

The Hampton Township Board

Regular Meeting Minutes

March 15, 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 the Budget meeting and the minutes from February Board meeting on 021616 as well as the approval of agenda before us for this meeting. **Doug Wille made a motion to approve those three items. Dan Peine seconded it. Motion carried.**

TOWNSHIP LETTERS OF INFORMATION

Building Permit Survey: Jim started it online, 4 page document, Jim said Molly could look through 2015 book and fill this out

Dakota County All Hazard Mitigation Plan: letter from Dakota County where they would like us to participate in their Hazard Mitigation Plan & this resolution is for the Township Officers to pass. They are just giving us a head's up on it is for action by the Township Officers Association.

Census Bureau: survey Jim Sipe will take care of

PUBLIC COMMENT

Adam Kimball - JB Holland – project starting roughly April 4, 2016 at the 52/86 interchange depending on road restrictions. Here to talk about taking material out of the James Otto property which is grandfathered in per James Otto. Adam wants to be sure that James is grandfathered in. They will be driving County Road 85, no township roads. The goal of this project is taking material from the east side of project from James Otto and stuff on the west side will come from Gretchen Elly's so they are not crossing Highway 52, for safety reasons. There will be lane closures at various points, there will be one weekend closure which will probably happen sometime in June. Both lanes will be closed from Friday at 10pm to Monday at 5am. They need to replace a pipe going across 52 and also set the upgraded beams. Detour will go out 19 to 56. There will be advanced warning. They will be taking between 50 & 75,000 tons out of there. They have the proper permits. This is a County project that the State will be using. James Otto will be turning it back into farmland after this project is done. Jim Sipe said we did discuss this last month and did approve it since James Otto is sort of grandfathered in and has permission to do this and level off the field and put it back into farmland. Adam said the plan is to complete it around the October 31, 2016 with start date of on or about April 4, 2016. Actual contract completion is June 2017. Molly gave Adam Kimball a copy of last month's minutes that showed the approval for James Otto.

ROAD REPORT

Doug said roads are pretty good so far. We don't have much trouble, Jason said all other townships have frost boils. Jason said they might be doing some tree trimming by Fisher's home place. Jason said they do tree trimming but not chemicals. Jason said he will talk to the owners before they start trimming trees. Jason needs to offer wood to the home owner not just remove it. Brush removal is best to remove in the fall. We need to address this again and find someone to do it. Not many people are licensed to spray brush down. The guy from Castle Rock worried about parsnip and such. Jason said they could pull it out of the ditch and get rid of the brush. (This is something we can look at on the road tour and decide what to do and how to remove the ditch brush.) Jason said to check in with Luhmann or Central Valley to see if they can take care of

it. Can we mow it off and take it away and get rid of it. Jim thinks we should pick a few areas each year and do this. The Road Tour was set for Friday April 15, 2016 at 8am. Molly will post it. The Bridge Safety Inspection document-Molly gave Jason a copy of this and he was going to take care of it and follow up with Molly.

PLANNING COMMISSION SYNOPSIS

There were some building permits that are not going to come to the Board until April.

Dakota Electric Substation – Planning Commission held there hearing. There were a couple people in the audience with questions. The Planning Commission voted that the Board approve it. No one spoke against it and they could not see a problem with it. The Planning Commission recommended to the Board that they approve it since they did not see a problem with it. They were approving a Conditional Use Permit. Craig brought a copy of the application, lot split, the antenna and a Conditional Use Permit. There is an existing transmission line they are tapping into, drops it down into the substation runs it through the transformer and switchgear then out the substation. There is one pole with 2 18" antenna whips attached to it. They are used for lightning. And it lets the dispatch do things remotely rather than having to come out. Refer to sight plan 5/27/2015 will specifically reference this specific plan. We decided we don't need to record the Conditional Use Permit with the county. They applied for 110 feet but may not go up that high. We grant the permit per the minutes and Jim Sipe signs the documents so Dakota Electric should then have what they need. Jim handwrote the reference dates on it along with the plan number and drawing numbers on it. The other 2 plans are for the engineering plans. Craig just had the extra drawing to show us the lot. Lot split per drawing dated 01/26/2016 for the lot split and substation plan per drawing RDPP01 dated 05/27/2015. **Jim Sipe made a motion to accept the recommendation of our Planning Commission and approve a Conditional Use Permit for the construction, use and maintenance of a distribution substation or related equipment for Dakota Electric Association. That is described on the survey S6062 dated 01/26/2016 and the substation plan on drawing RDPP01 date 05/26/2015. Doug seconded the motion. Motion carried.**

Dakota County requested a lot split as well. Craig had plans to scale. This is not creating a substandard lot and it is under 80 acres so there is not a buildable lot. **Jim Sipe made a motion that we approve the lot split for Dakota Electric. Doug Wille seconded it. Motion carried.**

Jim Sipe signed the survey to scale that the lot split was approved by the Board with today's date. Craig figures they will get going with construction in the fall. It takes about 6 months to order the supplies in. They plan to start late summer or fall for grading. They hope to work on it after the 1st of January 2017 and hope to energize it in Spring 2017. Sometimes they pull footing or slab permit. Craig Knudsen will talk to Benny Svien to see if they need to pull a building permit.

OLD BUSINESS

Spring Meeting March 19 – a reminder for the upcoming meeting this week. Everyone planned to attend this.

Work Comp for contractors – Jim Sipe followed up with Jeanne on this. We are requiring that all of our contractors have Workers Compensation or that they have a certificate stating that they are not required to have Workers Compensation Insurance. Sole proprietors need to supply evidence to us that they do not need it.

Revision of Zoning Ordinance-Full Version – Jim Sipe has not heard from Troy Gilchrist yet about whether we can change the fee of \$1,000.00 to \$2,500.00 for a Conditional Use Permit. Jim will follow up again with Troy on this.

Administrative Policy – Jim read through this again and wants to get a fee schedule on our website like for photo copies and things like that. Jim Sipe and Molly Weber will work through this and come up with something that can be voted on later this spring.

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

Reorganization Meeting – This will be next month before the regular board meeting so it will be at 7pm on Tuesday April 19.

Oath of Office – Molly Weber needs to get with Dan Peine to give him the Oath of Office again now that he has been officially elected.

Resolution for Molly – Pay for multiple meetings will be discussed at the Reorganization Meeting next month. Jim's impression was that last time it was voted on it was a one off deal. Doug Wille thought was that either you get paid for the hour and then getting paid to go to the meeting, then you are already getting paid to prepare the meeting but that is not the case since she is not paid by the hour. All meetings are extra work. So either she needs to get paid by the hour for the work she is doing and paid for the "one" trip to both meetings or get paid for each meeting. Last time we talked about this everyone thought it was a one-time deal but it was kind of informal since it was at the end of the meeting. The guys think Molly should be paid for multiple meetings. Jim doesn't think we have done that before though. **Jim Sipe made a motion to approve we pay the clerk for double meetings for the month of March 2016. Doug Wille seconded. Motion passed.**

Special Meeting Fee Document – just pay Special Meeting to Planning Commission and Clerk but not for the Board Members. Doug Wille mentioned checking the green book and see what they recommend as far as who gets paid at Public Hearing meetings.

Weather Preparedness on Website – we are not going to participate in this

Otte's Contract – It expires on April 30, 2016. MAT would advise that if you expect to be \$100,000.00 or less it can be quotes. If it is more than \$100,000.00 then it has to be sealed bids. In a sealed bid you have to take the lowest bid. Jason Otte foresees that we will be under \$100,000.00 for 2016. Sounds like up to \$100,000.00 can be done by direct negotiation. Jim Sipe, Dan Peine and Doug Wille decided we would negotiate with the Otte's. Jim Sipe requested Jason Otte get a quote to Doug Wille for 2016. Jason said they might have a bit of an increase with increase costs of equipment. Leo Nicolai stated that Otte's need to perform work that is requested of them. Doug Wille requested Jason Otte get a rate sheet to us so we can extend at least through the summer. Jim Sipe said we make some sort of a deal with him for at least 6 months. Jason Otte will send the rate sheet to Molly Weber and she will send it out to the supervisors. Jason's email is: otteexcavating@yahoo.com

Dan Peine said per the MAT meeting they want it in the minutes why we only have one bid if we only received one bid.

They also stated the Road Tour only needs to be posted on the front door.

Road Maintenance Quote – We need to post this like we did 2 years ago. We need to run it in the paper for 10 days. It needs to be submitted by Friday April 15. Leo will check what we have been spending in the past for next month's meeting.

Chloride Bids – Leo will call EnviroTech and get a quote from them. His name is Eric @ 952-679-3573. This does not need to be posted. Leo Nicolai will call them for mag chloride and calcium chloride like we bought last year since this is too complicated for Molly Weber to jump into.

Rock Bids – Jason Otte said we need to get this done and posted so we have it for the April Meeting. Doug Wille said we need to do this now so Hogan can get taken care of. This is done every year. Anderson was awarded the bid last year. Jim Sipe said to follow what we did and how we advertised it last year. It is okay to follow what we did last year to get this take care of.

Dust Control Letters – We will take care of this in April.

New Resolution for Election Judges – this will be take care of in April at the Reorganization Meeting

Certificate of Election for Dan Peine – the Clerk signs this within 10 days after the Canvass Meeting

Update Officer List – we will fill this out after the Reorganization Meeting in April

Septic Letters – per Molly Weber, we are sending out letters in Douglas. Doug Wille agreed that the County dumped this onto the Township. Per the letter, per our agreement the County has sent out the needed pump reminder postcards to your citizens. Enclosed is the activity report. There is a non-pump report that shows those who have not pumped in 3.5 years. This report allows the municipality to follow up on this list and require pump compliance. There are a lot of people on the non-pump list. We will get a nasty letter from the County if we do not do this. Jim Sipe recommended we talk about this at our April meeting. Molly Weber should call Darrel Gilmer and see what he knows about it.

OTHER BUSINESS

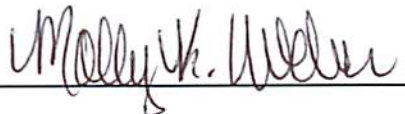
Doug Wille made a motion to approve signing of checks 5260 to 5298 and a motion to approve the claims list. Dan Peine seconded it. Motion carried. Checks were signed.

ADJOURNING OF MEETING

Doug Wille made a motion to adjourn the meeting at 9:52pm. Dan Peine seconded it. Motion carried.

Date Signed: 4/19/16

Supervisor: 

Clerk: 

HAMPTON TOWNSHIP REPORT

March – April 19, 2016 Meeting

BEGINNING BALANCE: **\$319,323.66**

INCOME:

Dakota County – Road Allotment	\$14,217.40
Dakota County – Conservation Fee 2015	357.97
Dakota Electric – Substation Hearing	2,500.00
Account Interest	29.90
ICS Account Interest	<u>51.94</u>

TOTAL INCOME: **\$17,157.21**

EXPENSES:

Election Judges – Wages, Training & Mileage	\$ 801.66
Planning Commissioners - Wages 1 st Qtr.	914.27
Treasurer & Clerks Wages	3006.18
Supervisors – Wages – 1 st Qtr.	1267.23
Janet Otte - Jan. Rent	500.00
Otte Excavating - Road Work	6531.00
Dakota County – Sand & Salt	329.17
Cannon Falls Beacon – Legal Notices	31.00
Short Course Reimbursements – 3 Sups.	150.00
Graphic Design – Ballots	85.00
Gilmer Excavating – M. Keiper Permit	320.00
Cannon Valley – Fire Protection	7828.68
Randolph – Hampton Fire Protection	25,223.00
Kennedy & Graven – Legal Advice	573.50
Anderson Rock – Material	2695.80
CNS Solutions – Website	87.50
Mid Continent – Escrow Refund	5280.00
Dakota County – Ordinance Fee Filing	46.00
PERA – 1 st Qtr.	752.40
IRS – 1 st Qtr. Withholding	1211.75
MN Revenue – 1 st Qtr. Withholding	18.99
Safety Deposit Box	22.00
Century Link - Phone	<u>85.91</u>

TOTAL EXPENSES: **\$57,761.04**

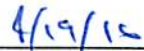
CHECKBOOK BALANCE: **\$278,719.83**

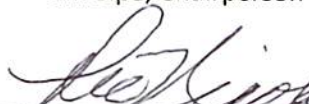
Checks Not In: (7) \$26,026.80 + \$278,719.83 = **\$304,746.63**

Balance Per Statement #2000004	\$ 93,803.11
Balance Per Statement #90200000 ICS	<u>\$210,943.52</u>
Accounts Total Checkbook and Fund Balances	\$304,746.63

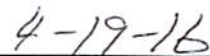


Jim Sipe, Chairperson


4/19/16
4/19/2016



Leo Nicolai, Treasurer


4-19-16
4/19/2016