

The Hampton Township Board Reorganization Meeting Minutes April 19, 2016 7:00pm

ATTENDANCE

Chair	Jim Sipe
Supervisor	Doug Wille
Supervisor	Dan Peine
Treasurer	Leo Nicolai
Clerk	Molly Weber

- Select Town Board Chair and Vice Chair-** Doug Wille made a motion that Jim stays being the Chair and Doug stays being the Vice Chair. Dan Peine seconded it. Motion carried.
- Adopt Schedule of the Board's Regular Meetings**
Town Board: 05/17/2016, 06/21/2016, 07/19/2016, 08/16/2016, 09/20/2016, 10/18/2016, 11/15/2016, 12/20/2016, 01/17/2017, 02/21/2017, 03/21/2017, 04/18/2017
Planning Commission: 05/09/2016, 06/13/2016, 07/11/2016, 08/08/2016, 09/12/2016, 10/10/2016, 11/14/2016, 12/12/2016, 01/09/2017, 02/13/2017, 03/13/2017, 04/10/2017
Jim made a motion to approve the schedule as it is drafted for both the Town Board & the Planning Commission. Dan Peine seconded it. Motion carried.
- Set Compensation for Town Officers and Employees: Current Wage Policy Attached and 2016 Mileage Rate (wage policy is attached)**
 - ½ day meeting is less than 4 hours, pay will be \$75.00. Full day meeting of 4 hours or more will be paid \$150.00 both of these are plus mileage
 - Follow the federal rate for mileage
 - Molly Weber proposed she get paid \$25/hr averaging 15 hours a week (like other townships) so a pay rate of \$1,500.00 per month and \$75.00 per meeting for Town Board and Planning Commission Meetings and not pay back to back meetings unless the meeting went more than 4 hours. All day meetings would be \$150.00 like everyone else.
 - Leo's pay is \$350.00 per month and \$75.00 per meeting
 - Deputy Clerk is \$20.00 per hour and \$75.00 per meeting
 - Other misc pay will be \$20.00 per hour
 - Planning Commission will be \$65.00 per hour
 - Ag Permit \$75.00
 - Septic Fee \$500.00
 - Conditional Use Permit \$500.00 (non-refundable fee)
 - Head Election Judge will be \$20.00 per hour plus mileage
 - Election Judge will be \$15.00 per hour plus mileage
 - Road Permit for Disturbed Gravel Road \$300.00
 - Road Permit Involving a Conditional Use Permit \$2,500.00
 - Signs/Fire Numbers \$20.00
 - Copies of Documents \$0.25 per page
 - Gopher Feet \$1.00 per gopherJim has a draft fee schedule for us to review and adopt this as an ordinance at a later date. We will leave these permit fees in here until we adopt the new fee schedule. Jim made a motion that we approve the Hampton Township Wage Policies as modified. Doug Wille seconded it. Motion carried.
- Designate Road Supervisor –** Jim Sipe made a motion that Doug Wille be the road supervisor. Dan Peine seconded it. Motion carried.

5. **Designate a Legal Contact Supervisor** – Doug Wille made motion that Jim Sipe remain the Legal Contact Supervisor. Dan Peine seconded it. Motion carried.
6. **Designate Authority for a Supervisor to Approve Dollar Amount to Spend Between Meetings as Needed That Cannot Wait Until the Next Meeting and for the Clerk to be Budgeted an Amount for Office Equipment and Supplies.**

*Currently Doug authorized \$1,000.00 per incident for road work, and clerk allowed \$300.00 for office. Jim Sipe made a motion that we approve authorization for \$2,500.00 per incident for the road supervisor for road work incidents and \$300.00 per month for office supplies for the clerk. Doug Wille seconded it. Motion carried.

7. **Designate Posting Places in Township for Required Notices and Announcements.**

Currently bulletin board outside township hall, and website.

Doug Wille made a motion we leave it the same. Dan Peine seconded it. Motion carried.

8. **Designate Bank.** – Doug Wille made a motion we stay where we are at with Merchants Bank. Dan Peine seconded it. Motion carried.
9. **Review and Amend Board Policies as Needed.** – pass on this since we have been doing it along the way
10. **Review Town Ordinance Book and Resolution Book.** – we did this recently

Ordinances to be placed in Ordinance Book within 20 days, and make sure copy of Ordinances have been delivered to the County Law Library.

11. **Township Confirms Compliance with Planning and Zoning.** – we will skip this since we don't have these

Township does not have these. This will be skipped.

12. **Confirm Township Financial Report Form Completed and Returned to State Auditor's Office.**

Sent March 4, 2016 to Mark Albarado – this is done

13. **Confirm List of Officers has been Completed and Sent to Association.** – we will do this after the meeting

14. **Designate Township Newspaper** – we will ask people at the Annual Meeting next year what they think. Jim Sipe made a motion we stay with Cannon Falls Beacon. Doug Wille seconded it. Motion carried.

Doug Wille made a motion to adjourn the Reorganization Meeting at 7:40pm. Dan Peine seconded it. Motion carried.

Date Signed: 5/17/16

Supervisor: 

Clerk: 