



## Reorganization Meeting Minutes April 16, 2019 6:30pm

### ATTENDANCE

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

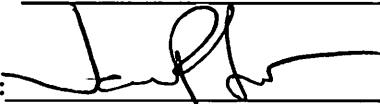
- Select Town Board Chair and Vice Chair-** Doug Wille made a motion that Jim Sipe remain the Chair. Dan Peine seconded. Jim Sipe made a motion Doug Wille remain the Vice Chair. Dan Peine seconded. Both motions carried.
- Adopt Schedule of the Board's Regular Meetings**  
**Town Board (3<sup>rd</sup> Tuesday):** 05/21/2019, 06/18/2019, 07/16/2019, 08/20/2019, 09/17/2019, 10/15/2019, 11/19/2019, 12/17/2019, 01/21/2020, 02/18/2020, 03/17/2020, 04/21/2020  
**Planning Commission (2<sup>nd</sup> Monday):** 05/13/2019, 06/10/2019, 07/08/2019, 08/12/2019, 09/09/2019, 10/14/2019, 11/11/2019, 12/09/2019, 01/13/2020, 02/10/2020, 03/09/2020, 04/13/2020  
Jim made a motion to adopt the schedule as it is drafted for both the Town Board & the Planning Commission with the addition that the Planning Commission meeting be cancelled if there is no items to discuss and changing the Town Board to 7pm and leaving the Planning Commission time at 7:30pm. Dan Peine seconded it. Motion carried.
- Set Compensation for Town Officers and Employees: Wage Policy Attached and 2019 Mileage Rate is 58 cents.**  
(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: \$1,575.00 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
  - 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 non-refundable fee
  - Copies of Documents \$0.25 per page
  - Gopher Feet \$1.00 per gopherJim Sipe made a motion we follow the compensation schedule set on April 16, 2019. Doug Wille seconded. Motion carried.
- Designate Road Supervisor –** Dan Peine made a motion Doug Wille be the road supervisor. Jim Sipe seconded it. Motion carried.
- Designate a Legal Contact Supervisor –** Doug Wille made motion Jim Sipe remain the Legal Contact Supervisor. Dan Peine seconded. Motion carried.
- 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 limits as is. Doug Wille seconded it. Motion carried.
- Designate Posting Places in Township for Required Notices and Announcements.**  
Currently bulletin board outside township hall, and website.

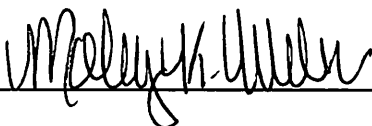
Jim Sipe made a motion we leave it the same. Doug Wille seconded it. Motion carried.

8. **Designate Bank.** – Jim Sipe made a motion we continue relationship with Merchants Bank in Hampton since Leo is happy with them. Doug Wille seconded it. Motion carried.
9. **Review and Amend Board Policies as Needed.** – pass on this since it is not applicable
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.**  
**Submitted online 03/28/2019 – this is done**
13. **Confirm List of Officers has been Completed and Sent to Association.** – Mailed 04/16/2019 - this was done
14. **Designate Township Newspaper** – Jim Sipe made a motion we stay with Cannon Falls Beacon as newspaper of record. Dan Peine seconded it. Motion carried.
15. **Designate Supervisor to Attend Special Meetings:**  
Cannon Valley Rural Fire Association: Doug Wille  
Cannon River Watershed: Dan Peine  
Vermillion River Watershed: Jim Sipe  
Jim Sipe made motion for Doug Wille to be contact designated as Fire Supervisor. Dan Peine seconded. Motion carried.
16. **Temporary Permit To Exceed Road Restriction** – Jim Sipe made a motion any supervisor can approve these permits. Doug Wille seconded. Motion carried.

Doug Wille made a motion to adjourn the Reorganization Meeting at 7:19pm. Dan Peine seconded it. Motion carried.

Date Signed: 5/19/20

Supervisor: 

Clerk: 

## **HAMPTON TOWNSHIP WAGE POLICES {Effective May 2019}**

### **WAGES**

|   |   |                         |
|---|---|-------------------------|
| Supervisors   | \$75.00 per meeting   |                         |
| Clerk   | \$75.00 per meeting and \$1,575.00 per month<br>Paid monthly              |                         |
| Deputy Clerk  | \$75.00 per meeting and \$20.00 per hour<br>Paid monthly                  |                         |
| Treasurer   | \$75.00 per meeting and \$350.00 per month<br>Paid Quarterly              |                         |
| Deputy Treasurer  | \$75.00 per meeting and \$20.00 per hour<br>Paid monthly                  |                         |
| All Day Meetings  | \$150.00 (4 hours or more) + mileage                                      |                         |
| Half Day Meetings                                       | \$ 75.00 (less than 4 hours) + mileage                                    |                         |
| Mileage   | Follow the federal rate   |                         |
| Planning Commission                                     | \$65.00 per meeting   |                         |
| Other Misc Pay  | \$20.00 per hour  |                         |
| <b><u>PERMITS</u></b>                                   |   |                         |
| Ag Permits  | \$75.00 (exempt from Building Code)                                       |                         |
| Septic Fees   | \$350.00  |                         |
| Head Election Judge                                     | \$20.00 per hour + mileage for travel not related to working the election |                         |
| Election Judges   | \$15.00 per hour + mileage for travel not related to working the election |                         |
| Road Permit for<br>Disturbed Gravel Road                | \$300.00  |                         |
| Public Hearing<br>Involving a Conditional<br>Use Permit | \$2,000.00  | \$100.00 non-refundable |
| Public Hearing<br>Involving a Variance                  | \$2,000.00  | \$100.00 non-refundable |
| Signs/Fire Numbers                                      | \$25.00   |                         |
| Copies of Documents                                     | \$0.25 per page   |                         |
| Gopher Feet   | \$1.00 per gopher   |                         |