

# The Hampton Township Board

## Reorganization Meeting Minutes

### April 18, 2017 6:30pm

#### ATTENDANCE

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

- 1. Select Town Board Chair and Vice Chair-** Doug Wille nominated that Jim stays being the Chair. Jim Sipe nominated Doug Wille stays being the Vice Chair. Dan Peine seconded both. Both nominations carried.
- 2. Adopt Schedule of the Board's Regular Meetings**  
**Town Board (3<sup>rd</sup> Tuesday):** 05/18/2017, 06/20/2017, 07/18/2017, 08/15/2017, 09/19/2017, 10/17/2017, 11/21/2017, 12/19/2017, 01/16/2018, 02/20/2018, 03/20/2018, 04/17/2018  
**Planning Commission(2<sup>nd</sup> Monday):** 05/08/2017, 06/12/2017, 07/10/2017, 08/14/2017, 09/11/2017, 10/09/2017, 11/13/2017, 12/11/2017, 01/08/2018, 02/12/2018, 03/12/2018, 04/09/2018  
Jim made a motion to approve the schedule as it is drafted for both the Town Board & the Planning Commission. Doug Wille seconded it. Motion carried.  
**Budget & Audit 02/20/18:** Jim Sipe made a motion to approve. Dan Peine seconded. Motion carried.
- 3. Set Compensation for Town Officers and Employees: Current Wage Policy Attached and 2017 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. (this pay is also for Election Training)
  - Mileage: follow the federal rate for mileage, not paid for travel time
  - Supervisor pay: \$75.00 per meeting
  - Clerk pay: \$1,500.00 per month/paid monthly and \$75.00 per meeting – mileage for training only
  - Deputy Clerk: \$20.00 per hour/paid monthly and \$75.00 per meeting
  - Treasurer pay: \$350.00 per month/paid quarterly and \$75.00 per meeting
  - Deputy Treasurer: \$20.00 per hour/paid monthly and \$75.00 per meeting
  - Other misc pay: \$20.00 per hour
  - Planning Commission: \$65.00 per meeting
  - Ag Permit: \$75.00
  - Septic Fee: \$350.00
  - Conditional Use Permit \$500.00 (non-refundable fee)
  - Head Election Judge: \$20.00 per hour plus mileage for travel not related to working the election
  - Election Judge: \$15.00 per hour plus mileage for travel not related to working the election
  - Road Permit for Disturbed Gravel Road: \$300.00
  - Public Hearing Involving a Conditional Use Permit: \$2,500.00
  - Signs/Fire Numbers \$25.00
  - Copies of Documents \$0.25 per page
  - Gopher Feet \$1.00 per gopherJim made a motion that we approve the Hampton Township Wage Policies as stated. Doug Wille seconded it. Motion carried.
- 4. 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 \$2,500.00 per incident for road work, and clerk allowed \$300.00 for office. Jim Sipe made a motion that we keep this as is. 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.**  
 Ordinances to be placed in Ordinance Book within 20 days, and make sure copy of Ordinances have been delivered to the County Law Library. – nothing to be updated
  
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.**  
 Mark Albarado confirmed receipt on March 3, 2017 – this is done
  
13. **Confirm List of Officers has been Completed and Sent to Association.** – this was done
  
14. **Designate Township Newspaper** – Dan Peine made a motion we stay with Cannon Falls Beacon. Doug Wille seconded it. Motion carried.
  
15. **Temporary Permit To Exceed Road Restriction.** Jim Sipe made a motion any supervisor can approve. Doug Wille seconded. Motion carried.

Jim Sipe made a motion to adjourn the Reorganization Meeting at 7:25pm. Doug Wille seconded it. Motion carried.

Date Signed: 8/15/17

Supervisor: 

Clerk: 