



Reorganization Meeting Minutes April 20, 2021 6:30pm

ATTENDANCE

Chair	Jim Sipe
Supervisor	Ryan Sunquist
Supervisor	Dan Peine
Treasurer	Angie Niebur
Clerk	Molly Weber

1. **Select Town Board Chair and Vice Chair-** Dan Peine made a motion that Jim Sipe remain the Chair and Ryan Sunquist be Vice Chair. Jim Sipe seconded. Both motions carried.

2. **Adopt Schedule of the Board's Regular Meetings**

Planning Commission – 2nd Monday @ 7:30pm: 05/10/2021, 06/14/2021, 07/12/2021, 08/09/2021, 09/13/2021, 10/11/2021, 11/08/2021, 12/13/2021, 01/10/2022, 02/14/2022, 03/14/2022, 04/11/2022
Inclement weather time/date:

Town Board – 3rd Tuesday @ 7:00pm: 05/18/2021, 06/15/2021, 07/20/2021, 08/17/2021, 09/21/2021, 10/19/2021, 11/16/2021, 12/21/2021, 01/18/2022, 02/15/2022, 03/15/2022, 04/19/2022

Inclement weather time/date:

***Annual Meeting:** 03/08/22 * = unless inclement weather

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. Ryan Sunquist seconded it. Motion carried.

3. **Set Compensation for Town Officers and Employees: Wage Policy Attached and 2020 Mileage Rate is 56 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, paid quarterly
- Clerk pay: \$1,625.00 per month/paid monthly and \$75.00 per meeting plus mileage when attend training
- Deputy Clerk: \$20.00 per hour/paid monthly and \$75.00 per meeting
- Treasurer pay: \$350.00 per month/paid monthly and \$75.00 per meeting
- Deputy Treasurer: \$20.00 per hour/paid quarterly and \$75.00 per meeting
- Other misc pay: \$20.00 per hour
- Planning Commission: \$65.00 per meeting, paid quarterly
- 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 \$2.00 per gopher

Jim Sipe made a motion to accept the compensation schedule. Dan Peine seconded. Motion carried.

4. **Designate Road Supervisor –** Jim Sipe made a motion Ryan Sunquist be the road supervisor. Dan Peine seconded. Motion carried.
5. **Designate a Legal Contact Supervisor –** Dan Peine made motion Jim Sipe remain the Legal Contact Supervisor. Ryan Sunquist seconded. 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 Ryan Sunquist authorized \$2,500.00 per incident for road work, and clerk allowed \$300.00 per month for office equipment & supplies**

Jim Sipe made a motion that we keep the same as written. Dan Peine seconded it. Motion carried.

7. **Designate Posting Places in Township for Required Notices and Announcements.**
Currently bulletin board outside township hall, and website.
8. **Designate Bank.** – Merchants
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.**
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 03/28/2021 – this is done
13. **Confirm List of Officers has been Completed and Sent to Association.**
14. **Designate Township Newspaper** – Cannon Falls Beacon
15. **Designate Supervisor to Attend Special Meetings:**
Cannon Valley Rural Fire Association: Ryan Sunquist
Randolph/Hampton Fire: Ryan Sunquist
Cannon River Watershed: Dan Peine
Vermillion River Watershed: Jim Sipe
16. **Temporary Permit To Exceed Road Restriction** – Any of the 3 supervisors can do this.

Dan Peine made a motion to approve changes as discussed and reflected in items 7-16. Ryan Sunquist seconded. Motion carried.

Ryan Sunquist made a motion to adjourn the Reorganization Meeting at 6:57pm. Dan Peine seconded it. Motion carried.

Date Signed: 4/17/22

Supervisor: [Signature]

Clerk: [Signature]

HAMPTON TOWNSHIP WAGE POLICES {Effective May 2021}

WAGES

Supervisors	\$75.00 per meeting, paid quarterly	
Clerk	\$75.00 per meeting and \$1,625.00 per month paid monthly	
Deputy Clerk	\$75.00 per meeting and \$20.00 per hour paid monthly	
Treasurer	\$75.00 per meeting and \$350.00 per month paid monthly	
Deputy Treasurer	\$75.00 per meeting and \$20.00 per hour Paid quarterly	
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, paid quarterly	
Other Misc Pay	\$20.00 per hour	
PERMITS		
Ag Permits	\$140.00 (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 Disturbed Gravel Road	\$300.00	
Public Hearing Involving a Conditional Use Permit	\$2,000.00	\$100.00 non-refundable
Public Hearing Involving a Variance	\$2,000.00	\$100.00 non-refundable
Signs/Fire Numbers	\$30.00	
Copies of Documents	\$0.25 per page	
Gopher Feet	\$2.00 per gopher	

TOWN MEETINGS 2021/2022

Planning Commission Meetings - 7:30pm

2nd Monday of the Month

May 10, 2021
June 14, 2021
July 12, 2021
August 9, 2021
September 13, 2021
October 11, 2021
November 8, 2021
December 13, 2021
January 10, 2022
February 14, 2022
March 14, 2022
April 11, 2022

Regular Board Meetings - 7:00pm

3rd Tuesday of the Month

May 18, 2021
June 15, 2021
July 20, 2021
August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021
December 21, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022