

**Hampton Township Board
Special Meeting Minutes
September 3, 2014 7:00 P.M.**

ATTENDANCE

Chair	Bob Leifeld
Supervisor	Bernie Pistner
Supervisor	Jim Sipe
Treasurer	Leo Nicolai
Clerk	Melissa Timm

The meeting was called to order by Bob Leifeld, Chair at 7:00 P.M. with the Pledge of Allegiance to the flag.

Meeting was called to discuss a plan of action for filling the clerk position. Bob Leifeld had contacted the Attorney to find out if we needed to post the position for Clerk. Troy Gilcrest recommended that the position not be posted.

Clerk Melissa Timm submitted her resignation effective 11/30/14. **Motion made by Bernie Pistner to accept Melissa Timms' resignation effective 11/30/2014. Request for discussion by Jim Sipe before a second.** The Board laid out a plan of action for hiring a new clerk and training of said clerk. The idea of setting clear expectations and rate of pay was universally held to be true. Board asked for a list of duties, and what is included in the salary. Clerk was also asked to do market analysis of clerk pay in Dakota County townships. **Jim Sipe made a second to the motion. All in favor, motion carries.**

Discussion related quality and timeliness of Road Maintenance contractor Otte Excavating. Ditch mowing still on schedule. Clerk and Chair to continue to find brush applicator.

Motion to adjourn made by Bernie Pistner, seconded by Bob Leifeld. All in favor motion carries meeting adjourned.

Date Signed: 9/16/14

Chair, Bob Leifeld: Bob Leifeld

Clerk, Melissa Timm: Melissa Timm