\$ 518.90
4 <sup>th</sup> Quarter - Supervisors	611.15
4 <sup>th</sup> Quarter - Clerks and Treasurer	3457.55
Earl Anderson - Signs	1321.02
MN Association of Townships - Dues	763.66
Otte Excavating - Nov. Road Grading	4242.00
Mike Thurmes - Paint Supplies	120.00
Dakota County - 4 <sup>th</sup> Qtr. Septic Fee	200.00
B. Freiermuth - Beta Seeds, A. Raway Septic	1000.00
CNS Solutions - Website	25.00
J.Dohmen - Gopher Feet	10.00
MAT - Insurance	321.00
Kennedy & Graven - Legal Advice, Zoning	105.00
Citizens Bank MN - Jan. Rent	485.00
Century Link - Phone	81.97
MN Rev. - 4 <sup>th</sup> Qtr. State Withholding	113.32
IRS - 4 <sup>th</sup> Qtr. Federal Withholding	702.80
State of MN - PERA	607.27
Bank Service Charge	<u>11.81</u>

**TOTAL EXPENSES:** **\$14,697.45**

**CHECK BOOK BALANCE:** **\$223,295.94**

**CHECKS NOT IN: (4) \$6,119.44**

**BANK BALANCE PER 12-31-2011 STATEMENT: \$229,415.94**

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Doug Wille, Chair	Date
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Leo Nicolai, Treasurer	Date

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