

## **Empire Township Meeting Minutes August 25, 2020**

The Town Board meeting was called to order by Chair Terry Holmes at 8:00 PM.

**Present were:** Terry Holmes, Jamie Elvestad, Ed Gerten (via Zoom), Charles Seipel, Jeff Hince, Denise Williamson, Brian Hilgardner, and Jane Kansier.

**Continuation of Annual Meeting:** The Town Board meeting was recessed at 8:01 PM for the Continuation of the Annual Meeting to set the Township Levy.

The meeting was reopened at 8:40 PM.

**Agenda:** Terry Holmes made a motion to approve the agenda. Jamie Elvestad seconded. Motion passed 3-0.

**Meeting Minutes:** Jamie Elvestad made a motion to approve the minutes of the Town Board Meeting of August 11th, 2020; the Planning Commission Meeting of August 18th, 2020; and the Park & Rec. Commission Meeting of August 24th, 2020. Terry Holmes seconded. Motion passed 3-0.

**Treasurer Report:** The treasurer's report showed a General Fund Account balance of \$121,304.55 plus investments and an Escrow Account balance of \$2,124.18 plus investments. The Township received \$78,575 in COVID Relief Funds on 8/21/2020.00

Terry Holmes made a motion to approve the financial report. Jamie Elvestad seconded. Motion passed 3-0.

**Visitors:** None

**Bills to be Paid:** Terry Holmes made a motion to approve the attached list of bills in the amount of \$60,205.39. Jamie Elvestad seconded. Motion passed 3-0.

### **Committee Reports**

#### **Maintenance / Sewer and Water / Road and Bridges**

Jeff Hince reported that staff is working on mowing, grading, and tree trimming. It was recommended that a problem tree near one of the trails be removed.

#### **Park & Rec**

Denise Williamson presented quotes for the handicapped accessible improvements to the Town Hall Park that were approved at the last meeting, as well as a quote for the proposed new playground equipment at Sachs Park. The total quote is for \$67,116.86. If the order is placed this fall, the Township could lock in the price and avoid possible price increases for next year. The project is currently budgeted for 2021. Discussion took place on funding the project this year. After discussion, it was recommended to purchase and install the new playground

equipment this year but note that funding will be secured from other budgeted items in the 2020 Budget. Jeff noted that maintenance staff will work to get the site ready for installation. It was recommended that the color of the equipment be orange and grey. Ed Gerten made a motion to purchase the new playground equipment for Sachs Park and have the equipment installed this fall. Jamie Elvestad seconded. Motion passed 3-0.

Bolton & Menk will look for grants that can help with future playground equipment and trial repair expenses.

### **Engineering**

Brian Hilgardner reported that the Highway 3 project is expected to wrap up with a majority of the work by Labor Day, but the highway likely won't open until a week after that in order for the paint on the new pavement to cure. Biscayne Ave. is in tough shape due to all the extra traffic. Brian will work with MN DOT to have the contractor do some restoration work on the road before they leave. If it is considered a change order that is added to the project, the Township would be responsible for 10% of those costs.

The Town Board reviewed a memo from MN DOT regarding proposed official detour routes that will be placed when the Highway 3/66 roundabout is constructed. The Town Board was not in favor of the route that would bring traffic through the MXR. Instead traffic should be routed to Clayton Ave.

Brian has sent information to the Met Council regarding the proposed 190th Street ditch. He will be working with them on getting the communication piece about this project out in time for the October newsletter.

### **Planning**

Jane Kansier reported that the Planning Commission has reviewed a proposed comprehensive plan amendment from the City of Rosemount and had no comment. The proposed amendment would change 10 acres north of CR 42 and east of Akron Avenue from CC to High Density Residential and an additional 20 acres on the site from Medium Density Residential to Low Density Residential. The change would allow for a 151-lot single family development and a future apartment building. The Town Board had no comment on the proposed comprehensive plan amendment.

Jane also noted that she will have language pertaining to zoning in the mineral extraction overlay district for the next Town Board Meeting.

### **COVID-19:**

The Town Board reviewed costs that have been incurred so far with the use of funds from the CARES Act. For the Public Works building, it was recommended to look for a portable projector and a better Wi-Fi connection in the meeting room.

### **Old Business:**

None.

**New Business:**

The Town Board reviewed a spreadsheet showing all expenses related to the recently closed out 2019 Street Reconstruction Project. There are just over \$500,000 from bond proceeds that can be allocated to engineering expenses associated with the 170th Street roundabout in addition to the 190th Street ditch.

Terry Holmes reported that the Township has been seeing an increase in door to door sales representatives that are not receiving authorization by the Township per Ordinance 270-A. It was recommended that information go out in the next newsletter informing residents that door to door sales representatives need a permit from the Township and if they do not have one, the Sheriff's office should be contacted. It was also recommended that the Ordinance be brought to the Planning Commission to get their thoughts on anything in the ordinance should be modified.

The Town Board reviewed a quote from GB Technologies for the replacement of the server and upgrade of the software for the card access at the Public Works Building. It was recommended that the access server be brought over to the Public Works Building so that communication between the server and the access key points does not continue to be interrupted. Jamie Elvestad made a motion to approve a quote from GB Technologies for a new server and updated software for the remote card access at the Public Works Building. Terry Holmes seconded. Motion passed 3-0.

**FYI:**

The Town Board reviewed information regarding the rate increase from the Township's attorney, effective January 1, 2021.

The Town Board Meeting recessed at 9:45 P.M. until the September 1, 2020 Planning Commission Meeting (8:00 PM).

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Terry Holmes Chairman, Town Board

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Charles Seipel, Clerk – Treasurer