

# The Hampton Township Board

## Regular Meeting Minutes

### February 16, 2016 7:30pm

#### ATTENDANCE

Chair	Jim Sipe
Supervisor	Doug Wille
Supervisor	Dan Peine
Treasurer	Leo Nicolai
Clerk	Molly Weber

This meeting was called to order by Jim Sipe, Chair at 7:30pm with the Pledge of Allegiance to the flag and using the consent agenda, minutes from December 15, 2015 and January 7, 2016 meeting as well as the approval of agenda for this meeting. **Doug Wille made a motion to approve the minutes for December and January regular meetings. Dan Peine seconded it. Motion carried.**

Township letters of information.

#### PUBLIC COMMENT

**Paul Siebenaler**, Randolph/Hampton Fire Department Treasurer. Was in to drop off the contract 2016 for \$25,023.00 due March 31<sup>st</sup>. Kevin Witson is the new chief. They have a meeting March 3 at 7pm, 7:30 is the meal and 8pm is the meeting and Board Members and Treasurer are welcome. It is for the Townships and Cities at the Randolph Hall. This contract is the last year on this one but it will be re-evaluated in the fall.

**Pete and Jean Bauer** – they had a survey done to split off 4.4 acres off their farm. She needs to have Township approval to split this off. Board confirmed it is not a substandard lot issue since it is 4.4 acres. The rest of her property is about 200 acres. Doug Wille said this split should not affect buildable lots in the future. Normally a person needs to go to the Planning Commission but Dakota County surveyor said she needed to go to the Township and make sure they are okay with it & then she needs to go to the Dakota County Court House. The house was built in 1980, prior to 1982 so they would be fore-closing on a second buildable lot. **Doug Wille made a motion to approve the property split for Pete and Jean Bauer. Dan seconded it. Motion carried.**

Jim signed her survey that the property split was approved by Hampton Township and gave it back to her to have Dakota County record it.

#### ROAD REPORT

Jason said its going good. They are going to put rock on Hogan in a few spots to fix the bad spots. Jason said it has been a pretty light snow year. Doug said Hogan needs to be first on the list to fix. Jason said the are going to address this.

#### PLANNING COMMISSION SYNOPSIS

**Benny Svien** – Benny's process is that he prefers to get a packet after the Planning Commission Meeting and they approved it. Benny reviews it at that time, gets the packet together and will get it back to Molly. Molly will bring it before the Board. At that time the Board will collect any permit fees and the permit will be issued. That way the process is speeded up for the customer and there is no question as to whether they got a permit because the permit is issued that night and the money is collected. If there are back to back meetings we will deal with it at that time and Benny will still get the permits out within 5 to 10 days maximum. If it is not back to back, Benny can usually turn the permit around within the 5 days between the meetings.

The Supervisors agreed that Molly should attend the Planning Commission Meeting per Benny's request and the Supervisors agreed she should be paid for attending them. The Supervisors think Benny's process is

great. Benny normally doesn't get involved with AG buildings unless we request him to check out set backs or something.

*Gladys Motz* – Gladys went to the Planning Commission. She wants to know if it is approved to build on their property down here. Dakota County is putting a road through their living room in Inver Grove Heights so they want to move down to Hampton Township on 20 acres of land they own that was grandfathered in. The parcel ID is 17-02600-01-011 located on 260<sup>th</sup> in section 26, top right corner. This doesn't follow our one per quarter quarter but it was grandfathered in. It was a parcel of record. The Planning Commission unanimously approved it so the Board doesn't have a problem with it. Gladys just wants to be sure it is a buildable lot. We will give her a copy of the minutes. Gladys Motz, 7660 Argenta Trail, Inver Grove Heights, MN 55077

**Jim Sipe made a motion that we reconfirm that property ID 17-02600-01-011 consisting of 20 acres has been previously determined to be and is now confirmed by the Board to have a buildable lot. Doug seconded it. Motion carried.**

Gladys was then instructed to come back to the Planning Commission when she is ready to build and request a building permit. Gladys will need to bring 2 sets of plans to the Planning Commission meeting with the permit application and that will be handed off to the building inspector and then she will attend the Board meeting and bring a check and get her permit at the Board meeting.

*Greg Endres* – his wife, Sharon was in to get a building permit to add an office onto Greg's Meats. It will be covered but not enclosed. Cover over the loading dock. Going to go out toward the north. **Doug Wille made a motion to approve the addition for Greg's Meats. Dan Peine seconded it. Motion carried.** Benny Svien will work directly with Sharon Endres.

*Jim Otto* - Gravel pit, he wants to take a knoll down and make four more acres of farmland. The sand will be used on 86 on the east side. He has a contract with Holland Construction. He has been paying industrial tax for 10 years. He has been selling sand to Anderson for years. They will close the pit and remove this knoll for four more acres of farmland. He doesn't specifically have a permit since he has had an operating pit since before the ordinance. He plans to fill the hole to match his neighbor's property. He is grandfathered in. The knoll is about 100 feet from his existing pit that he provided gravel to Anderson and Valley Paving. Hogan is a county road that the trucks would use. The county sent them up to Jim because they knew he had a pit. Jim Otto wants to close all his pits to bring to grade so it is all the same. This was an established pit before we had an ordinance so there isn't much we can do. **Doug Wille made a motion to approve for Jim Otto to sell this knoll for this 86/52 project and he will gain four acres of farmland when it is all said and done. Dan Peine seconded it. Motion carried.**

Molly to send copy of the minutes to Jim Otto, 25625 Hogan Avenue, Hampton, MN 55031 651-325-1491

Deputy Matt Lohman said a few weeks ago we had a swat call out. Got the guy in custody the next day. On Valentine's Day there was a fire at the apartment down the road. There is a blue station wagon roaming around stealing people's mail out of people's mailboxes, otherwise township has been quiet. People are also coming up to door saying they are selling cleaning products when they aren't.

## OLD BUSINESS

*Pat Ramel* – new had judge with Judy Kimmes assisting him. We will appoint the judges for a two year term. **Jim Sipe made a motion to appoint Pat Ramel as head judge and the following other people as judges: Robert Bryan, Tom Fliegel, Nolie Freeman, Judy Kimmes, Cheri Lemons, Nancy Schumacher, Judith Wickhorst and Kathy Ramel total of 9 judges with Pat Ramel as the Head Judge and Judy Kimmes to assist him as head judge. Doug Wille seconded it. Motion carried.**

*Revision of Zoning Ordinance-Full Version* – after we passed our new ordinance in December, Molly did a lot of work to get that published all the places it needed to be published then the attorney's put together a combined version that is our old ordinance with the changes that we just made and instead of it being attached pieces of paper it is all one document now. Jim found a couple things & they changed them. Molly did not get any comments back from anyone after sending it to everyone. Now we are ready to print copies for all of us. Need to post it online and take down all the other Zoning Ordinances and amendments since this has all those

incorporated in this copy. All the amendments are filed with the county so for simplicity sake we should just have this one copy of the Zoning Ordinance on the website. We have the Zoning Ordinance and the Right of Way Ordinance on the website after we get this done and get rid of all the other amendments on the website. Then we need to print enough copies for all of us on the Board, the Planning Commission, some extras and extra to sell at cost. We were going to comb bind them with a folder on the back to add future amendments to. Molly can do this after March, possibly done for April would be good.

*Administrative Policy* – Doug doesn't have any problem with it either way with formally adopting it or not formally adopting it. Jim suggested we formalize certain parts of it to adopt like charging for copies and things like that.

*Building Lease Agreement* – Molly needs to get with Janet Otte and to get typos/corrections made, then have board sign Lease Agreement. We are in agreement but we just need the typos corrected.

## NEW BUSINESS

*Upcoming Meetings and Postings* – March 8 is Election Day and the Annual Meeting (Invite the Township to meet with us and someone from the Township actually runs the meeting). March 8<sup>th</sup> needs to be publicized and the Election Day needs to be publicized with a sample ballot because people need to know that we are voting to make the Treasurer's position appointed. The election runs until 8pm. The Annual Meeting will be at 8:30pm. The Election hours are 10am-8pm. Then the Board of Canvas meeting will follow the Annual Meeting on March 8. The Canvas Board needs to approve the results of the election as we have them. Inclement weather back up date will be Tuesday March 15. Inclement weather for the Annual Meeting will be on the 15<sup>th</sup> also. The Reorganization Meeting is Tuesday April 19, 2016 at 7pm.

*Spring Short Courses* – handed out the dates for them. Rochester is on Tuesday March 14, 2016. Peg Varien and Molly Weber attending the Wednesday session in Mankato. Jim Sipe really encourages us all to go.

*Spring Meeting* – handed out notice for Dakota County Spring Meeting Saturday March 19 where all the Townships come together at the Empire Public Works Building.

*Disaster Training* – Jim Sipe will look at it again and decide if anyone needs to go. If we have a disaster we just do what we are told by the fire department.

*Dakota County Sheriff Joint Powers Agreement* – there is a fee incurred. No action/not interested. Pass for now.

*Workers Compensation for Independent Contractors* – We need either proof of insurance or proof that they don't need it. All contractors should provide insurance information. That certificate should also have Workers Compensation. For smaller contractors there is a Workers Compensation waiver that for some reason says you don't need it. Jim Sipe will talk to Jeanne Werner about whether independent contractors need to carry Workers Compensation or not.

*Proposed Master Contract with MN Dot* – we are going to pass for now.

*Office Needs* – Doug Wille made a motion to give Molly Weber up to \$1,000.00 to buy a new desk. Dan Peine seconded it. Motion carried.

## OTHER BUSINESS

Doug Wille made a motion to approve signing of checks 5249 to 5259 and a motion to approve the claims list. Dan Peine seconded it. Motion carried. Checks were signed.


Jim Sipe made a motion to pay Molly Weber for 2 meetings and Jim Sipe, Dan Peine, Doug Wille and Leo Nicolai be paid for one. Dan Peine seconded. Motion carried. Jim Sipe also stated that Molly Weber will be paid to attend the Planning Commission meetings now that the permit process has

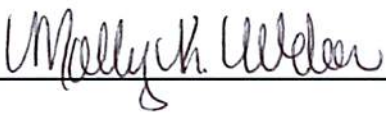
changed and Benny Svien prefers she attend those meetings.

ADJOURNING OF MEETING

Doug Wille made a motion to adjourn the meeting at 9:05pm. Dan Peine seconded it. Motion carried.

Date Signed: 3/15/18

Supervisor: 

Clerk: 

**HAMPTON TOWNSHIP REPORT**

February – March 16, 2016 Meeting

**BEGINNING BALANCE:**

**\$289,543.26**

**INCOME:**

Dakota County – Aggregate Tax	\$ 243.87
Dakota County – Tax Disbursement	33,313.82
Account Interest	27.29
ICS Account Interest	44.56
Transferred Escrow Account (Mid-Continent)	<u>5280.00</u>
<b>TOTAL INCOME:</b>	<b>\$38,909.54</b>

**EXPENSES:**

Dakota County – 4 <sup>th</sup> Qtr. Septic Fees	\$ 42.00
Cannon Falls Beacon – Legal Notices	102.17
Don Kimmes – 2015 Cemetary Mowing	595.00
Otte Excavating – Jan. Road Work	5340.00
CNS Solutions – Website	75.00
Dakota County Assoc. of Township – 2016 Dues	858.44
Earl Anderson – Hidden Entrance Sign	60.19
Michael Dohmen – Gopher Feet	9.00
Janet Otte – Feb. Rent	500.00
Molly Weber – Office Supplies, Mileage	366.81
Molly Weber – Clerk	1094.58
Century Link – Phone	<u>85.95</u>
<b>TOTAL EXPENSES:</b>	<b>\$9,129.14</b>

**CHECKBOOK BALANCE:**

**\$319,323.66**

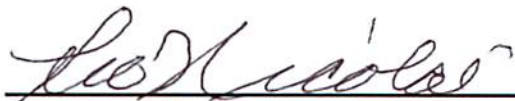
Checks Not In (5) \$1776.25 + \$319,323.66 = \$321,099.91	
Balance Per Statement #2000004	\$123,040.35
Balance Per Statement #902000004 ICS	<u>\$198,059.56</u>
Accounts Totals:	\$321,099.91



Jim Sipe, Chair

3/15/16

Date



Leo Nicolai, Treasurer

3/15-16

Date