

EUREKA TOWNSHIP

DAKOTA COUNTY

STATE OF MINNESOTA

Eureka Planning Commission Meeting of May 4, 2015

Call to Order

Planning Commission Vice Chair Barfknecht called the meeting to order at 7:00 PM. Planning Commission members present: Vice Chair Lu Barfknecht, Commissioner Phil Cleminson, Commissioner Fritz Frana, Commissioner Donovan Palmquist and Commissioner Nancy Sauber. Dan Rogers attended as Town Board liaison. See attached sheet for additional persons in attendance. Deputy Clerk Cheryl Murphy recorded the minutes.

Approval of the Agenda

It was suggested to add, "Elect new Chair and Vice Chair" to the Agenda. Commissioner Sauber suggested moving Other Business before the Policies and Procedures Manual review. Agenda order would be Land Use – Adelmans, Town Board Update, Approval of Minutes, Old Business, followed by New Business. Adding Item F – Agenda Structure.

Vice Chair Barfknecht made a motion to approve the agenda as amended. Commissioner Sauber seconded. Motion carried unanimously.

Election of Chair and Vice Chair

Vice Chair Barfknecht asked if there were any volunteers for Chair. None were received. Vice Chair Barfknecht nominated Commissioner Nancy Sauber for Planning Commissioner Chair. Commissioner Frana seconded the motion. Voting was done by ballot, with Commissioner Sauber voted in as Chair unanimously.

Chair Sauber made a motion to nominate Vice Chair Lu Barfknecht for Planning Commission Vice Chair. Voting was conducted by ballot, with Vice Chair Barfknecht voted in as Vice Chair unanimously.

Permits

Julie and Dylan Larson, 24510 Highview Avenue – Exempt Agriculture Building Permit Application for a loafing barn 44x160 for livestock.

Vice Chair Barfknecht made a motion to approve the permit provided a correct Property ID number is provided on the application and a site map of the property is brought in. Fritz Frana seconded the motion. Motion carried unanimously to be sent to the Town Board.

Land Use and Zoning

Charlene and Dan Adelman, 6631 225th Street West – Preliminary review of Building Transfer of Rights. Discussion took place with the Planning Commission regarding additional items the Adelmans will need, and it was noted their application needs to be completely filled out and notarized. It was recommended to contact Brian Watson to do a wetland determination. It was also recommended to get a letter from Dee McDaniels regarding shore land. A map showing the quarter-quarter sections will also be required, as well as to follow the procedures in the Ordinance. Commissioner Frana volunteered his assistance in obtaining the required information. The Adelmans will return to the Planning Commission for another review before submitting their final application.

Town Board Update

Town Board Supervisor Dan Rogers reviewed items from the April Town Board Meeting:

- Three new Planning Commission members were appointed
- Town Board compensation, as well as Election Judge compensation was discussed
- New Visa credit card signers were appointed-Brian Budenski, Mira Broyles, Cheryl Murphy and Marcia Wilson
- Training opportunities will be required to be requested ahead of time and will be considered to be approved
- TKDA-Buds and Bytes-stipulated as the engineering planning firm and the IT company for the Township
- Copying Costs \$.25 per page
- Attorney review date will be May 11, 2015 at 6:00 pm in an Open Meeting held at the Township City Hall

Approval of Minutes

April 6, 2015 Planning Commission Meeting.

Page 3 paragraph 3 - remove the word “committee or”.

Vice Chair Barfknecht made a motion to approve the April 6, 2015 meeting minutes as amended. Commissioner Cleminson seconded the motion. Motion carried unanimously. The new Planning Commission members abstained, as they were not present at the April meeting.

Water Resources Management Fee – Building Inspector Darrel Gilmer

Inspection Fees - \$180 – includes up to three inspections. Additional inspections @ \$60.00 each. Chair Sauber suggested that a Board member contact Travis Thiel, as well as other Townships, to see what they are doing on an engineer level. Also discussed were Mr. Gilmer’s opinions regarding sump pumps and discharge:

- Drain on own property and stay on your own property
- Cannot drain into septic system
- Cannot drain directly into ditch

- Should not be pumped towards neighbor's property
- Pipe no nearer than the 30-foot setback
- Garage Drain cannot go into septic-no trap – needs wet pan

Old Business

Policies and Procedures – Planning Commission changes to include the following: *(All page numbers refer to the pre-existing version of the manual)*

- Cover Page – should state “Draft Revision”
- Page 2 Remove “December 3, 2007”
- Page 5, Section 4 Officers, Rules, Employees, Salaries and Expenses-First Paragraph, Line 1, Strike “and Town Clerk”; Second paragraph, line 7, change “of” the Town Board to “to” the Town Board
- Page 6, Section 5 – Time and Place of Meeting – Paragraph 1, Line 4, Change “adjourned” to “continued”; Paragraph 2, Line 2, change “three” days to “five” days; Paragraph 2, 4th line from bottom of paragraph, change “more” to “fewer than”
- Word search entire document – “Clerk” needs to be capitalized
- Page 10, Section II General Policies, A-Orientation – Item 4 - website to be corrected to www.mntownships.org; B-Training and Professional Conferences – Item 1- change “fees or mileage” to “fees and/or mileage”
- Page 11, Item B, line 2, change “ail” to “all”; Page 11, Chapter 4 – Conflicts of Interest, “strike bracketed statement at the bottom of the page”
- Page 13, Chapter 1 - Meeting Preparation, Item A, line 2, add, “end of business hours Thursday” before the scheduled meeting – eliminate “by 2:00 PM”
- Page 13, Chapter 2- Conducting Inspections or Site Visits, add, “A Planning Commission member will be appointed to measure and check setbacks for Ag Buildings and may be asked to do additional tasks as needed.”
- Page 13, Chapter 3, Item C, change “Zoning Administrator” to “Deputy Clerk”
- Page 13, Chapter 3, Chair Responsibilities, Item A, Sentence 1, to read, “prepare a summary, as needed of Planning Commission business with the Deputy Clerk, and clarify any actions to the Town Board at each regularly scheduled Town Board Meeting;
- Page 14, Ch 4 – Recorder Responsibilities – Change “Recorder Responsibilities” to “Deputy Clerk Responsibilities”; Delete entire first paragraph; Item A to read, “Take minutes of all regular, Special Planning Commission meetings and public hearings”; Delete Item B and Item C; change “Item D” to “Item B”; change “Item E” to “Item C”; New item C to read, “Deputy Clerk to post approved Planning Commission meeting minutes on the Township website and to include in the permanent Township records.”
- Page 14, Ch 5-Change “Zoning Administrator/Clerk Responsibilities” to “Zoning Administrator/Deputy Clerk Responsibilities”.
- Page 15, Item C – Create meeting agendas in consultation with Planning Commission Chair, Item 1c) – “Strike Item 1c” and add Item 1c) to read, “Town Board Liaison” add Item 1d) to read, “New Business”, add Item 1e) to read, “Old Business”, add Item 1f) to read, “Deputy Clerk Issues”.

- Page 15, “*Strike Item E and Item F*”.
- Pages 15, 16 and 17 – “*Strike all of Ch 6 – Building Inspector and Zoning Administrator Responsibilities,*”
- Page 18, Item 1B, Strike “*and Septic Systems*”; Item B2, first sentence, change “*the Planning Commission*” to “*a Planning Commission Chair or Vice Chair*”.
- Page 19, Item B3, first sentence, change “*the Planning Commissioner*” to “*the Planning Commission Chair or Vice Chair*”.
- Page 19, C - Rebuilds in Case of Fire or Disaster-- Item 2, last sentence, undo italics.
- Page 20, Item 2 at top of page, change “*must*” to “*shall*”.
- Page 20, Ch 2 Procedures for Regular and Special Planning Commission Meetings, Item B – Agenda—agenda order to read as follows:

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Permit Requests**
- 4. Other Land Use and Zoning Items**
- 5. Town Board Liaison Report**
- 6. Minutes Approval**
- 7. Old Business**
- 8. New Business**
- 9. Deputy Clerk Issues**
- 10. Adjournment**

- Page 21 Procedures – Item 7, Change “*Tape recording*” to “*audio recording*” and change “*tape recording*” to “*audio recording*” throughout document.
- Page 21, Item D Minutes – Item 1, first sentence, change “*recorder*” to “*Deputy Clerk*”; item in parentheses, change “*recorder’s absence*” to “*Deputy Clerk’s absence*”.
- Page 21, Item D Minutes – “*Strike Item 2*”.
- Page 22 – top of page – “*Strike Item 3*”, “*change Item 4 to Item 3*”, and “*strike Item 5*”.
- Page 22 – Last sentence in Item 5 – “*Procedure for Public Hearings*” needs to be moved down on page
- Page 23 – Minutes, Item 1 – Change “*Town Clerk*” to “*Deputy Clerk*”; change “*recorder*” to “*Planning Commission member*”; second line, change “*audiotape*” to “*record*”
- Page 24 – first sentence, change “*audiotape*” to “*recording*”; Item 4 – to read, “*Deputy Clerk to post approved minutes to the Township Website 72 hours after they are approved*”.
- Page 30 - Appendix D-other permits that may be required: Spell out the following: “*VRWJPO*” – to “*Vermillion River Watershed Joint Powers Organization*”; “*CUP*” to “*Conditional Use Permit*”; “*NCU*” to “*Nonconforming Use Permit*”.
- Page 31, Creating Agenda, Item 2 categories – “*list previous agenda items*”; Item 3, Draft Agenda, change “*Monday one week*” to “*Thursday*”. Item 6, Final Agenda to state: “*Planning Commission may amend the agenda at the meeting*”.
- Page 32, As soon as available, Item 2-“*Delete the sentence in parentheses*”
- Page 33, Public Hearings, Item 3, strike the word “*tape*”.

Deputy Clerk to make requested changes, as well as changes to Table of Contents, and put Planning Commission Policies and Procedures Manual on June agenda.

Sump Pump Discharge

There was discussion among Planning Commission members regarding a Sump Pump Draft Ordinance. Commissioner Barfknecht to research and put together items and verbiage for Sump Pump Draft Ordinance for Deputy Clerk to distribute to Planning Commission members before June meeting, adding suggestions from Building Inspector Gilmer.

New Business

Set Planning Commission liaisons for Town Board Meeting for 2015 and 2016:

2015-2016 Planning Commission Liaisons for Town Board Meetings	
May 2015 – Nancy Sauber	November 2015 – Fritz Frana
June 2015 – Lu Barfknecht	December 2015 – Fritz Frana
July 2015 – Fritz Frana	January 2016 – Donovan Palmquist
August 2015 – Donovan Palmquist	February 2016 – Lu Barfknecht
September 2015 – Phil Cleminson	March 2016 – Nancy Sauber
October 2015 – Nancy Sauber	April 2016 – Phil Cleminson

Water Resources Management Fee Schedule – Building Inspector Gilmer

- Inspection Fee - \$180
- Includes up to three inspections
- Additional Inspections @ \$60 each
- Chair Sauber to check with other townships and JPO regarding escrow amounts, etc. and report back at June 2015 meeting

Fences/Setbacks – Items discussed:

- Fences were added on as a structure
- 7 Feet or over – permit needed
- Most townships have five feet from property line or on property line
- Maintenance issues on property line
- Reference state statutes
- Esthetics
- Agreement between both property owners

Commissioner Cleminson to research and bring information back to June 2015 meeting.

Plan of Work

- Fall road review (October)
- Annual road recommendations (Change to November)

- Capital Improvements (December)
- Ordinance Recodification- Planning Commission to review the first three ordinances for June Meeting – to be put on agenda
- Comprehensive Plan Review – 2018 – Needs to be started -Need to discuss at Roundtable Meeting
- Roundtable Items – Chair Sauber to present a list-need to add to the agenda “Planning Commission Questions and Concerns”

Chair Sauber made a motion to adjourn meeting. Commissioner Cleminson seconded the motion. Meeting was adjourned at 9:36 PM.

Cheryl Murphy
Deputy Clerk

Minutes approved by the Planning Commission on June 1, 2015.