

**Hampton Township  
Regular Board Meeting  
MINUTES  
September 19, 2012 7:30pm**

**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, using the consent agenda with the exception of approving the claims.

**A motion was made by Doug Wille and seconded by Donna Otto to approve routine items and accept the claims 4660 and 4679. Motion was unanimously passed. Checks were signed.**

The minutes and the treasure report were signed.

Township letters of Information were reviewed by the supervisors.

**ROAD REPORT**

Otte Excavating, Inc-Bob Lefeild Road Supervisor

Douglas Township Bridge was discussed. Bob stated that they are intending to resurface that bridge with blacktop with FEMA assistance. FEMA does not normally put on blacktop, but decided to because it had blacktop in the past. No discussion on price was made at that time. The Douglas Township clerk was going to meet with Larry to get a better cost estimate and Bob will report back to the board on a plan.

Update regarding FEMA assistance: Jeanne met with FEMA. The final report was prepared and was signed by the clerk for acceptance. The total project was \$35215.36 and we will get a check for 75% which came to \$26,411.52. This amount goes to the State and the state disperses the funds. There is, however, \$5,481.60 worth of work needs to be completed. The clerk handed Otte Excavating a list of future projects with a deadline of 18 months and may be audited so we need to make sure these projects are completed. Jeanne asked Otte Excavating to bill the extra work that needed to be done separately so that it would be easier at audit time.

Al Bester's culverts were tabled until spring. Otte Excavating needs to prepare a written estimate for the board.

Jason stated that they did not rock Inga between 250<sup>th</sup> and 260<sup>th</sup> for Douglas applied the chloride. He asked the board if they wanted to wait until next spring. Bob stated that he was not sure if they applied

the second application of chloride yet. **Doug made a motion to have Bob call Schumacher to see if the second application of chloride was applied and if so, we will wait until Spring, seconded by Donna Otto and unanimously passed.**

## **PERMITS**

Tom Eilen approached board with an issue regarding his building permit (addition of an office) that was approved by the board. Scott Qualle our building inspector was present. Tom expressed frustration with inspectors evaluation of what must be done to office building, in order for it to be up to code. Scott explained the Minnesota Building Code regarding how the building is protected using firewalls. Scott's suggestion is create firewalls to divide space giving greater fire protection and to meet Minnesota Building Code. Many options were discussed between the inspector and Tom. Inspector will meet Tom after meeting at the building to discuss further.

## **Moratorium on Ordinance #629:**

The Planning Commission had discussed the Ordinance 629 at their regular meeting. The board reviewed the minutes from the Planning Commission. They decided that they needed to future explain to the Planning Commission board their concerns on this Ordinance. Doug will plan on discussing this with the board at the next meeting.

## **OLD BUSINESS:**

-Sign resolution regarding pay for Head Election Judge/Coordinator/Election Judges

-Sign resolution regarding fall election judges

-Sign Ordinance change Section 627 regarding Swimming Pools

-Tire Collection (table from last meeting) Tabled again till spring

Question raised by Donna Otto, should an ordinance change (the rewriting of an ordinance) be paid for by the Township or the person who requested the change. The board discussed that the Township should pay for the ordinance change, because it is ultimately the Township's decision to change an ordinance.

Doug Wille, informed the Board that he attended the Fire Meeting. In attendance was the city administrator and he recommended that we stick with the same contract that we had in the past. They asked for a 3.5% per year increase. The Cannon Falls Township has already approved 3.5%, but he is going to present to the council that it be changed to 3% across the board.

The Fire budget for Cannon Falls is \$400,000 per year. \$200,000 for capital investments and \$200,000 for operating expenses. The city of Cannon Falls pays \$310,000 and the remaining \$90,000 is split between Hampton Township and Cannon Falls Township. The city of Cannon Falls ran 276 fire and ambulance calls last year. Hampton Township had 78 of those calls-4% total.


Jeanne Werner the current Township Clerk presented her letter of resignation. She would like to finish the year as clerk and train in the replacement clerk and remain as the deputy clerk. Jennifer Miller has submitted her resume and the board reviewed it for the clerks position. At this time, Jennifer will be the replacement for the deputy clerk Amy Otte who resigned in September. Jennifer will train as the deputy clerk on an hourly basis of \$15.00 per hour. Jennifer will also be training for the position of the Head Judge for Elections with Connie Backstrom.

**Motion made by Donna to pay Jennifer Miller \$15 per hour while training, seconded by Bob Leifeld and unanimously passed.**

**Motion made by Doug Wille, to hire Jennifer Miller as Deputy Clerk till December 31 and then transition her to the clerk position, seconded by Donna Otto and unanimously passed.**

**Doug Wille made a motion to adjourn the meeting, seconded by Bob Leifeld and unanimously passed. The meeting was adjourned at 9:10p.m.**

Date Signed: 10-16-2012

Chairman:   
Doug Wille

Clerk:   
Jennifer Miller Deputy Clerk

**HAMPTON TOWNSHIP TREASURER'S REPORT**

October 16, 2012 (September's Business)

**BEGINNING BALANCE:**

**\$226,465.59**

**INCOME:**

Joe Moes - Permit	\$ 75.00
Mike Tix - Permit	55.00
Sauber Plumbing- Permit	500.00
Ralph Hanson - Permit	54.50
Wenzel - Permit	80.00
Account Interest	<u>18.09</u>
<b>TOTAL INCOME:</b>	<b>\$782.59</b>

**EXPENSES:**

Planning Commissioners - 3 <sup>rd</sup> Qtr.	\$ 726.50
Supervisors - 3 <sup>rd</sup> Qtr.	1115.08
Clerk and Treasurer - 3 <sup>rd</sup> Qtr.	3717.38
Cannon Falls Beacon - Legal ads	67.50
Kennedy & Graven - Legal Advice - Zoning	892.50
Resource Strategies - Update Swimming Pools Zoning	247.50
Otte Excavating FEMA Road Tours	515.00
Citizens Bank MN - Oct. Rent	495.00
G. Dohmen - Road Ditch Cutting	2400.00
J. Werner - Mileage	22.20
Otte Excavating - Road Work	3977.00
D. Otto - Spring Course, mileage	117.15
R. Leifeld - Mileage	102.43
MN Revenue - 3 <sup>rd</sup> Qtr. Withholding	121.31
IRS - 3 <sup>rd</sup> Qtr. Withholding	1047.94
PERA - 3 <sup>rd</sup> Qtr.	720.41
Century Link - Phone	87.40
Bank Service Charge	<u>11.82</u>
<b>TOTAL EXPENSES:</b>	<b>\$16,384.12</b>

**CHECKBOOK BALANCE:**

**\$210,864.06**

CHECKS NOT IN: (2) \$2555.68

BALANCE PER BANK STATEMENT 9-30-2012 \$213,419.74

**CEMETARY FUND 9-30-2012 \$785.13, + CD Int. and Bank Int.- \$27.87 = \$813.00**

  
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Doug Wille, Chair

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10-16-2012

  
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Leo Nicolai, Treasurer

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