

# Eureka Townboard Reorganization Meeting March 22, 2004

Chair Don Pflaum called the Special Town Board Meeting to order at 7:00 pm.

Present were Supervisors Don Pflaum, Dan Rogers, Kenny Miller, Connie Anderson, Mark Malecha and Treasurer Nanett Leine to record the minutes.

Agenda: Kelly Brosseth- land split for Green Acres.  
Reorganizational Meeting.

### ***Kelly Brosseth- Land Split***

Kelly is in the process of transferring his grandparent's farm into his name. He needs to split off 10 acres to qualify for green acres. The remaining property will be grandfathered into green acres. (SE ¼ of the NW ¼ of Section 8)

A Motion by Supervisor Mark Malecha: To approve the split as presented. The motion was seconded by Supervisor Kenny Miller. Motion Carried. *(See attached split document) (split not done- not needed to put into green acres)*

### ***Reorganizational Meeting***

A. Connie Anderson received the Oath of Office.

The following offices are held by the following people, term of office.

Supervisor #1	Don Pflaum	1 year to term (2005)
Supervisor #2	Kenny Miller	1 year to term (2005)
Supervisor #3	Mark Malecha	2 years to term (2006)
Supervisor #4	Dan Rogers	2 years to term (2006)
Supervisor #5	Connie Anderson	3 years to term (2007)

C. Nanett Leine issued ballots for Townboard Chair and Vice Chair. Don Pflaum was elected Chair and Kenny Miller was elected Vice-Chair.

D. The following schedule for Townboard meetings was set:

April 12, 2004	August 9, 2004	December 13, 2004
May 10, 2004	September 13, 2004	January 10, 2005
June 14, 2004	October 12, 2004 (Tuesday)	February 14, 2005
July 12, 2004	November 8, 2004	March 14, 2005

A motion by Supervisor Dan Rogers: to accept dates for Regular Townboard meetings as presented. Motion seconded by Supervisor Connie Anderson. A friendly amendment by Supervisor Mark Malecha: at 7:00 pm. Supervisor Dan Rogers accepted the friendly amendment. The amendment was voted on and passed; the motion was voted on and passed.

E. A motion by Supervisor Mark Malecha: There is a possibility of a Quorum of the Townboard at Planning Commission meetings in the year 2004-2005. Motion seconded by Supervisor Dan Rogers. Motion carried.

F. A Motion by Supervisor Kenny Miller: To approve the planning commission dates, meeting start at 7:00 pm. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

A Motion by Supervisor Mark Malecha: To add June 7<sup>th</sup> to the planning Commission dates. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

A Motion by Supervisor Kenny Miller: To accept responsibilities of liaison to planning commission meetings. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

April 5, 2004- Mark Malecha

May 3, 2004- Kenny Miller

June 7, 2004- Don Pflaum

July 6, 2004 (Tuesday)- Dan Rogers

August 2, 2004- Dan Rogers

September 7, 2004 (Tuesday)- Connie

Anderson

October 4, 2004- Connie Anderson

November 1, 2004- Don Pflaum

December 6, 2004- Kenny Miller

January 3, 2005- Mark Malecha

February 7, 2005- Connie Anderson

March 7, 2005- Dan Rogers

G. A motion by Supervisor Mark Malecha: To use Lakeville This week Life and Times as the Townships official Newspaper. Postings will also be placed in the Farmington Independent as a courtesy to citizens. Motion seconded by Supervisor Dan Rogers. Motion carried.

H. A motion by Supervisor Connie Anderson: To continue using the outside bulletin board at the Townhall as official posting place. The Townhall website will be used as a supplementary posting site. Motion seconded by Supervisor Kenny Miller. Motion carried.

I. A motion by Supervisor Mark Malecha: To continue using Castle Rock Bank as the townships official bank. Motion seconded by Supervisor Dan Rogers. Motion carried.

J. A motion by Supervisor Kenny Miller: To continue using Murnane, Conlin, White and Brandt as Township attorney firm. The motion was seconded by Supervisor Mark Malecha. Motion Carried.

K. Compensation for Town Officers/ Planning Commission.

1. A Motion by Supervisor Connie Anderson: To pay the Town Board \$50 per meeting and \$50 for extended Town Board Meetings, \$35.00 for Special Meetings and \$50 for Training. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

A Motion by Supervisor Kenny Miller: To pay the planning commission \$35 per meeting. The motion was seconded by Supervisor Mark Malecha. Motion Carried.

2. Employee wages were set at employee review on March 10, 2004.

3. A Motion by Supervisor Connie Anderson: To pay the current Federal Standard for mileage. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

A Motion by Supervisor Kenny Miller: To pay mileage for township duties, except from home to town board meetings, at the town hall. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

4. A Motion by Supervisor Connie Anderson: To reimburse any reasonable and documented expenses relating to Township business. (Copies, long distance phone calls office expenses, etc.) The motion was seconded by Supervisor Mark Malecha. Motion Carried. The receipts must be presented to the clerk for reimbursement.

A Motion by Supervisor Connie Anderson: To combine 4. & 5. The motion was seconded by Supervisor Mark Malecha. Motion Carried.

6. A Motion by Supervisor Kenny Miller: To pay officers/ planning commission members every 6 months. (December 1 to May 31 and June 1 to November 30) The motion was seconded by Supervisor Dan Rogers. Motion Carried.

Town officers:

1. Townboard meetings \$50.
2. 2<sup>nd</sup> night for Board meeting paid at a rate of \$50.
3. Special meetings at \$35/meeting
4. Training paid at \$50 per day.
5. Mileage rate at current Federal standard.
6. Township expenses- reimbursed with receipts.
7. Pay schedule: Township officers will be paid semi annual.  
(Service months- December 1, 2003 to May 31, 2004) paid at June 7 Meeting.  
(June 1, 2004 to November 30, 2004) paid at December 13, 2004 Meeting.
7. Liaison to Planning Commission meeting \$35.

Planning Commission Members:

1. Planning Commission meetings \$35
2. Special meetings \$35
3. Mileage rate at current Federal Standard
4. Site inspections \$25.

L. Potential Conflict of Interest Issues.

A Motion by Supervisor Mark Malecha: In the event of a conflict of interest a resolution will be done at the time of the conflict. The motion was seconded by Supervisor Dan Rogers. Motion Carried by unanimous vote. *Supervisor Kenny Miller voted on this motion, because it is for all possible conflicts of interest.* If there is a potential conflict of Interest, the proper affidavit of Official Interest Claim forms will be filed as required.

M. A motion by Supervisor Kenny Miller: To continue to charge \$25 for Ordinance book. Motion seconded by Supervisor Mark Malecha. Motion carried.

Sign replacement policy- A motion by Supervisor Kenny Miller: signs may be replaced for maintenance by the road contractor on a maintenance only basis. New sign placement must be approved by the Townboard. Motion seconded by Supervisor Mark Malecha. Motion carried.

Eureka Township Snow Plow Policy- Was adopted at the November 10, 2003 Town Board Meeting.

A Motion by Supervisor Kenny Miller: To maintain the current policy to contact legal representation. All contact with the attorney is done through the Town Board Chair, unless duties are specified. The motion was seconded by Supervisor Mark Malecha. Motion Carried.

N. Township AWAIR Plan.

The Township does not fall under the provisions for the need of an AWAIR Plan at this time.

O. Training and Reference Materials

The training and reference materials kept at the town hall were inventoried. The township does not have a copy of Lakeville or Farmington's Comprehensive Plan. Supervisor Don Pflaum suggested that the Township purchase the Minnesota Transportation Department Manual. These items will be added to the township library.

P. Clerk/Treasurer Nanett Leine has sent the Comprehensive Plan and any new Ordinances to the Lakeville, Farmington and the Law Library, and will continue to do so as the Ordinances are revised.

Q. Training Opportunities were discussed. A motion by Supervisor Mark Malecha: To deal with training sessions on an individual basis. Motion seconded by Supervisor Kenny Miller. Motion carried.

R. A Motion by Supervisor Kenny Miller: to send the Officers list form to MAT. The motion was seconded by Supervisor Kenny Miller. Motion Carried.

S. The following assignments were set for the coming year:

1. Fire Contracts: Lakeville- Dan Rogers  
Farmington- Don Pflaum
2. Cannon River Water Shed- Connie Anderson
3. Vermillion Water Shed- Dan Rogers/ Connie Anderson alternate
4. Weed Inspector- Mark Malecha
5. ALF Ambulance- Dan Rogers
6. Roads -West half Township – Dan Rogers  
East half Township – Mark Malecha
7. Communications- Mark malecha
8. Wetlands Contact- Kenny Miller
9. Airlake Airport Dan Rogers
10. Townhall construction Kenny Miller
11. County Contact Don Pflaum
12. MET Council Don Pflaum
13. Sheriff Contact Primary road contractor/ follow up road supervisors.
14. Planner Connie Anderson
15. Engineer Don Pflaum

A motion by Supervisor Kenny Miller: To set assigned responsibilities for year 2004 to 2005 as outlined above. Motion seconded by Supervisor Dan Rogers. Motion carried.

T. Road Inspection date: Wednesday April 21<sup>st</sup> at 5:00 pm.

U. The Townboard has received the bond for the Clerk and Treasurer Errors and omissions.

V. Chair Don Pflaum requested copies of all materials from the County to be sent to each Townboard member.

W. Taping of meetings.

A motion by Supervisor Kenny Miller: The clerk will continue to tape Townboard meetings for the purpose of aiding in the writing of the minutes only. The tapes will be erased after the minutes are approved. Public hearings will be taped and retained. Motion seconded by Supervisor Connie Anderson. Motion carried.

X. Newsletter

A Motion by Supervisor Mark Malecha: To appoint Kandy Karlson as editor for the newsletter. The motion was seconded by Supervisor Don Pflaum. Discussion followed. The town board would like to meet Kandy before appointing her editor. Supervisor Mark Malecha rescinded his motion.

A Motion by Supervisor Kenny Miller: To ask Kandy Karlson to attend the April Town Board Meeting. The motion was seconded by Supervisor Connie Anderson. Motion Carried.

Township Officers Annual Meeting- Farmington at the American Legion. Saturday March 27, 2004.

A Motion by Supervisor Kenny Miller: The Township will pay for lunch. The motion was seconded by Supervisor Dan Rogers. Motion Carried.

A Motion by Supervisor Kenny Miller: To adjourn. The motion was seconded by Supervisor Mark Malecha.

Meeting Adjourned at 8:17 pm.