

EUREKA TOWNSHIP  
DAKTOA COUNTY, MINNESOTA

**TOWN BOARD and PLANNING COMMISSION ROUND TABLE MEETING**

**MAY 14, 2015**

Town Board Supervisors present were Cory Behrendt, Kenny Miller, Carrie Jennings and Dan Rogers. Supervisor Brian Budenski was absent. Planning Commission members present were Nancy Sauber, Lu Barfknecht, Phil Cleminson, Donovan Palmquist, and Fritz Frana. Also present was Township Clerk Mira Broyles and Deputy Clerk Cheryl Murphy. See attached list for others present.

**CALL TO ORDER**

Vice Chair Behrendt called the meeting to order at 7:00 p.m.

**ROUND TABLE PROTOCOL**

It was noted that Town Board Vice Chair Cory Behrendt would chair the meeting and the meeting would serve as a working meeting.

**ATTORNEY CONTACT**

Discussion was held regarding the policy for contacting the Township Attorney. It was agreed that any contact with the Attorney should go through the Town Board Liaison, Supervisor Kenny Miller, then back through the Town Clerk. It was noted that any Board member or Planning Commission member who has a question for the attorney can notify the attorney contact. The attorney contact is to pass along the question to the attorney. The attorney contact is the conduit for billing purposes only. It was also noted that the Planning Commission Chair has the ability to contact the Attorney on behalf of the Commission. It was noted that the Minnesota Association of Township attorneys can be contacted for general information and opinions.

**RESPONSIBILITY OF LIAISONS**

Discussion was held regarding the responsibility of liaisons. It was clarified that a complete report be given at each meeting by the Town Board or Planning Commission liaison. It was noted that a list of Town Board liaisons is on the Township website.

**TOWN BOARD AND PLANNING COMMISSION REPRESENTING THE TOWNSHIP**

Discussion was held regarding Town Board members and Planning Commission members individually representing the Township. It was agreed that no opinions should be given by an individual member of the Board or Commission, rather, advise the person to attend a Board or Commission meeting for clarification.

## **MONTHLY SUMMARY FROM PLANNING COMMISSION CHAIR / LIAISON**

Discussion was held regarding a written summary after each Planning Commission meeting to be submitted to the Clerk to be included in the Board's agenda packet. It was agreed that the Planning Commission would indicate straightforward items that were approved at the Planning Commission meeting that could be placed on the Town Board consent agenda.

## **TOWNSHIP EMAILS AND NETWORK**

Vice Chair Behrendt provided an update on the new Township website and plans for an updated email address, providing individual addresses for the Clerks and Treasurer. It was noted that the preferred method of receiving information be honored for each individual Board or Commission member.

## **COMMUNICATION BETWEEN BOARD MEMBERS AND PLANNING COMMISSION MEMBERS**

General guidelines regarding a code of ethics and communication styles for Board and Commission members were reviewed. The open meeting law was also reviewed.

## **INFORMATION GATHERING AND SHARING GUIDELINES**

It was clarified that information shared between Board members and/or Commission members should be sent through the Town Clerk. It was noted that requests for information from the Clerks be sent via email and a response will be forthcoming as soon as possible.

## **SOLVING PROBLEMS VS. ADMINISTERING ORDINANCES**

Discussion was held regarding the administration of ordinances actually solving specific problems. It was noted that ordinances should be referenced for clarification of specific issues and that a workshop could be scheduled if needed for ordinance review.

## **PLANNING COMMISSION QUESTIONS AND CONCERNS**

Planning Commission Chair Nancy Sauber initiated discussion on the following issues:

- Priorities for review of the Township roads and a possible work plan
- The need for a new Township parcel map. (Chair Sauber will request)
- Posting of draft minutes on the website
- Agricultural permit review by the Planning Commission
- Review of permit applications currently on the website
- Need to adhere to policy regarding citizen input at meetings, not allowing threatening comments or language
- The "Citizen Business" item on the Town Board agenda will be added when there is a specific request in advance by a citizen to speak at the meeting

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- Charges for ads in the newsletter used to defer cost of publication may need to be reevaluated now that newsletter is emailed to the majority of citizens
- Policy on a quorum to be utilized for both the Board and the Planning Commission
- Requirement for permit applications – owner of property – site map not considered legal document
- Comprehensive Plan update committee. The Board will review and direct the Planning Commission to form the committee. The Planning Commission is to draw up a template timeline.
- The 60-day rule was reviewed and it was noted that a list of ongoing zoning requests should be kept.
- Website updates should be directed to the Clerks
- Training for the VRWJPO permitting process will be arranged by Supervisor Jennings.

Brief discussion was held regarding the “Public Comment” item on the Town Board agenda being moved to the end of the agenda which would allow many questions to be answered during the course of the meeting

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Mira Broyles, Clerk