

**EUREKA TOWNSHIP
DAKOTA COUNTY, MINNESOTA**

**EUREKA TOWN BOARD
REORGANIZATION MEETING**

MARCH 26, 2018

I. Call to Order

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

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

Others Present: Mira Broyles (Town Clerk)
Marcia Wilson (Treasurer)

See attached list for all others present.

II. Selection of Town Board Chair and Vice Chair

Current Township officers are as follows:

Supervisor #1 Donovan Palmquist Three-year term (2020)
Supervisor #2 Butch Hansen Three-year term (2020)
Supervisor #3 Tim Murphy Three-year term (2021)
Supervisor #4 Mark Ceminsky Three-year term (2021)
Supervisor #5 Lu Barfknecht Three-year term (2019)

Supervisor Ceminsky nominated Butch Hansen for Chair and Tim Murphy for Vice Chair. Supervisor Hansen seconded the nomination.

Supervisor Palmquist nominated Tim Murphy for Chair and Lu Barfknecht for Vice Chair. Supervisor Murphy seconded the nomination.

Supervisor Barfknecht nominated Tim Murphy for Chair and Donovan Palmquist for Vice Chair. Supervisor Palmquist seconded the nomination.

Don Storlie - 10210 235th St. W. spoke in favor of Butch Hansen for Chair.

Ralph Fredlund - 23680 Jersey Ct. spoke in favor of Tim Murphy for Chair.

Nancy Sauber – 9445 225th St. W. spoke in favor of Tim Murphy for Chair and Donovan Palmquist for Vice Chair.

Jody Arman-Jones – 6905 255th St. W. spoke in favor of Tim Murphy for Chair.

Supervisor Hansen nominated himself for Chair and Tim Murphy for Vice Chair.

Chair Barfknecht called for a ballot vote.

Clerk Mira Broyles announced 2 votes for Butch Hansen for Chair and 3 votes for Tim Murphy for Chair, with no majority on a Vice Chair, Clerk Broyles suggested starting over for the voting of the Vice Chair.

Supervisor Murphy proceeded as Chair for the meeting.

Motion: Supervisor Palmquist moved to re-cast Vice Chair votes, seconded by Chair Murphy.

Motion passed 5-0

Supervisor Barfknecht nominated Donovan Palmquist for Vice Chair, Chair Murphy seconded the nomination.

Supervisor Ceminsky nominated Butch for Vice Chair, Supervisor Hansen seconded the nomination.

A ballot vote was taken.

Clerk Broyles announced Butch Hansen as the Vice Chair, 3-2.

Supervisor Barfknecht noted that the ballots need to be saved.

III. Approve Agenda

Motion: Supervisor Ceminsky moved to approve the agenda as submitted on March 26, 2018, seconded by Supervisor Palmquist.

Motion carried 5-0

IV. Meetings/Postings/Notices

A. Town Board Meeting Dates and Times

Motion: Supervisor Barfknecht moved to amend Resolution 2018-03, setting and adopting regularly scheduled Town Board meeting dates as follows, seconded by Vice Chair Hansen:

April 9, 2018	October 9, 2018
May 14, 2018	November 13, 2018
June 11, 2018	December 10, 2018

March 26, 2018

July 9, 2018
August 13, 2018
September 10, 2018

January 14, 2019
February 11, 2019
March 11, 2019

Motion carried 5-0

B. Planning Commission Meeting Dates and Times

Motion: Supervisor Barfknecht moved to adopt Resolution No. 2018-04 setting and adopting regular scheduled Planning Commission meeting dates and times, seconded by Supervisor Palmquist.

Motion failed 2-3, with Vice Chair Hansen, Supervisor Ceminsky and Supervisor Palmquist opposed

C. Assign Liaisons for Planning Commission and Town Board Meetings

Motion: Vice Chair Hansen moved to table setting dates for the Planning Commission meetings until discussing availability of attendance by the Attorney, seconded by Supervisor Barfknecht.

Motion carried 5-0

Motion: Vice Chair Hansen moved to table liaison assignments for the Planning Commission meetings until the dates are agreed upon, seconded by Supervisor Ceminsky.

Motion carried 5-0

D. Set Date and Time for Town Board and Planning Commission Round Table Meeting

Motion: Supervisor Ceminsky moved to schedule the Round Table meeting for Monday, April 23, 2018 at 7:00 p.m., seconded by Vice Chair Hansen.

Motion carried 5-0

E. Posting of Special Meetings of Town Board at Planning Commission meetings and Planning Commission at Town Board meetings.

Current policy: Special meetings shall be posted for the Planning Commission at all 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: Vice Chair Hansen moved to continue the current policy for posting on our posting site on the outside of the Town Hall, seconded by Supervisor Ceminsky.

Motion carried 5-0

F. Policy for Recording Meetings

March 26, 2018

Page | 3

Motion: Supervisor Barfknecht 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 recordings for public hearings are to be preserved, seconded by Supervisor Palmquist.

Motion carried 3-2, with Vice Chair Hansen and Supervisor Ceminsky opposed

G. Posting Places

Motion: Supervisor Barfknecht moved to designate the official posting place as the Town Hall outside bulletin board and notices shall be posted on the website as a courtesy, seconded by Supervisor Ceminsky.

Motion carried 4-0, with Vice Chair Hansen abstaining

H. 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 Supervisor Palmquist.

Motion carried 4-0, with Vice Chair Hansen abstaining

V. Financial Items

A. Official Bank

Motion: Supervisor Barfknecht moved to adopt Resolution 2018-05 designating Castle Rock Bank as the official bank for Eureka Township, seconded by Supervisor Ceminsky.

Motion carried 4-0, with Vice Chair Hansen abstaining

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 (and Deputy Treasurer as appointed in the absence of the Treasurer), seconded by Supervisor Palmquist.

Motion carried 4-0, with Vice Chair Hansen abstaining

C. Signers for Credit Card

Motion: Supervisor Ceminsky moved to designate the Town Clerk, Town Treasurer and Town Board Chair as signers for the Visa credit card, seconded by Supervisor Barfknecht.

Motion carried 4-0, with Vice Chair Hansen abstaining

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 2018 form at the March 2019 Town Board meeting, seconded by Supervisor Palmquist.

Motion carried 4-0, with Vice Chair Hansen abstaining

E. Compensation for Township Officers

1. Town Board
 - a. Chair \$90
 - b. Board members \$80
 - c. Special meetings \$70
2. Planning Commission
 - a. Chair \$70
 - b. Commission members \$60
 - c. Special meetings \$60
3. Liaisons \$50
4. Election Judges
 - a. Head Judge \$15/hour
 - b. Judges \$12/hour
5. Site inspection rate \$25

Motion: Supervisor Barfknecht moved to keep the compensation the same as it is currently, and to readdress at a future meeting after Supervisor Palmquist comes back with clarification and a definition related to liaisons and special meetings, seconded by Supervisor Palmquist.

Motion carried 4-1, with Vice Chair Hansen opposed

F. Pay Frequency

Motion: Supervisor Barfknecht moved for pay frequency as follows, seconded by Supervisor Palmquist:

2nd Quarter – March 14, 2018 through June 11, 2018 (must submit hours to Treasurer by Jun 2, 2018 for payment on June 12, 2018)

3rd Quarter – June 13, 2018 through September 10, 2018 (must submit hours to Treasurer by September 1, 2018 for payment on September 10, 2018)

4th Quarter – September 10, 2018 through December 10, 2018 (must submit hours to Treasurer by December 1, 2018 for December 10, 2018)

1st Quarter – December 11, 2018 through March 11, 2019 (must submit hours to Treasurer by March 2, 2019 for payment on March 11, 2019)

Motion carried 4-0, with Vice Chair Hansen abstaining

G. Employee Performance Review Dates

March 26, 2018

Page | 5

Motion: Supervisor Barfknecht moved to schedule employee performance review dates to coincide with the Town Board meeting date closest to the employee's employment anniversary date, seconded by Supervisor Ceminsky.

Motion carried 5-0

H. Mileage Reimbursement Rate

Motion: Supervisor Ceminsky moved to set the mileage reimbursement rate as set by the IRS, currently 0.545 per mile, seconded by Supervisor Barfknecht.

Motion carried 4-0, with Vice Chair Hansen abstaining

I. Authorized Expenses and Reimbursements

Motion: Supervisor Barfknecht moved to reimburse any reasonable and documented expenses relating to Township business (copies, long distance phone calls, office expenses, training sessions, etc.) to be submitted with itemized receipts, seconded by Supervisor Palmquist.

Motion carried 4-0, with Vice Chair Hansen abstaining

J. Bond – Clerk and Treasurer (MATIT's Consolidated Coverage)

Motion: Supervisor Barfknecht moved to acknowledge the bond for the Clerk and Treasurer Errors and Omissions as part of the MATIT's consolidated coverage, seconded by Supervisor Palmquist.

Motion carried 4-0, with Vice Chair Hansen abstaining

K. MN Benefits Program Officers Group Life Plan

Motion: Chair Murphy moved to acknowledge that insurance is offered to the Board through the MN Benefits Program (however no one is currently enrolled), seconded by Supervisor Barfknecht.

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; payment for those attending such classes as was adopted by a previous Board is \$50.00 plus mileage; the Township also pays for the class fee, seconded by Supervisor Palmquist.

Motion carried 5-0

VI. Professional Services

A. Township Attorney

Motion: Supervisor Palmquist moved to retain the firm of Kelly and Lemmons as Township Attorney, seconded by Supervisor Barfknecht.

Motion carried 3-2, with Vice Chair Hansen and Supervisor Ceminsky abstaining

1. Attorney Contacts

Motion: Supervisor Ceminsky moved to appoint the Chair as primary and Vice Chair as secondary Attorney contacts, seconded by Vice Chair Hansen.

Motion carried 5-0

Vice Chair Hansen, during discussion, requested the following statement by him be included in the record: "I'm sitting here and find it humorous that last year that was the argument that we got, that it's always been the Chair and the Vice Chair. And now we have the argument that it's just the opposite way. I would like to note that into the record, that we had the same argument last year for the Chair and the Vice Chair, we've always done that in the past, and now we're having input that that is not the policy". Chair Murphy duly noted.

2. Attorney Review Date

Motion: Supervisor Ceminsky moved to schedule the review of the Township Attorney as a special meeting prior to the regular Town Board meeting on August 13, 2018, seconded by Vice Chair Hansen with a friendly amendment to include the time of 6:00 p.m.

Motion carried 5-0

B. Designation of Other Professional Services

Motion: Supervisor Ceminsky moved to post an RFP for Engineering/Planning firms for township services, seconded by Vice Chair Hansen.

Motion carried 5-0

Motion: Supervisor Ceminsky moved to discuss what should be included in the RFP at our next Town Board meeting, and the expectation of when the RFP should be returned, seconded by Vice Chair Hansen.

Motion carried 5-0

VII. Policies

A. Compliance with Data Practices Act

B. Compliance with 60 Day Rule

C. Board Policies for copying costs, sign inspection/repair/replacement, snow plow policy, temporary road weight restriction permission policy

D. Potential Conflict of Interest policy

E. Opinion Statement

Motion: Vice Chair Hansen moved to approve, as a consent agenda, current policies and practices for items A, B, C and E, seconded by Supervisor Barfknecht.

Motion carried 5-0

Motion: Supervisor Barfknecht moved to amend item D. Potential Conflict of Interest policy, regarding work awarded by the Township not be allowed or performed by any person currently on the Township Board or Planning Commission, seconded by Supervisor Palmquist.

Motion carried 5-0

VIII. Assignments

The following contact assignments were made: Primary and Secondary

Attorney	Murphy and Hansen
Lakeville and Farmington Fire Departments	Barfknecht and Murphy
North Cannon River Watershed	Ceminsky and Hansen
Vermillion River Watershed	Ceminsky and Hansen
Weed Inspector	Palmquist and Murphy
Ambulance	Barfknecht and Murphy
Roads	Ceminsky and Hansen
Wetlands/DNR	Hansen and Ceminsky
Airlake Airport	Hansen and Murphy
Town Hall Supervisor	Barfknecht and Ceminsky
Dakota County	Barfknecht and Hansen
Dakota County Sheriff	Hansen and Ceminsky
Compliance Official	Palmquist and Murphy
Professional Services	Ceminsky and Hansen
Building Inspector	Ceminsky and Palmquist
IT Consultant	Murphy and Barfknecht

IX. Other Business

A. Direct List of Officers form be forwarded to MAT

Motion: Supervisor Ceminsky moved to direct Clerk Broyles to forward the List of Officer's Form to MAT, seconded by Supervisor Barfknecht.

Motion carried 5-0

Motion: Supervisor Barfknecht moved to continue the current Planning Commission meeting scheduled date of April 3, 2018 and for Chair Murphy to have discussion with current Planning Commission Chair and staff regarding meeting dates. A decision regarding the Planning Commission day/dates will then be determined at the April Town Board meeting, seconded by Supervisor Palmquist.

March 26, 2018

Page | 8

Motion carried 3-2, with Supervisor Ceminsky and Vice Chair Hansen opposed

Motion: Supervisor Barfknecht moved to table the assignment of liaison of Town Board Supervisors to the Planning Commission meetings until the next meeting when the day/dates are determined, seconded by Supervisor Palmquist.

Motion carried 5-0

X. Adjournment

Motion: Supervisor Barfknecht moved to adjourn the meeting, seconded Supervisor Ceminsky.

Meeting adjourned at 10:15 P.M.

Respectfully submitted,

Ranee Solis

Ranee Solis, Deputy Clerk

Minutes Officially Approved on: 11-13-18
Date

By: Robert C. Tanka
Town Clerk

and

[Signature]
Town Chair

Town Board Reorganization Meeting

March 26, 2018

Attendance

Name

ADDRESS

Ralph Fredlund

23680 Jersey Ct

Gray Arman-Jones

6905 255th St. W.

Allen Nawrot

24090 Iberia Av