

**Empire Township Meeting Minutes
May 14, 2019**

The Town Board meeting was called to order by Chairman Terry Holmes at 8:00 p.m.

Present were: Terry Holmes, Ed Gerten, Jamie Elvestad, Charles Seipel, Jeff Hince, Denise Williamson, Brian Hilgardner and Jane Kansier

Agenda: Jamie Elvestad made a motion to approve the agenda. Ed Gerten seconded. Motion passed 3-0.

Meeting Minutes: Ed Gerten made a motion to approve the minutes of the Town Board meeting on April 23, 2019; the Planning Commission meeting on May 7, 2019; and the Park & Rec meeting of May 13, 2019. Jamie Elvestad seconded. Motion passed 3-0.

Treasurer Report: The treasurer's report showed a General Account balance of \$15,009.78 plus investments and an Escrow Account balance of \$14,564.65 plus investments. Jamie Elvestad made a motion to approve the unaudited treasurer report as read. Ed Gerten seconded. Motion passed 3-0.

Visitors: Duane Alley reported that drainage in his neighborhood is working well. He asked if sod was going to be placed all along the new drainage area, as some residents may want to plant trees and shrubs in that area. It was the consensus of the Town Board that residents along the drain tile should not plant trees and shrubs as they may interfere with the drainage that was installed.

Dakota County Sheriff Sergeant Hosking reported that school will be getting out soon and shared information about the bike patrol program.

Bills to be paid: Ed Gerten made a motion to approve the attached list of bills in the amount of \$233,862.93. Jamie Elvestad seconded. Motion passed 3-0.

Old Business

George Eilertson with Northland Securities presented two options relating to the 2019 GO Street Reconstruction Bond. The Town Board decided to go with the option that implements a level levy amount upon bond issuance, with an annual levy of approximately \$334,000.

The Town Board reviewed the proposed Municipal Advisory Service Agreement between Empire Township and Northland Securities, Inc. Jamie Elvestad made a motion to approve the

Municipal Advisory Service Agreement between Empire Township and Northland Securities, Inc. Ed Gerten Seconded. Motion passed 3-0.

The Town Board reviewed the proposed resolution to authorize the issuance and sale of GO Street Reconstruction Bonds, Series 2019A. Eilertson noted that the notice of sale attached to the resolution calls for proposals to be considered by the Town Board on June 25th. Jamie Elvestad made a motion to adopt Resolution 2019-5A, A Resolution Authorizing Issuance and Sale of General Obligation Street Reconstruction Bonds, Series 2019A. Ed Gerten Seconded. Motion passed 3-0.

Eilertson noted that bond proceeds should be made available by July 20th and he will be working with Seipel on the bond rating call with Standard & Poor's prior to the proposal date.

Committee Reports

Maintenance / Sewer and Water / Road and Bridges

Jeff Hince reported that water service has been repaired at a residence on Calgary Trail, the north half of the residential district streets have been swept, gravel roads are still having some frost boil issues, he has replaced a drinking fountain in Sachs Park, and ballfield items are being put into place for the season. Jeff also reported that he will not be pumping rain water from the softball fields any longer. It is too time consuming for staff and with as wet as it has been, will make it difficult to keep up.

Park & Rec

Denise Williamson reported that there will be no Park & Rec meeting on Monday, May 27th.

Bolton & Menk

Brian Hilgardner presented a draft newsletter that will be sent to residents affected by the 2019 Street Reconstruction Project. The letter will be sent out tomorrow and those that sign up for the e-mail blast will receive continuous updates regarding the project.

Jamie Elvestad noted that all noise created by the project must take place during work hours.

Hilgardner reported that there were some discrepancies relating to the drainage maps provided by the Met Council for the area around the sewer treatment plant. Hilgardner also had concerns relating to the size of the proposed culvert under Biscayne. He believes the culvert issue may be able to be addressed through the CUP application that is currently being applied for by the Met Council.

Terry Homes recommended that the Township get the attorney involved regarding the drainage issue around the Met Council property. He is frustrated that the issue does not seem to be getting resolved.

Planning

Jane Kansier presented a memo regarding the Techo-Bloc Site Plan at 4375, 170th Street West. It was reported that Techo-Bloc will be sharing the site with Rock Hard landscaping and be

located on the eastern portion of the property. It was reported that the new business would like to apply for a variance to install their own sign on the property although a separate sign already exists on the property, for Rock Hard landscaping. It was the consensus of the Board that a variance for a separate sign would not be granted and advised that Techo-Block and Rock Hard work together to install a sign that can accommodate both businesses.

The Town Board reviewed the decommissioning bonds for the Feely East and Feely West solar garden sites.

Kansier reported that the Planning Commission has reviewed the proposed nuisance ordinance. She will be working on a revised copy for the Town Board to review and it will be forwarded to the attorney.

The Town Board reviewed a request from Watt Munisotaram regarding live entertainment associated with a celebration to take place at the temple on May 24th thru May 26th. It was reported that the request involves having live entertainment, including music, until possibly 11:00 PM on Saturday, May 25th. The request was approved to move forward by the Planning Commission. After some discussion, including the length of the event and the possibility of noise traveling large distances in the Township, it was recommended by the Town Board that the ordinance relating to outdoor noise be followed and music limited to 10:00 PM.

Kansier reported that the Met Council would like their CUP hearing to take place in June; however no stormwater calculations have been received.

New Business

Charles Seipel reported that Empire Township will need to switch from cash basis fund accounting to accrual basis accounting when the new 2020 Census numbers go into effect. The Township will also need to find a new auditor as the current auditing firm does not audit municipalities that use accrual fund accounting. Seipel spoke with an auditor that may be interested in working with the township. In order to prepare for the transition, the Township will need to work with the auditor to assign values to property and capital outlay items. Seipel recommended that the new auditor be hired well in advance of the switch to accrual accounting.

The transition to accrual fund accounting may require the purchase and installation of new fund accounting software and also involved extra staff time and extra hours of working with the new auditor. The Town Board reviewed information on the upcoming transition, prepared by Greg Burkhardt.

It is not known if the new auditing requirements will take place for the 2020 or the 2021 audit year. Seipel expects to receive confirmation from the State Auditor later this week.

It was reported that the Township does not currently have bereavement leave for employees. The Town Board directed Seipel to look at bereavement leave policy examples and have them incorporated into a personnel policy.

It was reported that two applications have been received for the Planning Commission vacancy. The Town Board discussed interviewing the applicants at the next Town Board meeting.

The Town Board reviewed quotes for new chairs at the Public Works Building rental hall. Jeff Hince reported that there are currently not enough chairs to meet the seating capacity. In order to meet the capacity, 80 new chairs would need to be ordered. The Town Board recommended the purchase of new chairs for the Public Works Building.

FYI:

The Town Board reviewed information from Dakota County regarding meeting dates for Emergency Management staff to meet elected officials, a proposed 3.6% increase for the Met Council's MWC charge for 2020, workshops on the Dakota County groundwater plan, and a Thank You from the American Red Cross for coordinating the blood drive that took place on April 24th.

Meeting adjourned at 9:45 PM.

Terry Holmes, Chairman Town Board

Charles Seipel, Clerk - Treasurer