

# THE HAMPTON TOWNSHIP BOARD

## SPECIAL BOARD MEETING MINUTES MARCH 3, 2009

### Attendance

Chair	Pat Ramel
Supervisor	Donna Otto
Supervisor	Doug Wille
Clerk	Eunice Schiller
Treasurer	Leo Nicolai

The purpose of this special meeting was to discuss transferring funds because the General Fund is low and to discuss housekeeping issues.

The Meeting was called to order by Chair Pat Ramel at 6:30 P.M. The Board discussed how much money should be transferred to the General Fund. The beginning 2009 balance of the funds was:

General Fund	\$7,619.60
Road and Bridges	\$92,595.22
Fire fund	\$43,870.71
<b>Total</b>	<b>\$144,085.53</b>

After a discussion, a motion was made by Doug Will, seconded by Donna Otto, and unanimously passed to transfer \$10,000.00 from the fire fund and \$10,000.00 from the Road and Bridge fund to the General fund. A Resolution will be signed at the March Regular Meeting on March 18, 2009. This will make the beginning balance for January 2009 as follows:

General Fund	\$27,619.60
Road and Bridges	\$82,595.22
Fire Fund	\$33,870.71
<b>Total</b>	<b>\$144,085.53</b>

Supervisor Donna Otto explained why changes cannot be made without following the proper procedures. The Township is required to follow the State laws.

The Clerk explained the "Consent Agenda". A motion is made to approve the routine items on the Consent Agenda and to approve the balance of the agenda with the exception of the claims. The minutes and the Treasurers report are the routine items; therefore the minutes and the Treasurers report are not read. Copies are on the table for any one to read.

The Clerk explained why the minutes must have the findings of the fact and also things on the agenda must have a conclusion or that item will be on the agenda until a conclusion is made.

Supervisor Donna Otto explained that we can call the Minnesota Association of Townships and ask questions and get the correct answers. They have Attorneys that will give us Legal advice and Gene, the Administrator and can answer most questions, if not he will ask an Attorney. This information is also available on the web site. There is no charge for this service because Hampton Township is a member of the Association.

The Clerk explained how the claims are done. A claim sheet is printed from the CTAS and it has the check number, the date, the amount, and the vendor. The Clerk signs this and attaches it to the claim. The Check is sent to the Vendor, the second part of the check is given to the Treasurer, and the third part is attached to the claim sheet and the claim.

Supervisor Donna Otto explained the Meetings are for the Board Members. The Residents can attend because this is an open meeting, but cannot comment or make corrections in the minutes. We have an open forum and that when the Residents can speak.

A motion was made by Doug Wille, seconded by Donna Otto and unanimously passed to adjourn the meeting.

Respectfully Submitted,

  
Eunice Schiller

Hampton Township Clerk

  
Doug Wille 3-18-09