

**Hampton Township Board
Regular Meeting Minutes
December 16, 2014 7:30 P.M.**

ATTENDANCE

Vice Chair	Bernie Pistner
Supervisor	Doug Wille
Supervisor	Jim Sipe
Treasurer	Leo Nicolai
Clerk	Jeanne Werner

The meeting was called to order by Bernie Pistner, Vice 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.

Bernie Pistner asked for the township to take a minute in silent for Bob Leifeld, the Chair Supervisor that had passed away unexpectedly.

Discussion was made on the procedure of filling the vacancy of the Supervisor. Jim stated that he will be absent for the January and the Minnesota Township Association recommends that we do not run with a vacancy. Doug Wille was present and was asked if he would be interested in filling in for the rest of the term which would be December until March when the elections are held. **Jim Sipe made a motion to appoint Doug Wille to fill in the vacancy on the board until the March Election, seconded by Bernie Pistner and unanimously passed.** Doug stated the "Oath of Office" and signed the form.

Motion made by Jim Sipe and seconded by Doug Wille to approve the routine items on the consent agenda and to approve the balance of the agenda with the exception of the claims. All in favor, Motion passed.

The minutes and treasurer's report were signed.

A motion to approve checks 5040 to 5062 was made by Jim Sipe and seconded by Doug Wille and unanimously passed. Checks were signed.

Letters of Information were reviewed.

Public Comment

ROAD REPORT

Jason Otte was present from Otte Excavating. The board had asked Doug Wille to be the road contact since he knows all of the roads. Jason stated that the ditch work did not get done for it froze up to early. Jim asked if there was anything major that needed to be completed and Jason stated there was nothing.

PLANNING COMMISSION

Dave Peine was present and stated that his brother and himself are buying the family farm from his parents. He stated that they had the survey done to split the house off the rest of the farm where Dave lived. He presented the survey to the board. Jim asked Dave if this land split would change the number of buildable lots. Dave stated no and that it is only due to the sale of the land. **Jim made a motion to approve the Peine property split, seconded by Bernie Pistner and unanimously passed.** Bernie signed the survey.

Dave stated that it was little more than an acre. Jim asked if Dave needed a permit, it would not be Ag permit. Scott Qualle was present and stated that since it is strictly ag and there are some adjacent properties, he would still qualify for the "Ag Permit". Doug stated that he did not review the survey but stated that the ordinance stated that the minimum buildable lot is 1.5 acres and that Dave was under that. In the ordinance, it does not state the minimum lot size for a split. Jim stated that he was discussing the Helweg property with Troy our attorney and that maybe we will should ask him about splits and to review that in our ordinance to see if he has any suggestions.

Jim Sipe stated that he discussed three items with Troy, out township attorney. The three things were the CapX, the Helweg Property to make necessary changes to our ordinance and the large utility ordinance. We are trying to understand the large utility ordinance and to understand it. The township had some issues with the last utility job. Jim asked that when we have large utility project, that we would ask them to let us know what roads they will be on and we will post them on the website so the residence would know. Leo stated that the last one buried the cable on the side of the road. He thinks that there should be a sign to let people know and might be an issued when we replace a culvert. Doug stated that it should be in the ditch more but the Township can review the ordinance and make them redo something that is done incorrectly. Leo questioned the location of the cable. Jim stated that maybe we should put in the permit when issuing, the location we would like the cable to be located unless otherwise approved by the Township.

The representative, Brian Mielke from CapX was present. There is nothing in the right away in this project. They are working with MN Dot on the location south on Hwy 52 to use the MNDOT bump out or the bottom of the drainage swail. They will need to travel some of the township roads. He presented some plans on the locations of the poles and an agreement with the Township on the project. He stated that they went through the permitting process and the agreement is a road use agreement for intentions of the project. It basically states that they will make the Township roads whole after they use the roads along with pre-inspection and a post-inspection upon completion. He stated that they are "not road crews" and will need the township to be there to fix the roads as needed but not to do the final fix until the project has been completed. He presented the plans for the project that can be viewed in the Township and is tentative plans but can have a pole maybe changed 10 feet or so. The board reviewed the plans and went through all the pole locations. They

pointed out some of the "City of Hampton" land as well. He also brought a hand out that brings you through the construction process (3 page flier). It explains the project and the construction that goes with it. The dirt work will start in the spring and start on the south. Approximate time that they will be in the township will be mid-summer. The teal line will be the construction route. They reviewed the roads that would be traveled and crossed over. They will have a described route when they get the road permits. Jim asked XXX if he has presented the agreement to any other Township. He stated he did and that he presents the agreement and follows up with the clerk a few weeks later with any questions or concerns. Jim stated that they we have an ordinance that we need to follow and the impact on our roads. He stated that there is a financial, legal and professional fees impact along with an impact on our residents. We just want to let our people know when the work will be preform. Jim stated that the board could work with the agreement and will be asking for funding for the project to put in an escrow account. Jim stated that our next step would be to have our attorney look it over and work up an escrow agreement. Jim will send an email to our attorney to review and will cc Brian him in it. Doug stated that the ordinance that we adopted should address all of these issues and we should follow that ordinance. Jim stated that Troy our attorney stated that we could work with the agreement that was presented to us. Leo stated that looking over the agreement from CapX, we would need to add an escrow onto it. CapX is starting in spring so he would like to address the issues before that.

Scott Qualle was present and wanted to touch base with the board on any issues.

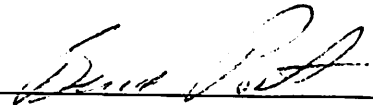
Bernie had asked Bob Reinardy about the clerk position. Bob stated he was still learning and would be interested in being the Deputy Clerk while in training. Jeanne proposed that she would take over the clerk position and continue to do training with Bob. Bob stated that he would work on the election classes and to get certified. Jim Sipe would be comfortable with continuing to help with the elections also. Bob stated it will be a small election and it will be a good one to start with. Jim just wanted to make sure that the township has the correct training in place. Jeanne offered to come back as Clerk with her salary she was at before. The board discussed and agreed to reappoint Jeanne Werner as the clerk. **Jim Sipe made a motion to appoint Jeanne Werner as the Township Clerk at her past salary and to pay the deputy clerk at \$15.00 per hour effective January 1, 2015, seconded by Doug Wille. It passed with two yay and one no vote.**


Jeanne was asked to take the Oath of Office and will do so in front of a notary. Jim will not be present for our January meeting. The Audit/Budget meeting will be scheduled for Wednesday, February 4th, 2015 at 7:00 P.M.

Bernie asked if there was some life insurance through PERA. Jeanne called and they do offer life insurance for the board members but another company administrates it. We currently do not offer that on the township level and to my understanding never did. Also, we can discuss funeral flowers for board members at our annual meeting and decide then if we would like to adopt a resolution then. Bob asked about the open law meetings and Jim Sipe stated that there is to be no discussion of Township business when together.

Motion made by Jim Sipe, seconded by Doug Wille to adjourn. It unanimously passed.
Meeting adjourned at 9:46 PM.

Date Signed: 1-27-15

Chair, Bernie Pistner: 

Clerk, Jeanne Werner: 

HAMPTON TOWNSHIP TREASURER'S REPORT
January 27, 2015 (December 2014 Business)

Beginning Balance: \$237,181.49

INCOME:

Dakota County – Tax Income	\$115,000.00
MN State MMB – Tax Income	6,497.03
Center Line Solutions – Permit	279.02
Account Interest	<u>28.61</u>
TOTAL INCOME:	\$121,804.66

EXPENSES:

Planning Commission Wages – 4 th Qtr.	\$ 507.90
Supervisor Wages – 4 th Qtr.	983.95
L. Nicolai – Treasurer Wages – 4 th Qtr.	524.10
M. Timm – Clerk Wages	14.06
J. Werner – Clerk Wages	178.23
R. Reinardy – Clerk Wages	429.43
Earl Anderson – Address Signs	82.40
Liberty Tires – Tire Cleanup	1175.00
MATIT – Township Work Comp Renewal	459.00
Dakota County – 2014 Septic Fees (\$40. Ea)	320.00
M. Dohmen – Gopher Feet	6.00
Otte Excavating – Road Maintenance	2070.00
Kennedy & Graven – Legal Services	954.96
R. Leifeld – Mileage Reimbursement	56.00
Citizen's Bank MN – Jan. 2015 Rent	500.00
Victor Lundeen Co.	340.96
B. Friermuth – Evjen Septic	450.00
IRS – 4 th Qtr. Withholding	793.90
MN Revenue – 4 th Qtr. Withholding	598.03
MN PERA -4 th Qtr.	515.05
Century Link – Phone	72.65
Bank Service Charge	<u>12.51</u>
TOTAL EXPENSES:	\$11,044.13

CHECKBOOK TOTAL

\$11,044.13

\$347,942.02

Checks Not In (5) \$2053.16

Balance Per 12/31/2014 Bank Statement: \$349,995.18


Bernard Pistner, Chair

1-27-15
1/27/2015


Leo Nicolai, Treasurer

1-27-2015
1/27/2015