

**THE HAMPTON TOWNSHIP BOARD
REGULAR BOARD MEETING
MINUTES**

January 18, 2011 7:30 P.M.

Attendance

| | |
|------------|---------------|
| Chair | Doug Wille |
| Supervisor | Donna Otto |
| Supervisor | Bob Leifeld |
| Clerk | Jeanne Werner |
| Treasurer | Leo Nicolai |

This meeting was called to order by Doug Wille, Chair at 7:30 P.M. with the pledge of Allegiance to the Flag, using the consent agenda with the exception of approving the claims.

A motion was made by Bob Leifeld and seconded by Donna Otto to approve the routine items on the consent agenda and to approve the balance of the agenda with the exception of the claims. Motion was unanimously passed.

The minutes and the Treasurers report were signed.

A motion to approve the claims number 4383 to 4389 was made by Donna Otto and seconded by Bob Leifeld and unanimously passed. Checks were signed.

ROAD REPORT

Jason Otte was present. There was a lot of snow in the last month. They had just finished pushing back the banks.

PERMITS

James & Leslie Neary were requesting to renew their "future buildable certificate" -26509/26585 Hogan Avenue. **Bob Leifeld made a motion, seconded by Donna Otto to renew the permit for another year. It was unanimously approved.**

Leslie was wondering if it is necessary to come in yearly to renew. She was wondering about extending the renewal period. The board stated that it's a good idea to renew yearly for then it is on record.

The board had requested the planning commission to meet and review a list of ordinance that the board has put together to make any suggestions on revision. Here is the list of items that were to be reviewed:

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
PHYSICAL CHEMISTRY
PH.D. THESIS

1968

The following text is extremely faint and largely illegible. It appears to be the main body of a thesis, containing several paragraphs of text. The content is difficult to discern due to the low contrast and blurriness of the scan. Some faint words and phrases are visible, but they do not form a readable document.

Future Buildable-is it possible to renew longer than a year
Feedlot-Setbacks, sludge rules, manure storage
Road Frontage Set Backs-(current 240 feet in front, 140 feet in back)
Sharing Driveways
In Home business-Prohibited by conditional use permits, charge a permit fee
Revisit the # of buildings on 5 acres and prohibiting renting out buildings

Discussion was made on a lot of these ordinances. The board will wait to hear from the Planning Commission on their suggestions on revision.

Doug had requested if there is some way we can put addendums in the ordinance book to keep it updated.

Donna Otto was questioning the pros and cons of being an urban township. Discussion was made by the board and will research.

Interim permits and conditional use permits were discussed. The board discussed the sites that are grandfathered in but some feel they should also have to come in and apply for a permit. If there is any distraction or mining, they need to apply for a permit before operation. Discussion was made on the Beissel's gravel pit. Troy our township attorney stated that even though it has been in existent for so long, the contractor agreed to come in for a permit if the township wanted them to. It was also discussed, if a gravel pit gets over a certain size, it should be required to get a permit as well.

The clerk has brought up to the board the permit fee process. When someone comes to the board with plans to get a permit, they submit the plans and then once the permit is processed, the resident picks up the permit and pays the fee. A problem has a rose in this process. The plans on one of our permits had changed after submitted, so there is a permit fee sitting out there that needs to be paid. The clerk suggested that maybe we should adopt a permit fee down payment. The board advised her to check out what the inspector suggests and bring to the next meeting.

Bob Leifed made a motion to adjourn the meeting and was seconded by Donna Otto. The meeting was adjourned at 8:40 P.M.

Respectfully Submitted;

Jeanne Werner, Clerk
Hampton Township

Date Signed: 2-15-11

Doug Wille, Chair: [Signature]

Jeanne Werner, Clerk: [Signature]



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures that the financial statements are reliable and can be audited without any discrepancies.

In addition, it is crucial to review the accounts regularly to identify any potential errors or irregularities. This proactive approach helps in preventing fraud and ensures that the company's financial health is always in check.

Furthermore, the document highlights the need for transparency in financial reporting. All stakeholders, including investors and creditors, should have access to clear and concise financial information. This builds trust and confidence in the organization's management.

Finally, it is recommended to consult with a professional accountant or auditor to ensure compliance with all relevant tax laws and regulations. This helps in minimizing the risk of penalties and ensures that the company is operating within the legal framework.

In conclusion, maintaining accurate and transparent financial records is essential for the long-term success and stability of any business.

The following table provides a summary of the key points discussed in the document:

| Key Point | Description |
|---------------------|--|
| Accurate Records | Every transaction must be supported by a valid receipt or invoice. |
| Regular Review | Accounts should be reviewed regularly to identify errors or irregularities. |
| Transparency | Financial reporting should be clear and concise, accessible to all stakeholders. |
| Professional Advice | Consult with an accountant or auditor to ensure compliance with tax laws. |

HAMPTON TOWNSHIP TREASURER'S REPORT

February 15, 2011 Meeting (January 2011 Business)

BEGINNING BALANCE:

\$198,855.43

INCOME:

| | |
|----------------------------|----------------|
| Dakota County | \$30.67 |
| Wille, Nicolai Filing Fees | 4.00 |
| Account Interest | <u>16.57</u> |
| TOTAL INCOME: | \$51.24 |

EXPENSES:

| | |
|---------------------------------------|--------------------|
| Century Link - Phone | \$ 83.71 |
| MN Dept. of Labor | 25.86 |
| Otte Excavating - Snow Plowing | 9,540.00 |
| Kennedy & Graven - Legal Advice | 99.00 |
| CNS Solutions - Website maintenance | 50.00 |
| Cannon Falls Beacon - Legal Ads | 223.20 |
| MN Spect - Permits | 97.13 |
| Dakota County - Township and MAT Dues | 779.94 |
| Upper Midwest Mgmt. Jan. & Feb. rent | 950.00 |
| Account Service Charge | <u>11.08</u> |
| TOTAL EXPENSES: | \$11,859.92 |

CHECKBOOK BALANCE:

\$187,046.75

Previous check now in: \$92.35

BALANCE PER BANK STATEMENT 1-31-2011 \$187,139.10



Doug Wille, Chair 2-15-11
Date



Leo Nicolai, Treasurer 2-15-11
Date

