

EUREKA TOWNSHIP
Dakota County, State of Minnesota

TOWN BOARD REORGANIZATION MEETING
APRIL 19, 2021 - 7:00 P.M.
Via Teleconference

Due to the Peacetime Emergency and social distancing guidelines, the Town Board Chair has determined it is neither practical nor prudent to conduct an in-person meeting. Accordingly, under Minnesota Statute section 13D.021, the following meeting shall be conducted entirely through teleconferencing or other electronic means.

Call to Order

The Eureka Township Special Reorganization meeting was called to order at 7:08 p.m. by Chair Palmquist and the Pledge of Allegiance was given.

Members Present: Donovan Palmquist
 Lu Barfknecht
 Ralph Fredlund
 Nancy Sauber
Members Absent: Tim Murphy

Others Present: Ranee Solis (Clerk), Randy Wood, Jeff Otto, Julie Larson and Chad Berg.

Selection of Town Board Chair and Vice Chair

Current Township Officers are as follows:

Supervisor #1: Donovan Palmquist	3-year term (2023)
Supervisor #2: Ralph Fredlund	3-year term (2023)
Supervisor #3: Tim Murphy	3-year term (2024)
Supervisor #4: Nancy Sauber	3-year term (2024)
Supervisor #5: Lu Barfknecht	3-year term (2022)

Chair Palmquist opened the floor for nominations for the 2021-2022 Town Board Chair and Vice Chair. Supervisor Sauber nominated Donovan Palmquist as Chair and Ralph Fredlund as Vice Chair. Supervisor Barfknecht seconded the nomination. Roll Call vote: Nancy Sauber – Aye; Lu Barfknecht – Aye; Donovan Palmquist – Aye; Ralph Fredlund – Aye. Donovan Palmquist was appointed as Chair and Ralph Fredlund was appointed as Vice Chair.

Meetings/Postings/Notices

Adopt Resolution 2021-03 setting Regular Town Board meeting dates and times

Supervisor Fredlund noted that having two regular Town Board meetings per month has reduced the total number of meetings per year by eliminating the need to call Special meetings throughout the year.

Motion: Supervisor Sauber moved to adopt Resolution 2021-03 setting Regular Town Board meeting dates and times, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

All regular scheduled Town Board meetings shall commence at 7:00 p.m. on the following dates:

May 10, 2021	September 13, 2021	January 10, 2022
May 24, 2021	September 27, 2021	January 24, 2022
June 14, 2021	October 12, 2021 *(Tues)	February 14, 2022
June 28, 2021	October 25, 2021	February 28, 2022
July 12, 2021	November 8, 2021	March 14, 2022
July 26, 2021	November 22, 2021	March 28, 2022
August 9, 2021	December 13, 2021	April 11, 2022
August 23, 2021	December 27, 2021	April 25, 2022

Assign liaisons for Planning Commission meetings

The Town Board agreed to the following schedule of liaisons to the Planning Commission meetings:

May 2021: Donovan Palmquist	November 2021: Donovan Palmquist
June 2021: Ralph Fredlund	December 2021: Nancy Sauber
July 2021: Nancy Sauber	January 2022: Donovan Palmquist
August 2021: Lu Barfknecht	February 2022: Ralph Fredlund
September 2021: Nancy Sauber	March 2022: Lu Barfknecht
October 2021: Ralph Fredlund	April 2022: Lu Barfknecht

Set regular meeting date and time for Round Table Meeting between Board and Planning Commission

Motion: Chair Palmquist moved to schedule the Round Table meeting on May 17, 2021 at 7:00 p.m., seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Direct that special meetings be posted for the Planning Commission at Town Board meetings and special Town Board meetings at Planning Commission meetings

Motion: Vice Chair Fredlund moved that Special meetings shall be posted for the Planning Commission at all Town Board meetings and Special Town Board meetings shall be posted at Planning Commission meetings, as there could potentially be more than two members present at any meeting, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Designate posting place(s)

Motion: Supervisor Sauber moved to designate the official posting place as the Town Hall outside bulletin board, and that notices shall be posted on the website as a courtesy, seconded by Chair Palmquist. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Designate official newspaper

Motion: Chair Palmquist moved to designate the Dakota County Tribune and the Sun This Week as the official newspapers, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Financial Items

Adopt Resolution 2021-04 designating official bank and signers for checking and savings accounts

Motion: Vice Chair Fredlund moved to adopt Resolution 2021-04 designating New Market Bank as the official bank with Donovan Palmquist, Tim Murphy, Lu Barfknecht, Ralph Fredlund, Nancy Sauber and Rane Solis as signers for the bank accounts, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Designate signers for Township credit card

Motion: Supervisor Barfknecht moved to designate the Clerk/Treasurer, Rane Solis, and Town Board Chair, Donovan Palmquist, as signers for the Township credit card, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Set compensation for Town Board and Planning Commission Members and election judges

Motion: Chair Palmquist moved to set the compensation for Town Board and Planning Commission members as follows:

Town Board		Planning Commission	
a. Chair	\$110	a. Chair	\$110
b. Supervisors	\$100	b. Commissioners	\$100
c. Special meetings	\$90	c. Special meetings	\$90
d. Liaison/Other meetings	\$50	d. Liaison/Other meetings	\$50
e. Site inspections	\$25	e. Site inspections	\$25
Election Judges			
a. Head judges	\$16.75/hr.		
b. Judges	\$15.75/hr.		

Set pay frequency schedule

Time period dates:	Submit by:	Payment date:
2 nd Quarter: 04/01/21-06/30/21	07/08/21	07/12/21
3 rd Quarter: 07/01/21-09/30/21	10/07/21	10/11/21
4 th Quarter: 10/01/21-12/31/21	12/23/21	12/27/21
1 st Quarter: 01/01/22-03/31/22	04/07/22	04/11/22

Motion: Vice Chair Fredlund moved to continue with the quarterly pay frequency for Town Board and Planning Commission members as listed, seconded by Chair Palmquist. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Employee performance review dates

Motion: Chair Palmquist moved to schedule employee performance review dates to coincide with the Town Board meeting date 30 days prior to the employment anniversary date with additional review every 6 months, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Mileage reimbursement rate

Motion: Chair Palmquist moved to set the mileage reimbursement rate as set by the IRS, currently 0.56 cents per mile, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Authorized expenses and reimbursements

Motion: Chair Palmquist moved to reimburse any reasonable and documented expenses relating to Township business, to be submitted with itemized receipts, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Bond – Clerk and Treasurer (MATIT’s Consolidated Coverage)

Motion: Chair Palmquist moved to acknowledge the bond for the Clerk/Treasurer for Errors and Omissions as part of MATIT’s consolidating coverage, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

MN Benefits Program – Officers Group Life Plan

Motion: Chair Palmquist moved to acknowledge that insurance is offered to the Board through the MN Benefits Program, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Authorization for payment of potential training opportunities

Motion: Supervisor Sauber moved to authorize payment of all training opportunities with proof of attendance, seconded by Chair Palmquist. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Professional Services

Designation of Township Attorney

Motion: Chair Palmquist moved to designate Kelly & Lemmons as the Township Attorney, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Attorney review date

Motion: Chair Palmquist moved to place the attorney review on the July 12, 2021 Town Board meeting agenda, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Designation of Engineering/Planning Firm

Motion: Chair Palmquist moved to designate TKDA for engineering/planning services, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Policies

Data Practices Policies: For Members of the Public & for Data Subjects

Motion: Supervisor Barfknecht moved to adopt the Data Practices Policy for Members of the Public and the Data Practices Policy for Data Subjects as revised April of 2020, seconded by Chair Palmquist. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Policy for recording meetings

Current policy: Recordings of regular and special meetings are to be used for transcription purposes and are to be destroyed after approval of the minutes unless specifically directed to preserve the recording; recordings for public hearings are to be preserved; and recordings of meetings are available to the public until approval of the minutes for that meeting.

Motion: Chair Palmquist moved to retain the current policy for recording meetings, seconded by Supervisor Barfknecht. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Opinion statement

Current policy: In the event a Town Board member is asked for an opinion on a specific matter, he/she must 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 constitutes a quorum and a violation of the open meeting law. The Building Official is the contact person if determination is needed regarding a building permit.

Motion: Vice Chair Fredlund moved to retain the current policy for opinion statements, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Attorney engagement policy

Motion: Chair Palmquist moved to retain the current attorney engagement policy as listed on the website, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Potential conflict of interest policy

Current policy: Due to potential conflicts of interest regarding work awarded by the Township, no Town Board supervisor and/or Planning Commission member may be awarded those contracts.

The Board agreed to table this item until the April 26th Town Board meeting to seek advice from the Township Attorney.

Liaison contact assignments

	Primary	Secondary
Ambulance/Fire	Lu Barfknecht	Ralph Fredlund
Attorney Contacts	Donovan Palmquist	Ralph Fredlund
Building Inspector	Ralph Fredlund	Donovan Palmquist
Compliance Official/Data Practices	Donovan Palmquist	Ranee Solis
Dakota County/Sheriff	Lu Barfknecht	Nancy Sauber
IT Consultant	Ranee Solis	Lu Barfknecht
Professional Services	Nancy Sauber	Donovan Palmquist
Roads	Donovan Palmquist	Ralph Fredlund
Town Hall	Ralph Fredlund	Lu Barfknecht
Treasurer/Finances	Ralph Fredlund	Lu Barfknecht
Watersheds	Nancy Sauber	Donovan Palmquist
Weed Inspector	Donovan Palmquist	Road Superintendent
Wetlands/DNR	Nancy Sauber	Donovan Palmquist

Other Business

Direct List of Officer's Form be forwarded to MAT

Motion: Chair Palmquist moved to direct the Clerk to forward the List of Officer's form to MAT, seconded by Vice Chair Fredlund. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Adjournment

Motion: Vice Chair Fredlund moved to adjourn the meeting, seconded by Supervisor Sauber. Roll Call: Donovan Palmquist – Aye; Ralph Fredlund – Aye; Lu Barfknecht – Aye; Nancy Sauber – Aye. *Motion carried 4-0.*

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Ranee Solis, Town Clerk

Minutes Officially Approved By: _____ on: _____
Town Chair Date