

**EUREKA TOWNSHIP**  
**DAKOTA COUNTY, MINNESOTA**

**EUREKA TOWN BOARD**  
**SPECIAL REORGANIZATION MEETING**  
**MARCH 21, 2019**

**Call to Order**

The Eureka Township Town Board meeting was called to order at 7:00 p.m. by Chair Tim Murphy and the Pledge of Allegiance was given.

Members Present:   Tim Murphy (Chair)  
                          Butch Hansen (Vice Chair)  
                          Donovan Palmquist (Supervisor)  
                          Mark Ceminsky (Supervisor)  
                          Lu Barfknecht (Supervisor)

Others Present:     Ranee Solis (Town Clerk)  
                          Marcia Wilson (Treasurer)

See attached list for all others in attendance.

**Selection of Town Board Chair and Vice Chair**

Current Township Officers are as follows:

Supervisor #1: Donovan Palmquist	3-year term (2020)
Supervisor #2: Butch Hansen	3-year term (2020)
Supervisor #3: Tim Murphy	3-year term (2021)
Supervisor #4: Mark Ceminsky	3-year term (2021)
Supervisor #5: Lu Barfknecht	3-year term (2022)

Chair Murphy opened the floor for nominations for the 2019-2020 Town Board Chair. Supervisor Barfknecht nominated Donovan Palmquist, seconded by Chair Murphy. Supervisor Ceminsky nominated Butch Hansen and, with no second, the nomination failed. Hearing no others, Chair Murphy closed the floor for nominations. Donovan Palmquist accepted the nomination and Supervisor Palmquist called for a ballot vote. The Clerk read the votes: 4 votes for Donovan Palmquist and 1 abstention. Donovan Palmquist was appointed as Chair.

Donovan Palmquist accepted the appointment and proceeded as Chair for the meeting.

Chair Palmquist opened the floor for nominations for the 2019-2020 Vice Chair. Supervisor Barfknecht nominated Tim Murphy, seconded by Chair Palmquist. Hearing no others, Chair Palmquist closed the floor for nominations. Supervisor Murphy accepted the nomination and Chair Palmquist called for a ballot vote. The Clerk read the votes: 3 votes for Tim Murphy and 2 abstentions. Tim Murphy was appointed as Vice Chair.

**Approval of the Agenda**

**Motion:** Supervisor Ceminsky moved to approve the agenda as presented, seconded by Supervisor Barfknecht. **Motion carried 5-0**

**Meetings / Postings / Notices**

**A. Adopt Resolution 2019-03 setting Town Board meeting dates and time**

**Motion:** Supervisor Ceminsky moved to adopt Resolution 2019-03, setting and adopting regularly scheduled Town Board meeting dates as follows, seconded by Chair Palmquist. **Motion carried 5-0**

April 8, 2019	August 12, 2019	December 9, 2019
May 13, 2019	September 9, 2019	January 13, 2020
June 10, 2019	October 15, 2019 (Tuesday)	February 10, 2020
July 8, 2019	November 12, 2019 (Tuesday)	March 9, 2020

All regular scheduled Town Board meetings shall commence at 7:00 p.m.

**B. Adopt Resolution 2019-04 setting Planning Commission meeting dates and time**

**Motion:** Supervisor Ceminsky moved to adopt Resolution 2019-04 setting and adopting regular scheduled Planning Commission meeting dates and times, seconded by Vice Chair Murphy. **Motion carried 5-0**

April 2, 2019	August 6, 2019	December 3, 2019
May 7, 2019	September 3, 2019	January 7, 2020
June 4, 2019	October 1, 2019	February 4, 2020
July 2, 2019	November 6, 2019 (Wednesday)	March 3, 2020

All regular scheduled Planning Commission meetings shall commence at 7:00 p.m.

**C. Assign liaisons for Planning Commission meetings**

**Motion:** Supervisor Palmquist moved to approve liaisons to Planning Commission meetings as listed, seconded by Supervisor Ceminsky. **Motion carried 5-0**

April 2, 2019: Tim Murphy	October 1, 2019: Lu Barfknecht
May 7, 2019: Mark Ceminsky	November 6, 2019: Donovan Palmquist
June 4, 2019: TBD	December 3, 2019: Tim Murphy
July 2, 2019: Donovan Palmquist	January 7, 2020: Donovan Palmquist
August 6, 2019: Tim Murphy	February 4, 2020: Lu Barfknecht
September 3, 2019: Tim Murphy	March 3, 2020: Lu Barfknecht

**D. Set regular meeting date and time for Round Table meeting between the Town Board and Planning Commission**

**Motion:** Chair Palmquist moved to schedule the Round Table meeting for May 6, 2019 at 7:00 pm, seconded by Supervisor Barfknecht. **Motion carried 5-0**

**E. Direct that Special meetings be posted for the Planning Commission at Town Board meetings and Special Town Board meetings at Planning Commission meetings**

Current policy: Special meetings shall be posted for the Planning Commission at all Town Board meetings and Special Town Board meetings shall be posted at Planning Commission meetings, as there could potentially be more than two members present at any meeting.

**Motion:** Chair Palmquist moved to continue with the current policy, seconded by Vice Chair Murphy. **Motion carried 5-0**

**F. Policy for recording meetings**

**Motion:** Supervisor Ceminsky moved to abide by the current policy for recordings of regular and special meetings to be used for transcription purposes and to be destroyed after approval of the minutes unless specifically directed to preserve the recording, and that recordings for public hearings are to be preserved, seconded by Chair Palmquist. **Motion carried 5-0**

**G. Designate posting place(s)**

**Motion:** Supervisor Barfknecht moved to designate the official posting place as the Town Hall outside bulletin board and that notices shall be posted on the website as a courtesy, seconded by Supervisor Hansen. **Motion carried 5-0**

**H. Designate official newspaper**

**Motion:** Supervisor Barfknecht moved to designate the Dakota County Tribune (Farmington, Rosemount) and the Sun This Week (Lakeville, Eagan) as the official newspapers, seconded by Chair Palmquist. **Motion carried 5-0**

**Financial Items**

**A. Adopt Resolution 2019-05 designating official bank**

**Motion:** Supervisor Ceminsky moved to adopt Resolution 2019-05 designating Castle Rock Bank as the official bank for Eureka Township, seconded by Chair Palmquist. **Motion carried 5-0**

**B. Signers for checking and savings accounts**

**Motion:** Supervisor Barfknecht moved to designate all five Town Board members as check signers, along with Marcia Wilson, Treasurer, seconded by Supervisor Hansen. **Motion carried 5-0**

### **C. Signers for Visa credit card**

**Motion:** Supervisor Barfknecht moved to designate the Town Clerk, Ranee Solis, Town Treasurer, Marcia Wilson and Town Board Chair, Donovan Palmquist as signers for the Visa credit card, seconded by Vice Chair Murphy. **Motion carried 5-0**

### **D. Township Financial Reporting Form**

**Motion:** Supervisor Barfknecht moved to empower Treasurer Marcia Wilson to submit the financial report form to the State after review of the 2019 form at the February 4, 2020 Town Board meeting, seconded by Chair Palmquist. **Motion carried 5-0**

### **E. Set compensation for Township officers**

#### **1. Town Board**

- a. Chair: \$90**
- b. Board members: \$80**
- c. Special meetings / Off site meetings / Training: Board members \$70**
- d. Special meetings / Off site meetings / Training: Chair \$80**
- e. Treasurer: \$70**
- f. Clerk/Deputy Clerk: \$70**

**Motion:** Chair Palmquist moved to accept the pay scale as listed in items 1. a-f, seconded by Supervisor Barfknecht. **Motion carried 5-0**

#### **2. Planning Commission**

- a. Chair: \$70**
- b. Commission members: \$60**
- c. Special meetings: Commission members \$60**
- d. Special meetings: Chair \$70**
- e. Off site meetings / Training: \$70**

**Motion:** Chair Palmquist moved to accept the pay scale as listed in items 2. a-e, seconded by Supervisor Barfknecht. **Motion carried 5-0**

#### **3. Liaisons (Meetings only): \$50**

**Motion:** Chair Palmquist moved to accept the pay scale as listed, seconded by Supervisor Barfknecht. **Motion carried 5-0**

#### **4. Election Judges**

- a. Head Judge: \$16.75**
- b. Judges: \$15.75**

**Motion:** Chair Palmquist moved to keep the current rates for election judges as listed, seconded by Supervisor Barfknecht. **Motion carried 5-0**

**5. Site inspections rate: \$25**

**a. Hourly rate: \$25/hour**

**Motion:** Vice Chair Murphy moved that Town Officers authorized by the Board to perform work for the township outside of a meeting shall be compensated at a rate of \$25/hour and shall only be eligible for the compensation for work done outside of a meeting if the work directly relates to official duties, seconded by Chair Palmquist. **Motion carried 3-1**, with Supervisor Barfknecht opposed and Supervisor Hansen abstaining

The Town Board clarified for the Treasurer that there is no pay for Open Houses.

Treasurer Wilson asked the Board for clarification of payment when there are two meetings in one day.

**Motion:** Vice Chair Murphy moved that if a meeting is concurrent with a scheduled Town Board meeting, members will only be paid for one meeting. But if a meeting is separated by at least one hour from another meeting on the same day, members will be paid for two meetings, seconded by Chair Palmquist. **Motion carried 3-1**, with Supervisor Barfknecht opposed and Supervisor Hansen abstaining

**F. Pay frequency**

	<u>Time Period Dates</u>	<u>Submit By</u>	<u>Payment Date</u>
2 <sup>nd</sup> Quarter:	03/12/19 to 06/10/19	06/03/19	06/10/19
3 <sup>rd</sup> Quarter:	06/11/19 to 09/09/19	09/02/19	09/09/19
4 <sup>th</sup> Quarter:	09/10/19 to 12/09/19	12/02/19	12/09/19
1 <sup>st</sup> Quarter:	12/10/19 to 03/09/20	03/02/20	03/09/20

**Motion:** Supervisor Ceminsky moved to accept the pay frequency for Town Board and Planning Commission members as listed, seconded by Supervisor Barfknecht. **Motion carried 5-0**

**Motion:** Supervisor Ceminsky moved that the pay frequency for employees is twice per month, seconded by Vice Chair Murphy. **Motion carried 5-0**

**G. Employee performance review dates**

**Motion:** Supervisor Ceminsky moved to schedule employee performance review dates to coincide with the Town Board meeting date 30 days prior to the employment anniversary date, seconded by Supervisor Hansen. **Motion carried 5-0**

**H. Mileage reimbursement rate**

**Motion:** Supervisor Barfknecht moved to set the mileage reimbursement rate as set by the IRS, currently 0.58 cents per mile, seconded by Vice Chair Murphy. **Motion carried 5-0**

## **I. Authorized expenses and reimbursement**

**Motion:** Vice Chair Murphy moved to reimburse any reasonable and documented expenses relating to Township business, to be submitted with itemized receipts, seconded by Chair Palmquist. **Motion carried 5-0**

## **J. Bond – Clerk and Treasurer (MATIT’s Consolidated Coverage)**

**Motion:** Supervisor Ceminsky moved to acknowledge the bond for the Clerk and Treasurer for Errors and Omissions as part of MATIT’s consolidating coverage, seconded by Supervisor Barfknecht. **Motion carried 5-0**

## **K. MN Benefits Program – Officers Group Life Plan**

**Motion:** Chair Palmquist moved to acknowledge that insurance is offered to the Board through the MN Benefits Program (however, no one is currently enrolled), seconded by Supervisor Hansen. **Motion carried 5-0**

## **L. Authorization for payment of potential training opportunities**

**Motion:** Supervisor Barfknecht moved that payment for training opportunities must have prior approval by the Town Board, seconded by Chair Palmquist. **Motion carried 5-0**

### **Professional Services**

#### **A. Designation of Township Attorney**

##### **1. Attorney contacts**

**Motion:** Supervisor Barfknecht moved to appoint the Chair and Vice Chair as attorney contacts, seconded by Chair Palmquist. **Motion carried 5-0**

**Motion:** Supervisor Hansen moved for the clerk to draft an RFP in search of a law firm for the township, seconded by Chair Palmquist. **Motion carried 5-0**

**Motion:** Supervisor Hansen moved to have the attorney liaisons review the drafted RFP before the April Town Board meeting, seconded by Vice Chair Murphy. **Motion carried 5-0**

**Motion:** Supervisor Hansen moved to continue the relationship with Kelly & Lemmons until a decision is made from the RFP’s for legal services, seconded by Chair Palmquist. **Motion carried 5-0**

##### **2. Attorney review date**

The Board agreed to table the attorney review at this time.

#### **B. Designation of other professional services**

The Board renewed the contract with TKDA as the engineering/planning consultant in September.

**Motion:** Supervisor Ceminsky moved for the Clerk to send out RFP's for a website provider, seconded by Supervisor Hansen. **Motion carried 5-0**

**Motion:** Supervisor Ceminsky moved for the Clerk to send out RFP's for an email provider, seconded by Supervisor Hansen. **Motion carried 5-0**

**Motion:** Supervisor Ceminsky moved for the Clerk to send out RFP's for IT consultants, seconded by Chair Palmquist. **Motion carried 5-0**

## **Policies**

### **A. Compliance with Data Practices Act**

**Motion:** Supervisor Ceminsky moved to continue with compliance with the Data Practices Act, seconded by Supervisor Barfknecht. **Motion carried 5-0**

### **B. Compliance with 60-Day Rule**

**Motion:** Supervisor Ceminsky moved to recognize and comply with the 60-day rule, seconded by Supervisor Barfknecht. **Motion carried 5-0**

### **C. Board Policies**

- 1. Copying costs**
- 2. Sign inspection / repair / replacement**
- 3. Snow plow policy**
- 4. Temporary road weight restriction permission policy**

**Motion:** Chair Palmquist moved to continue with current policies for items 1-4, seconded by Vice Chair Murphy. **Motion carried 5-0**

### **D. Potential conflict of interest – resolution / affidavit**

**Motion:** Supervisor Barfknecht moved that due to potential conflicts of interest regarding work awarded by the Township that no supervisor on the Board and/or Planning Commission member be awarded those contracts, seconded by Supervisor Ceminsky. **Motion carried 5-0**

### **E. Opinion Statement**

**Motion:** Supervisor Ceminsky moved to continue with the policy for Board member opinion statements as follows: In the event a Town Board member is asked for an opinion on a specific matter, he/she needs to make it perfectly clear that any opinion given is only his/her opinion and not that of the Board as a whole. Even though a Board member's opinion may be given, the issue would need to go before the Town Board for discussion and vote. An individual may not act upon one Town Board member's opinion. Discussion or communication on any matter can be discussed only between two Town Board members, as discussion or communication, including electronic communication, between three or more members of the Board constitutes a quorum and a violation of the open meeting law. The

Building Official is the contact person if determination is needed regarding a building permit, seconded by Vice Chair Murphy. **Motion carried 5-0**

**Assignments**

The Following contact assignments were made:

	<u>Primary</u>	<u>Secondary</u>
<b>A. Airlake Airport</b>	Tim Murphy	Donovan Palmquist
<b>B. Ambulance</b>	Lu Barfknecht	Tim Murphy
<b>C. Attorney Contacts</b>	Donovan Palmquist	Tim Murphy
<b>D. Building Inspector</b>	Mark Ceminsky	Donovan Palmquist
<b>E. Compliance Official</b>	Donovan Palmquist	Tim Murphy
<b>F. Dakota County</b>	Tim Murphy	Lu Barfknecht
<b>G. Dakota County Sheriff</b>	Tim Murphy	Lu Barfknecht
<b>H. Data Practices</b>	Donovan Palmquist	Tim Murphy
<b>I. Fire - Farmington</b>	Tim Murphy	Lu Barfknecht
<b>J. Fire - Lakeville</b>	Tim Murphy	Lu Barfknecht
<b>K. IT Consultant</b>	Tim Murphy	Lu Barfknecht
<b>L. Professional Services</b>	Clerk	Deputy Clerk
<b>M. Roads</b>	Mark Ceminsky	Butch Hansen
<b>N. Town Hall</b>	Lu Barfknecht	TBD
<b>O. Watershed - North Cannon River</b>	Tim Murphy	Donovan Palmquist
<b>P. Watershed - Vermillion River</b>	Tim Murphy	Donovan Palmquist
<b>Q. Weed Inspector</b>	Donovan Palmquist	Tim Murphy
<b>R. Wetlands / DNR</b>	Donovan Palmquist	Tim Murphy

**Motion:** Chair Palmquist moved to accept the 2019-2020 liaison assignments as listed, seconded by Vice Chair Murphy. **Motion carried 5-0**

**Other Business**

**A. Direct List of Officer's Form be forwarded to MAT**

**Motion:** Supervisor Ceminsky moved to direct the Clerk to forward the List of Officer's form to MAT, seconded by Vice Chair Murphy. **Motion carried 5-0**

**Adjournment**

**Motion:** Chair Palmquist moved to adjourn the meeting, seconded by Vice Chair Murphy.

**Meeting adjourned at 8:52 pm**

Respectfully submitted,

Ranee Solis  
Ranee Solis, Town Clerk

Minutes Officially Approved By:

  
Town Chair

on: 4/8/19  
Date



# EUREKA TOWNSHIP

Dakota County, Minnesota



## Special Town Board Reorganization Meeting

Attendance

Thursday, March 21, 2019

7:00 PM

Printed Name

Address

Rachel Fecocans

23680 Jersey Ct

Colonia B. Gier.

24335 DODD. Blvd.

Brian Aarn

6645 235th W Farmington

Jody Arman-Jones

6905 255th St. W.

Cindy Murphy

9110 225th St. W.