

**EUREKA TOWNSHIP
DAKTOA COUNTY, MINNESOTA**

**EUREKA TOWN BOARD
SPECIAL REORGANIZATION MEETING
MARCH 29, 2016**

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

Town Board Supervisors present were Brian Budenski, Cory Behrendt, Lu Barfknecht and Dan Rogers. Supervisor Carrie Jennings arrived at 6:13 p.m. Town Clerk Mira Broyles and Treasurer Marcia Wilson were also in attendance. See attached list for others present.

Current Township offices are as follows:

Supervisor #1	Brian Budenski	3 year term (2017)
Supervisor #2	Cory Behrendt	3 year term (2017)
Supervisor #3	Carrie Jennings	3 year term (2018)
Supervisor #4	Dan Rogers	3 year term (2018)
Supervisor #5	Lu Barfknecht	3 year term (2019)

Selection of Town Board Chair and Vice Chair

Supervisor Rogers nominated Supervisor Budenski for Chair. Supervisor Barfknecht seconded the nomination. There were no other nominations for Chair. Supervisor Budenski accepted the nomination. A voice vote was taken on the nomination. Supervisor Budenski was appointed as Chair by a 4-0 vote.

Chair Budenski nominated Supervisor Behrendt for Vice Chair. Supervisor Barfknecht seconded the nomination. There were no other nominations for Vice Chair. Supervisor Behrendt accepted the nomination. A voice vote was taken on the nomination. Supervisor Behrendt was appointed as Vice Chair by a 4-0 vote.

Meetings / Postings / Notices

A. Town Board Meeting Dates

Motion was made by Chair Budenski, seconded by Supervisor Barfknecht to adopt Resolution Number 2016-03 setting and adopting regular scheduled Town Board meeting dates and times as follows: Motion carried unanimously.

April 11, 2016	October 11, 2016 (Tuesday)
May 9, 2016	November 14, 2016
June 13, 2016	December 12, 2016
July 11, 2016	January 9, 2017
August 8, 2016	February 13, 2017
September 12, 2016	March 13, 2017

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

B. Planning Commission Meeting Dates

Motion was made by Supervisor Barfknecht, seconded by Chair Budenski to adopt Resolution Number 2016-04 setting and adopting regular scheduled Planning Commission meeting dates and times as follows: Motion carried 4-0.

April 4, 2016	October 3, 2016
May 2, 2016	November 7, 2016
June 6, 2016	December 5, 2016
July 5, 2016	January 2, 2017
August 1, 2016	February 6, 2017
September 6, 2015 (Tuesday)	March 6, 2017

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

C. Assignment of Liaisons to Attend Planning Commission Meetings

The liaisons for Planning Commission meetings were assigned as follows:

April 4, 2016	Lu Barfknecht	October 3, 2016	Carrie Jennings
May 2, 2016	Dan Rogers	November 7, 2016	Lu Barfknecht
June 6, 2016	Cory Behrendt	December 5, 2016	Carrie Jennings
July 5, 2016	Dan Rogers	January 2, 2017	Dan Rogers
August 1, 2016	Lu Barfknecht	February 6, 2017	Carrie Jennings
Sept. 6, 2015 (Tues.)	Cory Behrendt	March 6, 2017	Brian Budenski

D. The Round Table meeting date was set for May 4, 2016 at 7:00 p.m.

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

Motion was made by Supervisor Behrendt, seconded by Supervisor Barfknecht that Town Board and Planning Commission meetings may be attended electronically by a Town Board or Planning Commission member if posted.

Motion was made by Supervisor Behrendt, seconded by Supervisor Barfknecht, that special meetings be posted for the Planning Commission at Town Board meetings and special Town Board meetings be posted at Planning Commission meetings as there could potentially be more than two members present at any meeting. Motion carried unanimously.

F. Policy for Recording Meetings

Motion was made by Supervisor Behrendt, seconded by Supervisor Rogers to abide by 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. Recordings for public hearings are to be preserved. Motion carried unanimously.

It was noted that recordings of the meetings are available to the public during the time between the actual meeting and approval of the minutes for that meeting.

G. Posting Places

Motion was made by Chair Budenski, seconded by Supervisor Jennings to designate the official posting place as the Town Hall outside bulletin board. Notices shall be posted on the website as a courtesy. Motion carried unanimously.

H. Official Newspaper

Motion was made by Chair Budenski, seconded by Supervisor Behrendt, to designate the Dakota County Tribune (Farmington/Rosemount) and the Sun ThisWeek (Eagan/Lakeville) as the official newspapers. Motion carried unanimously.

Financial Items

A. Official Bank

Motion was made by Supervisor Behrendt, seconded by Supervisor Rogers, to adopt Resolution Number 2016-05 designating Castle Rock Bank as the official bank for Eureka Township. Motion carried unanimously.

B. Signers for Checking and Savings Accounts

Motion was made by Chair Budenski, seconded by Supervisor Jennings to designate all five Town Board members as check signers along with Marcia Wilson, Treasurer (and Nanett Sandstrom, Deputy Treasurer in the absence of the Treasurer). Motion carried unanimously.

C. Signers for Credit Card

Motion was made by Supervisor Jennings, seconded by Chair Budenski to designate Town Clerk Mira Broyles, Town Treasurer Marcia Wilson, and Town Board Chair Brian Budenski as signers for the Visa credit card. Motion carried unanimously.

D. Township Financial Reporting Form

Motion was made by Supervisor Behrendt, seconded by Supervisor Barfknecht to empower Treasurer Wilson to submit the financial report form to the State after review of the 2015 form at the April Town Board meeting. Motion carried unanimously.

E. Compensation for Township Officers

Motion was made by Supervisor Jennings, seconded by Supervisor Brian to set the following compensation for Town Board Supervisors: Motion carried unanimously.

Town Board - \$80, Chair - \$90

Special Meetings - \$70 (a special meeting is defined as a meeting that has been publically posted)

Liaison - \$50

Site Inspections - \$25

Planning Commission - \$60, Chair \$70

Special Meetings - \$60 (a special meeting is defined as a meeting that has been publically posted)

Liaison - \$50

Site Inspections - \$25

Head Judge - \$15 per hour

Judges - \$12 per hour

F. Pay Frequency

Motion was made by Supervisor Behrendt, seconded by Supervisor Rogers to set the pay frequency schedule as follows:
Motion carried unanimously.

2nd Quarter: March 15 2016 – June 13, 2016 (submit to Treasurer by June 3rd for payment on June 13th)

3rd Quarter: June 14, 2016 – September 12, 2016 (submit to Treasurer by September 2nd for payment on September 12)

4th Quarter: September 13, 2016 – December 12, 2016 (submit to Treasurer by December 2nd for payment on December 12th)

1st Quarter: December 13, 2016 – March 13, 2017 (submit to Treasurer by March 3, 2017 for payment on March 13, 2017).

G. Employee Performance Review Dates

Motion was made by Chair Budenski, seconded by Supervisor Rogers to schedule employee performance review dates for the Town Board meeting date closet to the employee's employment anniversary date. Motion carried unanimously.

H. Mileage Reimbursement Rate

Motion was made by Supervisor Jennings, seconded by Supervisor Barfknecht to set the mileage reimbursement rate to conform with Federal guidelines (currently .54 per mile). Motion carried unanimously.

I. Authorized Expenses and Reimbursements

Motion was made by Chair Budenski, seconded by Supervisor Jennings 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. Motion carried unanimously.

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

Motion was made by Supervisor Jennings, seconded by Chair Budenski to acknowledge the bond for the Clerk and Treasurer Errors and Omissions as part of the MATIT's Consolidate Coverage. Motion carried unanimously.

K. MN Benefits Program – Officers Group Life Plan

It was acknowledged that insurance is offered to the Board through the MN Benefits Program however no one is currently enrolled.

L. Authorization for payment of potential training opportunities.

Motion was made by Supervisor Jennings, seconded by Supervisor Barfknecht, that payment for training opportunities must have prior approval by the Town Board. Motion carried unanimously.

Professional Services

A. Township Attorney

Motion was made by Supervisor Jennings, seconded by Chair Budenski to continue to retain the firm of Kelly and Lemmons as Township Attorney. Motion carried unanimously.

B. Attorney Contact

Motion was made by Supervisor Behrendt, seconded by Supervisor Rogers to appoint Supervisor Barfknecht and Chair Budenski as Attorney contacts. Motion carried unanimously.

C. Attorney Review Date

The review date for the Township attorney was scheduled as a special meeting to be held at 6:00 p.m. prior to the regular Town Board meeting on May 9, 2016.

D. Designation of Other Professional Services

Motion was made by Supervisor Jennings, seconded by Supervisor Rogers, to designate TKDA as the engineering and planning consultant. Motion carried unanimously.

Motion was made by Supervisor Behrendt, seconded by Supervisor Barfknecht to designate Buds and Bytes, and TownWeb, as IT consultants and Rack Space as internet provider. Motion carried unanimously.

Policies

A. Compliance with Data Practices Act

Motion was made by Chair Budenski, seconded by Supervisor Rogers, to continue with the current policy for compliance with the Data Practices Act. Motion carried unanimously.

B. Compliance with 60 Day Rule

Motion was made by Supervisor Behrendt, seconded by Supervisor Jennings to continue with the current policy and compliance of the 60 Day Rule. Motion carried unanimously.

C. Board Policies

Motion was made by Supervisor Rogers, seconded by Supervisor Jennings to continue with current policies regarding copying costs, sign inspection/repair/replacement, snow plowing, and temporary road weight restriction permission. Motion carried unanimously.

D. Potential Conflict of Interest - Resolution/Affidavit

Motion was made by Supervisor Jennings, seconded by Supervisor Rogers that potential conflicts of interest regarding work awarded by the Township to any person on the Board would be addressed as needed by resolution and affidavit at time of payment. Motion carried unanimously.

Supervisor Jennings noted there is no conflict of interest in regard to her involvement with DNR issues.

E. *Opinion Statement*

Motion was made by Supervisor Jennings, seconded by Supervisor Rogers, to continue with the Board member opinion statement 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 on any matter can be discussed only between two Town Board members, as discussion between three or more members of the Board is a quorum and a violation of the opening meeting law. The Building Official is the contact person if determination is needed regarding the need for a building permit. Motion carried unanimously.

F. *Assignments*

The following contact assignments were made:

Attorney	Brian Budenski and Lu Barfknecht
Lakeville Fire Department	Dan Rogers
Farmington Fire Department	Dan Rogers
North Cannon River Watershed	Carrie Jennings
Vermillion River Watershed	Carrie Jennings
Weed Inspector	Dan Rogers
Ambulance	Dan Rogers
Roads	Dan Rogers and Brian Budenski
Wetlands/DNR	Carrie Jennings
Airlake Airport	Dan Rogers
Town Hall Supervisor	Cory Behrendt
Dakota County	Carrie Jennings
Dakota County Sheriff	Dan Rogers
Compliance Official	Cory Behrendt
Professional Services	Lu Barfknecht
Building Inspectors	Brian Budenski
IT Consultant	Cory Behrendt

Other Business

The Clerk was directed to complete the Officer's list to be forwarded to Minnesota Association of Townships.

Motion was made by Supervisor Behrendt, seconded by Supervisor Jennings to approve an expenditure to Rack Space for internet service up to \$300 per year to be charged on the Township credit card. Motion carried unanimously.

Motion was made by Supervisor Jennings, seconded by Supervisor Behrendt to adjourn the meeting at 7:00 p.m.

Respectfully submitted:

Mira Broyles, Township Clerk