

Eureka Township
Dakota County
State of Minnesota

Special Town Board Meeting
Roundtable Meeting of Planning Commission and Town Board
June 10, 2014

Town Board members present were Kenny Miller, Brian Budenski, Mark Ceminsky, Steve Madden and Cory Behrendt. Planning Commission members present were Butch Hansen, Lu Barfknecht, Carrie Jennings, Allen Novacek and Phil Cleminson

Call to Order

Chair Kenny Miller called the Special Round Table Meeting to order at 7:18 p.m.

The following items were added to the agenda: Clerk's position, VRWJPO

Motion was made by Butch Hanson, seconded by Allen Novacek to approve the agenda as amended. Motion carried by majority vote. Carrie Jennings voted nay.

Round Table Meeting Protocol

It was noted that Chair Miller would chair the meeting. The meeting is 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 Cory Behrendt, then back through the Town Clerk.

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.

Town Board & 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 Town Board meeting for clarification.

Monthly Summary from Planning Commission Chair

Discussion was held regarding a written summary after each Planning Commission meeting to be submitted to the Clerk to be included in the Board's agenda packet. The use of a consent agenda for straight forward items that were approved at the Planning Commission meeting was discussed.

Ordinance Book

The need for an updated Ordinance book was discussed.

Motion was made by Planning Commissioner Carrie Jennings, seconded by Planning Commissioner Butch Hanson to have the Township Attorney complete the review and update of the Ordinance Book with a final draft submitted by the October Town Board meeting. Motion carried by unanimous vote of the Planning Commission.

Motion was made by Supervisor Mark Ceminsky, seconded by Supervisor Steve Madden to have the Township Attorney complete the review and update of the Ordinance Book with a final draft submitted by the October Town Board meeting. Motion carried by unanimous vote of the Town Board.

Complaint Process and Enforcement

The complaint process policy was reviewed and discussed.

Emails and network set up by Township

An update regarding the update and clean-up of the emails and network was given by Supervisor Cory Behrendt. It was noted that the preferred method of receiving information be honored for each individual Board or Commission member.

Solving Problems vs. Administering Ordinances

It was noted that administering an ordinance actually solves specific problems. Ordinances should be referenced for clarification of issues.

Office Conduct Review and Communication Between Board Members and Planning Commission Members

Supervisor Cory Behrendt discussed general guidelines regarding a code of ethics and communication styles for Board and Commission members.

How Information is Gathered and Shared

It was clarified that information should be shared through the Town Clerk.

What is Working Well and What is Not

Discussion was held regarding the usefulness of Planning Commission members who attend Board meetings sitting at the side table in an effort to convey the image of a position of responsibility. It was decided that the Planning Commission liaison should sit at the table and other Commission members can use their own discretion.

Clerks Position

Discussion was held regarding advertising for the open Town Clerk position. Supervisor Budenski stated he would take care of the ads to be published. Supervisor Budenski and Supervisor Behrendt volunteered to interview applicants.

Motion was made by Chair Miller, seconded by Supervisor Ceminsky to appoint Supervisors Budenski and Behrendt to place ads for the Town Clerk position in the appropriate media and interview applicants for final approval by the Town Board. Motion carried unanimously.

Chair Miller noted that Supervisor Madden has offered to keep the office open during office hours in the absence of a Town Clerk to issue permits which will be submitted to the Building Inspector for review.

Motion was made by Chair Miller seconded by Supervisor Budenski to allow Supervisor Madden to open and close Town Hall during business hours to accept permit applications to be reviewed by the Building Inspector; with compensation being the meeting salary amount for each day worked. Motion carried by unanimous vote.

17. VRWJPO

Motion was made by Commissioner Butch Hanson, seconded by Commissioner Phil Cleminson to have the Planning Commission research the VRWJPO permitting authority and provide the Board with information. Motion carried by unanimous vote.

Motion was made by Supervisor Madden, seconded by Supervisor Budenski to adjourn the meeting at 9:10 p.m.