

**EUREKA TOWNSHIP
DAKOTA COUNTY, MINNESOTA**

EUREKA TOWN BOARD MEETING

March 12, 2018

CALL TO ORDER

Chair Lu Barfknecht called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was given.

Members Present: Lu Barfknecht
Carrie Jennings
Butch Hansen
Donovan Palmquist
Dan Rogers

Others Present: Nancy Sauber (Planning Commission Chair)
Ralph Fredlund (Commissioner)
Chad Lemmons (Township Attorney)
Mira Broyles (Town Clerk)
Marcia Wilson (Treasurer)

See attached list for all others in attendance.

APPROVAL OF THE AGENDA

Changes to the agenda were made as follows:

Add under Old Business:

D. Airport Annexation Update

E. Complaint Update

Motion: Supervisor Hansen moved to approve the agenda as amended, seconded by Supervisor Jennings.

Motion carried 5-0

TREASURER'S REPORT

Treasurer Marcia Wilson presented the Treasurer's report.

Motion: Supervisor Jennings moved to accept the Treasurer's Report dated March 12, 2018 as presented, seconded by Supervisor Hansen.

Motion carried 5-0

A. Claims and Receipts

B. Outstanding Invoices

The Claims and Receipts list and outstanding invoices were reviewed. Treasurer Wilson was asked to check on CD rates.

Motion: Supervisor Hansen moved to return an escrow in the amount of \$5,000 to Adam Jakes, seconded by Supervisor Jennings. (Note: the building permit has expired for Adam Jakes)

Motion carried 5-0

Motion: Supervisor Jennings moved to approve the Claims and Receipts list as presented, seconded by Supervisor Palmquist.

Roll call vote: Dan Rogers: Aye
Donovan Palmquist: Aye
Lu Barfknecht: Aye
Carrie Jennings: Aye
Butch Hansen: Aye

Motion carried 5-0

C. Budget

D. Escrows

E. Resolution for Levy (for April agenda)

F. Report for State Auditor

The Board discussed that a Special Meeting needs to be scheduled before the end of March to complete and approve the report, which is due by March 31, 2018. The Board agreed to table this item until the Reorganization Meeting.

G. Clarification of Mark Ceminsky Building permit renewal receipt

Mark Ceminsky stated that he called in December for an inspection and was told the permit had expired. The Building Code states that the work needs to commence within 180 days. Once work has started, the permit is valid as long as you continue to work, no matter how long it takes. Mr. Ceminsky noted that he paid the fees in December to renew the permit and the work has not been abandoned.

H. Schedule annual performance review for Treasurer

A Special Meeting was scheduled for the Treasurer's annual review at 6:30 p.m. on April 9, 2018.

Motion: Supervisor Jennings moved to approve the balance of the Treasurer's report, seconded by Supervisor Rogers.

Motion carried 5-0

PUBLIC COMMENT

Al Novacek – 24030 Iberia Avenue

Requested the Board postpone a decision on the new Building Inspector until after the election tomorrow. Chair Barfknecht advised the Board had already approved MNSPECT as the new Building Official and are currently in contract negotiations.

Cal Pflaum – 5780 225th St. W.

Discussed the need for culverts on 225th Street, east of Essex. He stated that it was illegal to take the culverts out and raise the road. This was on the agenda in April of 2017.

Motion: Supervisor Hansen moved to place the issue on the April 9, 2018 agenda, seconded by Supervisor Barfknecht.

Motion carried 5-0

CONTRACTOR TIME

Bryce Otte of Otte Excavating provided an update regarding ongoing road maintenance:

- Worked on signs
- Highview and 267th St. is the worst road in the Township, check into the cost to change it to Class 5

CONSENT AGENDA

A. Minutes of the February 12, 2018 Town Board Meeting

Motion: Supervisor Hansen moved to table the minutes of the February 12, 2018 minutes Town Board meeting until the April 9, 2018 Board meeting, pending revisions, seconded by Supervisor Jennings.

Motion carried 5-0

PLANNING COMMISSION UPDATE

A. Planning Commissioner Ralph Fredlund provided a summary of the March 6, 2018 meeting:

- Bachman's shoreland permit was forwarded with the recommendation to approve
- Martin's garage permit was forwarded with the recommendation to approve
- Ames pole barn permit was forwarded with the recommendation to approve, awaiting VRWJPO permit
- Larson's ag exempt loafing barn permit was forwarded with the recommendation to approve
- Reviewed applications to be laminated and made revisions, will be reviewed in April
- Discussed proposed language changes regarding Township roads to the Right of Way Ordinance

- Discussed fences
- Discussed cluster mapping and verifying how Dakota County records them
- Reviewed Annual Meeting slides

LAND USE PERMITS

A. John Daniels for Bachman's – 23000 Cedar Avenue South – Ag Exempt Building Permit Application for Construction of a Greenhouse expansion.

Mr. Daniels discussed the proposed plans for the greenhouse. He noted that the Shoreland permit had been verbally approved but had not yet been received in writing. It was noted that the Planning Commission had recommended approval of the application.

Motion: Supervisor Jennings moved to continue review of the application until the Shoreland permit is received, seconded by Supervisor Rogers.

Motion carried 5-0

It was noted that the application would be placed as an agenda item at the Reorganization Meeting to be held within the new two weeks.

B. Rick Martin – 9774 250th Street West – Building Permit Application for Attached Garage.

It was noted that the Planning Commission had recommended approval of the application.

Motion: Supervisor Hansen moved to approve the application for Rick Martin, 9774 250th Street West for a building permit for an attached residential garage, seconded by Supervisor Jennings.

Motion carried 5-0

C. Dan Ames – (Vermillion Aggregate) – 10005 235th Street – Building Permit Application for Accessory Building.

It was noted the Planning Commission recommended approval of the application.

Motion: Supervisor Hansen moved to approve the building permit application for Dan Ames, Vermillion Aggregate for an accessory building, seconded by Chair Barfknecht with the provision for removal when the mining ends.

Motion carried 5-0

D. Julie Larson – 8305 250th Street West – Agricultural Exempt Building Permit Application.

It was noted the Planning Commission recommended approval of the application.

Motion: Supervisor Jennings moved to approve the loafing barn permit for Julie Larson, 8305 250th Street West, seconded by Chair Barfknecht.

Motion carried 5-0

NEW BUSINESS

A. Annual Conditional Use Permit Review for Spirit Ranch I – 24005 Dodd Road - Bella and Chris Hale (not present)

It was noted there were no complaints on the property.

Motion: Supervisor Hansen moved to approve the annual review of the Conditional Use Permit for Spirit Ranch I, Bella and Chris Hale, 24005 Dodd Road, seconded by Chair Barfknecht.

Motion carried 5-0

B. Annual Conditional Use Permit Review for Spirit Ranch II – 10132 235th Street West – Terri Petter
It was noted that the CUP states exactly what it is for and there were no complaints on the property.

Motion: Chair Barfknecht moved to approve the annual review of the Conditional Use Permit for Spirit Ranch II,
Terri Petter, 10132 235th Street West, seconded by Supervisor Rogers.

Motion carried 5-0

C. Annual Conditional Use Permit Review for Butch Hansen – Airstrip

It was noted there were no complaints on the property. Supervisor Hansen recused himself.

Motion: Chair Barfknecht moved to approve the annual review of the Conditional Use Permit at Mr. Hansen's property, seconded by Supervisor Rogers.

Motion carried 4-0, with Supervisor Hansen abstaining

D. Authorization of Request for Quotes/Bids

Motion: Supervisor Jennings moved to authorize the clerk to post/email notices for quotes/bids for the following items, seconded by Supervisor Hansen:

- Street Sweeping
- Road Maintenance
- Town Hall Grounds Maintenance
- Road Gravel/Limestone, sealed bids
- Dust Control, sealed bids

Motion carried 5-0

E. Contract for Fire Services with the City of Farmington

The Township Attorney recommended the contract be approved by resolution. It was decided to continue consideration of the contract at a special meeting, date to be determined. The Clerk was directed to provide a copy of the Lakeville Fire Department contract for comparison of charges.

OLD BUSINESS

A. Building Inspector Services Contract

It was noted that contract negotiations with Scott Qualle, MNSPECT, was ongoing. The Board discussed the need to set a date to discuss negotiations with Mr. Qualle and Chad Lemmons.

B. Right of Way Ordinance

Amendments to Ordinance 3, Chapter 4, Section 1-F regarding landscaping; Ordinance 4, Chapter 2, Sections 6-A and 6-B regarding cultivation and landscaping were reviewed. The Planning Commission was directed to schedule a public hearing.

C. Fence Ordinance

Amendments to Ordinance 3, Chapter 9, section 2 regarding administrative fence permits; Ordinance 3, Chapter 9, Section 3-B regarding boundary lines; Ordinance 3, Chapter 9, Section 4-B regarding fence height; and Ordinance 3, Chapter 9, Section 4-C regarding security fences were reviewed. The Planning Commission was directed to schedule a public hearing.

Motion: Supervisor Hansen moved to direct the Planning Commission to schedule public hearings for the ordinance amendments regarding right of way and fences, seconded by Supervisor Jennings.

It was noted and agreed the language under the fence ordinance, as suggested by Attorney Lemmons, indicate "administrative fence permit". Attorney Lemmons was directed to define Security Fence as it is defined in State Statute.

Motion carried 5-0

D. Airlake Airport Annexation Update

Supervisor Hansen stated he would schedule a meeting with Gary Schmidt, Metropolitan Airports Commission (MAC), to discuss the orderly annexation of the entire airport property.

Motion: Chair Barfknecht moved to include information regarding the airport on the annual meeting agenda, seconded by Supervisor Rogers with a friendly amendment to get a State Representative involved to track issues with MAC.

Motion carried 5-0

E. Complaint Follow-up

Discussion was held regarding a previous complaint against property at 10132 235th Street in regard to a small building in a dangerous state of disrepair. The Clerk noted that a letter had been sent to the property owner on January 1, 2018, however, a response had not been received.

Motion: Supervisor Hansen moved for the Clerk to send a letter to the property owner at 10132 235th Street requiring the repair and maintenance of the fence in a fashion to keep the public from gaining access to the downed structure, seconded by Chair Barfknecht.

Motion carried 5-0

OTHER BUSINESS

A. Annual Meeting Preparation

The presentation for the March 13, 2018 annual meeting was reviewed.

B. Town Hall Mechanical Room Repair

Motion: Supervisor Rogers moved to authorize Supervisor Hansen to get quotes for repair to the water damage in the Town Hall Mechanical room, seconded by Supervisor Palmquist.

Motion carried 5-0

C. Schedule Board of Canvas Meeting

The Board of Canvas meeting was scheduled for Thursday, March 15, 2018 at 6:00 p.m.

A Special meeting to complete the State Auditor report, consider the building permit for Bachman's and the adoption of a resolution regarding the contract with the Farmington Fire Department, was scheduled for March 26, 2018 at 6:00 p.m.

D. Schedule Reorganization Meeting

The annual reorganization meeting was scheduled for March 26, 2018 at 7:00 p.m.

CLERK UPDATE

- Clarification of Clerk, Township Attorney and Building Inspector assignments

ADJOURNMENT

Motion: Supervisor Jennings moved to adjourn the meeting, seconded by Supervisor Hansen.

Meeting adjourned at 10:00p.m.

Respectfully re-submitted,

Ranee Solis

Ranee Solis, Deputy Clerk

Minutes Officially Approved on: 11-13-18
Date

By: Robert C. Ferke and [Signature]
Town Clerk Town Chair

Town Board Meeting

March 12, 2018

Attendance

Name

ADDRESS

Brian Ahern

615 235th St W

Allen Navaret

Rick Martin

9774 250th St West

Susan Bachman West

26347 Galaxie Ave

Justin Schoole

100

Dan Ames

10005 235th St

Terris Pether

Jody Arman-Jones

6905 253rd St. W.

John Daniels

6877 W. 235th St.

Paul Phe

5780 285th St W.

Treasurer Report MARCH 12, 2018

Bank Balance

Febraruy 28, 2018

Checking Account	\$1,812.15
Outstanding Checks	-\$1,040.26
Savings Account	\$423,807.90
CD Account	\$78,622.39

Total Investments \$502,430.29
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ACCOUNT BALANCES **\$503,202.18**

Petty Cash In
Cash Box

\$100.00

TOTAL INCLUDING CASH **\$503,302.18**

	CD	Original
	Matures	Investment
\$38,708.16	6/29/2021	5 yr
\$39,914.23	6/27/2022	5 yr
<u>\$78,622.39</u>		

TOTAL DISBURSEMENTS

TOTAL February CLAIMS	\$26,414.19
TOTAL February PAYROLL	\$5,443.93
	<u>\$31,858.12</u>

DEP
DMR
SS

Date Range : 3/1/2018 To 3/13/2018

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
03/12/2018	Otte Excavating Inc.	Feb 18 Road bill	3464	\$11,185.00	201-43125-313-204	Ice and Snow Removal	\$11,185.00
03/12/2018	Kelly & Lemmons, P.A.	Feb legal Bill	3465	\$3,172.96	100-41615-304-216	Legal Services	\$3,172.96
03/12/2018	TKDA	Professional services invoice 002018000404	3466	\$221.34	240-41960-314-223	Planning and Zoning	\$221.34
03/12/2018	Dakota Electric Association	Feb Electric Bills	3467	\$143.22	100-41940-381-220	General Government Buildings and Plant	\$128.10
					100-41940-381-220	General Government Buildings and Plant	\$15.12
03/12/2018	DS/LSI	acct# 007602 Feb bill	3468	\$73.03	100-41940-384-220	General Government Buildings and Plant	\$73.03
03/12/2018	Culligan	bill Acct 10134684	3469	\$79.88	100-41940-382-220	General Government Buildings and Plant	\$79.88
03/12/2018	T & C Commercial Cleaning	Cleaning Town Hall March	3470	\$130.00	100-41940-315-220	General Government Buildings and Plant	\$130.00
03/12/2018	CENTRAL FARM SERVICES	Customer ID 105983 Propane	3471	\$219.57	100-41940-383-220	General Government Buildings and Plant	\$219.57
03/12/2018	Frontier Communications	Acct 952046903736 053101.7 Feb bill	3472	\$179.19	100-41940-321-213	General Government Buildings and Plant	\$179.19
03/12/2018	ECM Publishers	March election postings	3473	\$115.50	100-41615-304-213	Legal Services	\$115.50

[Handwritten signatures and initials]

Date Range : 3/1/2018 To 3/13/2018

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
03/12/2018	Dakota County Financial Services	2018 Salt & Sand Feb	3474	\$541.66	201-43125-230-204	Ice and Snow Removal	\$541.66
03/12/2018	ALF Ambulance	Ambulance Admin Fee	3475	\$500.00	100-42153-317-209	Ambulance Services	\$500.00
03/12/2018	North Cannon WMO	2018 member Dues invoice 1804	3476	\$2,192.69	100-41970-355-224	North Cannon WMO	\$2,192.69
03/12/2018	Graphic Design Inc.	550 Election ballots	3477	\$105.00	100-41410-351-214	Elections	\$105.00
03/12/2018	Custom Office Products	Office supplies paper Invoice 00035797	3478	\$74.00	100-41425-202-218	Clerk	\$74.00
03/12/2018	Adam Jakes	Return of escrow on barn demolition	3479	\$5,000.00	250-49301-810-122	Other Financing Uses	\$5,000.00
03/12/2018	Minnesota Association of Townships	Training for Bill Funk	3480	\$50.00	100-41330-435-222	Boards and Commissions	\$50.00
03/12/2018	Donovan Palmquist	Replacement of lost September paycheck (net)	3481	\$350.93	100-49301-810-225	Other Financing Uses	\$350.93
03/12/2018	Dan Rogers	Reimbursement for purchase of microwave in townhall	3482	\$96.40	100-41940-437-220	General Government Buildings and Plant	\$96.40
03/12/2018	Lu Barfknecht	reimbursement for replacement of townhall refrigerator	3483	\$117.82	100-41940-437-220	General Government Buildings and Plant	\$117.82

Date Range : 3/1/2018 To 3/13/2018

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
03/12/2018	Marcia Wilson	Mileage Jan and Feb 2018	3484	\$33.25	100-41421-331-222	Treasurer	\$33.25
03/12/2018	Carrie Jennings	mileage 42 at .545	3485	\$22.89	100-41110-331-222	Council/Town Board	\$22.89
03/12/2018	Lu Barfknecht	Mileage Dec and Jan	3486	\$6.00	100-41110-331-222	Council/Town Board	\$6.00
03/12/2018	CardMember Services	Acct 6018 Mira expenses laminating sheets, website charge and office supplies	3487	\$76.90			
03/12/2018	Internal Revenue Service	fed tax deposit due in Feb 18	3488	\$1,429.14			
					100-41425-325-212	Clerk	\$28.00
					100-41425-202-212	Clerk	\$48.90
					100-41422-115-212	Deputy	\$336.79
					100-41425-115-212	Clerk	\$80.79
					100-41422-122-212	Deputy	\$154.36
					100-41425-122-212	Clerk	\$138.12
					100-41421-122-212	Treasurer	\$109.44
					100-41422-125-212	Deputy	\$36.10
					100-41425-125-212	Clerk	\$32.30
					100-41421-125-212	Treasurer	\$25.60
					100-41110-122-212	Council/Town Board	\$208.32
					100-41110-125-212	Council/Town Board	\$48.74
					100-41330-122-212	Boards and Commissions	\$209.56
					100-41330-125-212	Boards and Commissions	\$49.02
03/12/2018	PERA	March 13 18 payroll pmt	3489	\$297.82			
					100-41421-121-212	Treasurer	\$123.55
					100-41422-121-212	Deputy	\$174.27

[Handwritten signatures and initials]

Date Range : 3/1/2018 To 3/13/2018

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
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Total For Selected Claims							\$26,414.19	\$26,414.19
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<i>Carrie E. Jennings</i>							3/12/18
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Carrie E Jennings		City Council/Town Board					Date
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<i>Charles Hansen</i>							
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Charles Hansen		City Council/Town Board					Date
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<i>Daniel Rogers</i>							3/12/18
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Daniel Rogers		City Council/Town Board					Date
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<i>Donovan K Palmquist</i>							3/12/18
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Donovan K Palmquist		City Council/Town Board					Date
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<i>Lucretia Barfknecht</i>							3/12/18
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Lucretia Barfknecht		City Council/Town Board					Date
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