

**EUREKA TOWNSHIP
DAKTOA COUNTY, MINNESOTA**

**EUREKA TOWN BOARD
SPECIAL REORGANIZATION MEETING
MARCH 29, 2017**

The meeting was called to order at 7:00 p.m.

Town Board Supervisors present were Lu Barfknecht, Dan Rogers, Carrie Jennings, Donovan Palmquist and Butch Hansen. 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	Donovan Palmquist	3 year term (2017)
Supervisor #2	Butch Hansen	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 Jennings nominated Supervisor Barfknecht for Chair. Supervisor Hansen seconded the nomination. There were no other nominations for Chair. Supervisor Barfknecht accepted the nomination. A voice vote was taken on the nomination. Supervisor Barfknecht was appointed as Chair by a 4-0 vote.

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

Agenda

Motion was made by Supervisor Jennings, seconded by Supervisor Hansen to approve the agenda as presented. Motion carried unanimously.

Meetings / Postings / Notices

A. Town Board Meeting Dates

Motion was made by Chair Barfknecht, seconded by Supervisor Jennings to adopt Resolution Number 2017-03 setting and adopting regular scheduled Town Board meeting dates and times as follows: Motion carried unanimously.

April 10, 2017
May 8, 2017
June 12, 2017
July 10, 2017
August 14, 2017
September 11, 2017

October 10, 2017 (Tuesday)
November 13, 2017
December 11, 2017
January 8, 2018
February 12, 2018
March 12, 2018

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

B. Planning Commission Meeting Dates

Discussion was held in regard to changing the regular scheduled Planning Commission meetings from the first Monday of each month to the first Tuesday of each month in order to have Township Attorney Chad Lemmons in attendance.

Motion was made by Supervisor Jennings, seconded by Supervisor Rogers to set the regular Planning Commission meetings for the first Tuesday of each month, excluding holidays that may fall on that day. Motion carried 4-1. Supervisor Hansen opposed.

Motion was made by Supervisor Hansen, seconded by Supervisor Rogers, to adopt Resolution Number 2017-04 as amended setting and adopting regular scheduled Planning Commission meeting dates and times as follows: Motion carried 4-1. Supervisor Hansen opposed.

April 3, 2017
May 2, 2017
June 6, 2017
July 3, 2017
August 8, 2017
September 5, 2017

October 3, 2017
November 6, 2017 (Monday)
December 5, 2017
January 2, 2018
February 6, 2018
March 6, 2018

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

C. Assignment of Liaisons to Attend Planning Commission Meetings

Motion was made by Chair Barfknecht, seconded by Supervisor Jennings, to approve liaisons to Planning Commission meetings as follows. Motion carried unanimously.

April 3, 2017	Palmquist	October 3, 2017	Barfknecht
May 2, 2017	Barfknecht	November 6, 2017 (Monday)	Hansen
June 6, 2017	Rogers	December 5, 2017	Jennings
July 3, 2017	Hansen	January 2, 2018	Palmquist
August 8, 2017	Jennings	February 6, 2018	Rogers
September 5, 2017	Rogers	March 6, 2018	Palmquist

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

Motion was made by Chair Barfknecht, seconded by Supervisor Jennings, 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.

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

E. Policy for Recording Meetings

Motion was made by Supervisor Jennings, seconded by Chair Barfknecht 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.

F. Posting Places

Motion was made by Supervisor Jennings, seconded by Supervisor Rogers, 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.

G. Official Newspaper

Motion was made by Chair Barfknecht, seconded by Supervisor Hansen, 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 Jennings, seconded by Supervisor Hansen, to adopt Resolution Number 2017-05 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 Barfknecht, seconded by Supervisor Jennings to designate all five Town Board members as check signers along with Marcia Wilson, Treasurer (and a Deputy Treasurer as appointed in the absence of the Treasurer). Motion carried unanimously.

C. Signers for Credit Card

Motion was made by Supervisor Hansen, seconded by Supervisor Rogers, to designate the Town Clerk, Town Treasurer, and Town Board Chair as signers for the Visa credit card. Motion carried unanimously.

D. Township Financial Reporting Form

Motion was made by Chair Barfknecht, seconded by Supervisor Hansen to empower Treasurer Wilson to submit the financial report form to the State after review of the 2016 form at the April Town Board meeting. Motion carried unanimously.

E. Compensation for Township Officers

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

2nd Quarter March 14, 2017 to June 12, 2017 (submit to Treasurer by June 2nd for payment on June 12th)

3rd Quarter June 13, 2017 to September 11, 2017 (submit to Treasurer by September 1st for payment on September 11th)

4th Quarter September 12, 2017 to December 11, 2017 (submit to treasurer by December 1st for payment on December 11th)

1st Quarter December 12, 2017 to March 12, 2018 (submit to treasurer by March 2nd for payment on March 12th)

G. Employee Performance Review Dates

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

H. Mileage Reimbursement Rate

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

B. Attorney Contact

Motion was made by Supervisor Jennings, seconded by Supervisor Palmquist to appoint the Chair and Vice Chair 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 6:30 p.m. prior to the regular Town Board meeting on May 8, 2017.

D. Designation of Other Professional Services

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

Motion was made by Chair Barfknecht, seconded by Supervisor Jennings to designate Broadview Technology Solutions, 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 Supervisor Rogers, seconded by Supervisor Hansen, 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 Jennings, seconded by Chair Barfknecht 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 Chair Barfknecht, 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.

E. Opinion Statement

Motion was made by Supervisor Rogers, seconded by Supervisor Hansen, 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 or communication on any matter can be discussed only between two Town Board members, as discussion or communication 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	Lu Barfknecht and Carrie Jennings
Lakeville Fire Department	Dan Rogers and Butch Hansen
Farmington Fire Department	Dan Rogers and Butch Hansen
North Cannon River Watershed	Carrie Jennings (Nancy Sauber as alternate)
Vermillion River Watershed	Carrie Jennings (Nancy Sauber as alternate)
Weed Inspector	Dan Rogers
Ambulance	Dan Rogers
Roads	Dan Rogers and Donovan Palmquist
Wetlands/DNR	Carrie Jennings
Airlake Airport	Carrie Jennings
Town Hall	Butch Hansen
Dakota County	Carrie Jennings
Dakota County Sherriff	Dan Rogers

Compliance Official
Professional Services
Building Inspectors
Dakota County Soil & Water

Donovan Palmquist
Lu Barfknecht
Butch Hansen and Donovan Palmquist
Carrie Jennings

Discussion was held regarding a contact for the Clerk and Deputy Clerk during business hours should issues/questions that need consultation arise.

Motion was made by Supervisor Jennings, seconded by Chair Barfknecht, to designate the Chair and Vice Chair as the first contacts for the Clerk and Deputy Clerk. Motion carried unanimously.

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 Jennings, seconded by Supervisor Barfknecht, to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

Respectfully submitted:

Mira Broyles, Township Clerk