

The Hampton Township Board

Regular Meeting Minutes

May 17, 2016 7:30pm

ATTENDANCE

Chair	Jim Sipe
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. **Dan Peine made a motion to approve the items on the consent agenda. Jim Sipe seconded it. Motion carried.**

TOWNSHIP LETTERS OF INFORMATION

PUBLIC COMMENT

ROAD REPORT

Molly Klein & Chad Casey – from MN Dot were in to talk about a brief summary of the Highway 52 safety project. They handed out a summary of the project. They have seen an increase in crashes especially the right angle crashes which are the most dangerous type so they are proposing making some modifications to not allow the cross-movement. They are also adding cable median barrier to avoid the head on crashes. They are also adding U-turn lanes. They discussed changes/updates on the 52 construction. This is an interim safety improvement. Eventually they want to make it a freeway but don't have the funding now. These J turns work on other corridors they have put them on. Everything will have signs notated how to go. The county is doing the 86 cross over like 47. MN Dot is doing the stuff noted above. It starts at County Road 46 and goes down to County Road 86. MN Dot is working on a website and they will be having a Public Open House in the summer.

Freeburg Culvert Request – on 23002 Lewiston snow from the neighbors to the north runs down and pools in his driveway. It is definitely worse in the spring. They have phone lines on one side and electrical on the other side. They want to know in the spring how they can drain the water off. They will need the phone line and other utilities moved. Freeburg will pay for the culvert and Jason will put it in. Jason will contact Century Link. Jason said hopefully they can fix it this summer. He will give them a price on the culvert when the time gets closer. Wendy Freeburg: wfreebe@yahoo.com 651-787-0965

2016 Road Report – Jason Otte said there have been complaints on Inga that it is being used as a short cut. They are cutting down Hogan coming across 250th to Inga into Cannon. The county has agreed to do 500 feet in front of each house along that stretch with chloride for free. They are doing each house on Hogan down (east) on 250th to Inga, then down to Cannon. They are taking care of it & we do not have to pay it and bill the County. Molly needs to work with the guys to determine if anyone on these roads paid for chloride and see if they still want chloride or not. Molly to call the residents to confirm if they still want their chloride they ordered. Dan will get me a list of the houses that have gotten chloride. Molly needs to schedule the chloride with Envirotech.

Jason said they would let Molly know as things are done on the list for the 2016 Road Report. Jim Sipe told Jason to stay within the budgeting for the year and to talk to Doug to figure out what should be done on the list since he is running that show, then to let Molly know as things can be checked off the list.

Shannon Brown at 5749 250th Street – She called in & said she only has one lung so was wondering if she could get chloride now and pay for it herself. Jim Sipe asked Jason Otte to call the county and see if this was something they could address since it sounds like that road is being used for the detour. Jason said he would do so and let Molly Weber know what he found out.

Jason Otte said he would have Gina at Otte Excavating will send me the bridge inspection form to forward on to the appropriate person.

Envirotech Sales Quote – Jim Sipe will sign for Molly to forward to them even though we took action on it in April.

PLANNING COMMISSION SYNOPSIS

Jim Schiller – Larry Runyan made a motion that the Town Board approve a building permit for Jim Schiller and Casondra Schaffer seconded it. Motion passed. Jim Schiller brought 2 drawings of the building and the building permit and 2 of the plot maps where the building is going to be located on the lot. It is way back from the street, just under 10 acres. He has one other pull building and the house on the lot. Benny Svien said the Town Board could approve contingent on Benny's approval. Jim Schiller's phone number: 612.363.6541 **Jim Sipe made a motion that we approve this cold shed storage on Jim Schiller's property at 25364 Northfield Boulevard in Hampton, MN for a 30x40 pull shed contingent on our Building Official's, Benny Svien's approval. Dan Peine seconded it. Motion carried.**

John Leifeld – John was here for a building permit for a new home for the Motz residents. Casondra Schaffer made a motion to recommend that John Leifeld come before them to request a building permit for a new house on the Motz property. Larry Runyan seconded it. Motion was unanimously approved. Jeremy Irrthum again made certain that they do have a buildable lot that was already determined. He also stated that the Planning Commission just make recommendations. Molly is waiting for an address from Todd Lusk from Dakota County. Molly will forward this on to John Leifeld once she gets it. Per John Leifeld, Benny said everything is ready and if he came with all his information he could bring us a check for \$5,270.49. Benny signed off on it. Leo Nicolai gave John a receipt for his check. John Leifeld phone number is: 612.987.6727 **Jim Sipe made a motion that we approve building permit for a new home on the Motz property PID#17-02600-01-011. Dan Peine seconded it. Motion carried.**

Tom Eileen – Tom did not show up. Him and Benny Svien are still working on his.

OLD BUSINESS

Work Comp for Contractors – Molly will need to follow up with Gilmer and Svien on this to fill out the proper form that they don't need WC insurance. We just want something that says you have Work Comp or you don't need it. Benny sent his form in. Molly will send out form to Gilmer to return. Jim Sipe said he looked online and the same form is there and it looks like if you have no employees you do not need Workers Compensation.

Revision of Zoning Ordinance-Full Version – This is where Jim drafted the fee schedule. He said since Doug Wille was not present that we would just pass on this for this month. This is where Jim Sipe thinks we should take our old zoning ordinance and all the amendments to it off the website and replace it with the new codified copy that Jim sent Molly Weber via email that has all the changes in it already. Molly is trying to set up a time with Tony Van DeSteege to help me clean up the computer and give me his advice on how to archive stuff. Jim Sipe thinks it would be helpful to our township residents to get this new ordinance up on the website pretty quick since that is where most residents are going to look for it. We talked about printing it too but we might change it again this summer. Jeremy seems to live off the website for it. Jim recommends that we have 2 copies at the office for now until we figure out the fee schedule and whatever other changes we want to make.

Administrative Policy – Leave this on old business. We are working on the fee schedule part of it. The rest of it we are just kind of trying to kind of follow it without adopting it so this will stay as is.

Building Lease Agreement – Molly Weber gave this to Janet Otte to fix the typos and make corrections. Molly is just waiting to get it back from Janet. So we will pass on this this month.

Septic Letters/Joint Powers Agreement – Per Jim Sipe he sent an email about septic tanks. He was Jim's summary and a bunch of correspondences he had with Troy Gilchrist about this issue. It was prompted by the Joint Powers Agreement we got sent and the bill we got and Jim trying to understand all that stuff and Molly's question about whether we need to send letters out to people who haven't pumped in the last 3 years. Basically in our Zoning Ordinance we take responsibility for administering septic tank installation and repair and everything. We do that by just adopting the County's ordinance. We have Darrell Gilmer, our licensed inspection that makes sure the septic tanks are installed correctly and that they are maintained correctly. The Joint Powers Agreement with the County allows the County to help us out with the alliance share of the administrative work. They send out reminder cards. They keep a database and track when the pumpers send the cards in and who has been pumped and not pumped and they track that and they track the as built for our township. For all that they charge us \$3.00 per septic tank per year. We have 325 septic tanks in the township so it is \$975.00 per year. Troy Gilchrist has looked this over and said it is a pretty good deal with the administration piece the County is doing. Jim Sipe thinks we should approve the execution of the Joint Powers Agreement tonight. The bill comes from the Dakota County Township Association since the County has a deal with them to handle the paperwork of the Joint Powers Agreement. Either party can back out of it for no reason by either party. Troy said he does not know of any other Townships sending letters for to residents about pumping. The Board decided to wait and see if we need to send out letters at some point. We don't really have wetland areas we need to worry about in our Township. Randolph County has turned the whole deal over to the County to take care of. We could look at doing this in the future but Troy said outstate they let the County do this but in the metro areas the Townships have elected to do it. The only disadvantage is the residents wouldn't be happy having to deal with the County. We would need to give them like a 6 month notice. We can change the Zoning Ordinance at some point as an option we can think about. The County charges just under \$400.00 to install a Septic Tank. **Jim Sipe made a motion that we execute the Joint Powers Agreement with the County concerning Septic Tanks. By adopting that motion we will pay the bill they sent us. Dan Peine seconded it. Motion carried.** Jim wants to sign 2 copies and have them send us one back. We will also pay that bill for June.

Septic Tank Report - Jim also had a long conversation with Darrel Gilmer. He gets a call from somebody who wants to install a new septic tank.

1. He goes out there & does a second soil verification-has to do an inspection on the site to make sure the soil is appropriate for a drain field. For that he charges \$150.00 that they pay him directly---so he hasn't even come to the Township yet. This must be a step in the process the PCA has.
2. He has them write a check to the Township for \$300.00. In our meeting last month when we talked about wages & permit costs. Last year's said it was \$500.00. Jim thinks we should change that to \$300.00 because that is what is actually happening right now. Darrel has them write a check to the Township for \$300.00, then Darrel does his appropriate inspections and charges the Township \$200.00. If Darrel has to do extra inspections he charges the resident \$60.00 directly for each one.
3. When the job is all done we have to file As Built's with the County. That is one of the things the County tracks for us. We pay the County \$42.00 for each of these. In summary, we got a check for \$300.00, we paid Darrel \$200.00 for his inspections, we paid the County \$42.00 for the As Built so the net for us on a Septic Tank install is \$58.00 which is probably okay. \$58.00 isn't much of anything for us once it is all said and done. **Jim Sipe made a motion that we change our Septic Tank permit fee to \$400.00. Dan Peine seconded it.** Molly Weber needs to update this on our wages and permit sheet and also contact Darrel to clarify that it is now \$400.00.

NEW BUSINESS

Hampton Helpers/Hampton Community Days – Tim Skog asked if we would donate some money to the Hampton Days. Since he was not present we passed on this item.

Storm Water Grant Funds – It was something from the MET Council about getting grant funds for storm water work. Jim thought about if we ever did this but the application date was a week ago so we are going to skip this.

Dust Control Letters – They are starting to come in now. Molly Weber needs to call Envirotech and get on the schedule so they can gage how much they need. We want it as close to June 1 as we can. Molly and Dan will get together on the houses that may not want it due to the County already doing some chloride.

Computer Clean Up and Archiving – Molly Weber is trying to get Tony Van DeSteege to sit with me to clean up and archive information. **Jim Sipe made a motion that Molly spend up to \$300.00 consulting with the computer to get it cleaned up and backed up. Dan Peine seconded it. Motion carried.**

June Summer Short Courses are week of June 20th & June 27th – Leo doesn't think Hampton has ever attended these courses. We usually just attend the Spring ones.

Legal Training – Jim Sipe said he might attend this training in October

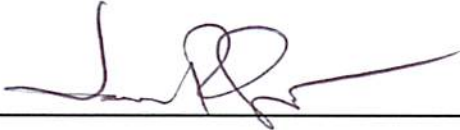
OTHER BUSINESS

Dan Peine made a motion to approve signing of checks 5311 to 5320 and a motion to approve the claims list. Jim Sipe seconded it. Motion carried. Checks were signed.

ADJOURNING OF MEETING

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

Date Signed: June 21, 2016

Supervisor: 

Clerk: Molly K. Weber

HAMPTON TOWNSHIP TREASURER'S REPORT

June 21, 2016 Meeting

May's Business

BEGINNING BALANCE: **\$268,585.84**

INCOME:

Weatherly- Road Sign	\$ 20.00
Able Energy – Permit	205.84
Motz/Leifield Builders – Permit	5270.49
Account Interest	16.30
ICS Account Interest	<u>53.76</u>
TOTAL INCOME:	\$5566.39

EXPENSES:

Molly Weber – Clerk	\$1499.79
Jeanne Werner – Deputy Clerk	244.67
Otte Excavating – April Road Work	3670.00
GNS Solutions – Website	150.00
Kennedy & Graven – Legal	37.00
Earl Anderson – Signs	146.72
Benny Svien – 5 Permits	2883.69
Enviortech Services – Dust Control	3659.82
Janet Otte – May Rent	500.00
Molly Weber – Misc. office supplies	316.83
Century Link – Phone	<u>85.64</u>
TOTAL EXPENSES:	\$13,194.16

CHECKBOOK BALANCE: **\$260,958.07**

Checks Not In: (1) \$50. +\$260,958.07=\$261,108.07

Balance Per Statements 5/31/2016

#2000004 \$125,016.30

ICS #902000004 \$135,991.77

Accounts Totals : \$261,008.07

Escrow Account: \$31,000.00



Jim Sipe, Chair

6/21/2016



Leo Nicolai, Treasurer

6-21-16
6/21/2016