

**EUREKA TOWNSHIP
DAKTOA COUNTY, MINNESOTA**

TOWN BOARD and PLANNING COMMISSION ROUND TABLE MEETING

MAY 4, 2016

Town Board Supervisors present were Brian Budenski, Cory Behrendt, Carrie Jennings, Dan Rogers and Lu Barfknecht. Planning Commission members present were Nancy Sauber, Donovan Palmquist, Fritz Frana, Ralph Fredlund and Randy Wood (*arrived at 7:25 p.m.*). Also present was Township Clerk Mira Broyles.

CALL TO ORDER

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

ROUND TABLE PROTOCOL

It was noted that Town Board Chair Brian Budenski would chair the meeting and the meeting would serve as a working meeting.

ATTORNEY CONTACT

Discussion was held regarding the policy for contacting the Township Attorney. It was agreed that any contact with the Attorney should go through the Town Board Liaison, Supervisor Lu Barfknecht, then back through the Town Clerk. It was noted that any Board member or Planning Commission member who has a question for the attorney can notify the attorney contact. The attorney contact is to pass along the question to the attorney. The attorney contact is the conduit for billing purposes only. It was also noted that the Planning Commission Chair has the ability to contact the Attorney on behalf of the Commission in conjunction to Township meetings or in regard to the normal course of business. It was noted that the Minnesota Association of Township attorneys can be contacted for general information and opinions.

RESPONSIBILITY OF LIAISONS

Discussion was held regarding the responsibility of liaisons. It was clarified that a complete report be given at each meeting by the Town Board or Planning Commission liaison. It was noted that a list of Town Board liaisons is on the Township website.

TOWN BOARD AND PLANNING COMMISSION REPRESENTING THE TOWNSHIP

Discussion was held regarding Town Board members and Planning Commission members individually representing the Township. It was agreed that no opinions should be given by an individual member of the Board or Commission, rather, advise the person to attend a Board or Commission meeting for clarification. The role of the Clerks as Zoning Administrator was also discussed.

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MONTHLY SUMMARY FROM PLANNING COMMISSION CHAIR / LIAISON

Discussion was held regarding a written summary after each Planning Commission meeting to be written by the Deputy Clerk to be included in the Board's agenda packet. It was agreed that the Planning Commission would indicate straightforward items that were approved at the Planning Commission meeting that could be placed on the Town Board consent agenda.

TOWNSHIP EMAILS AND NETWORK

Vice Chair Behrendt provided an update on the Township email provider, noting previous problems had been resolved. Discussion was held regarding out of date information on the website and possibilities for identifying and replacing information. Discussion was also held regarding the option of providing individual email addresses for Town Board Supervisors and Planning Commission members. It was noted that the preferred method of receiving information be honored for each individual Board or Commission member.

COMMUNICATION BETWEEN BOARD MEMBERS AND PLANNING COMMISSION MEMBERS

General guidelines regarding a code of ethics and communication styles for Board and Commission members were reviewed. The open meeting law was also reviewed.

INFORMATION GATHERING AND SHARING GUIDELINES

It was clarified that information shared between Board members and/or Commission members should be sent through the Town Clerk. It was noted that requests for information from the Clerks be sent via email and a response will be forthcoming as soon as possible.

SOLVING PROBLEMS VS. ADMINISTERING ORDINANCES

Discussion was held regarding the administration of ordinances actually solving specific problems. It was noted that ordinances should be referenced for clarification of specific issues. Supervisor Jennings stated she would attempt to locate a Power Point presentation by Mike Greco that could be helpful to the Board and Commission.

PLANNING COMMISSION QUESTIONS AND CONCERNS

Planning Commissioners initiated discussion on the following:

- An updated Township parcel map now available
- Dealing with inappropriate / unacceptable language during the citizen comment portion of public meetings
- The need and protocol for a disaster plan
- Record retention and archiving of old documents. Supervisor Behrendt stated he would get information on scanning services

Commissioner Wood suggested the Township consider the possibility of parks within the Township. Discussion was held in regard to cost, liability, etc.

Motion was made by Supervisor Jennings, seconded by Chair Budenski to empower Commissioner Randy Wood to investigate Parcel ID 13-00700-30-12 with the Department of Transportation for potential park use. Motion carried unanimously.

Commissioner Frana discussed the term limitations for the Planning Commission Chair. It was agreed that the wording would be removed during the code recodification process. It was also agreed that the wording in regard to the appointment of Planning Commission members be changed to read "as deemed qualified by the Town Board.

Discussion was held regarding members recusing themselves from items where there may be a conflict of interest. It was noted that the Chair or other member of the Board/Commission cannot direct another member to recuse themselves from a specific item.

Motion was made by Chair Budenski, seconded by Supervisor Rogers to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Mira Broyles, Clerk