

**Eureka Town Board Special Town Board Meeting  
& Reorganization Meeting  
March 25, 2013**

Special Town Board Meeting

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

Supervisors present included: Brian Budenski, Pete Storlie, Kenny Miller, Steve Madden and Mark Ceminsky. Clerk/Treasurer Nanett Sandstrom to record the minutes.

Audience members included Butch Hansen, Jody Arman-Jones and Sally Holien.

**Reorganizational Meeting of Town Board**

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

Supervisor #1	Brian Budenski	1 year to term (2014)
Supervisor #2	Pete Storlie	1 year to term (2014)
Supervisor #3	Mark Ceminsky	2 years to term (2015)
Supervisor #4	Steve Madden	2 years to term (2015)
Supervisor #5	Kenny Miller	3 years to term (2016)

*A. Select a Town Board Chair and Vice Chair*

Brian Budenski and Pete Storlie were interested in being Chair. Clerk Nanett Sandstrom distributed ballots for Town Board Chair. Pete Storlie was elected Chair of the Town Board. Kenny Miller was interested in being Vice Chair. No other Supervisors wanted the position. Kenny Miller was appointed as Vice Chair.

*B. Verify Board of Supervisors Information*

Prior to the meeting the Clerk passed around Board contact information sheets for verification. The Supervisors were asked to update their information.

*C. The following schedule for Town Board meetings was set:*

April 8, 2013	August 12, 2013	December 9, 2013
May 13, 2013	September 9, 2013	January 13, 2014
June 10, 2013	October 15, 2013 (Tuesday)	February 10, 2014
July 8, 2013	November 12, 2013 (Tuesday)	March 10, 2014

A motion by Supervisor Pete Storlie: To adopt the scheduled Board's Regular Meetings at 7 pm as noted on the agenda. The motion seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

*D. Planning Commission schedule and Town Board liaison is as follows:*

April 1, 2013	Kenny Miller	August 5, 2013	Kenny Miller
May 6, 2013	Pete Storlie	September 3, 2013 (Tues)	Brian Budenski
June 3, 2013	Mark Ceminsky	October 7, 2013	Pete Storlie
July 1, 2013	Steve Madden	November 4, 2013	Brian Budenski

December 2, 2013 Mark Ceminsky  
January 6, 2014 Mark Ceminsky

February 2, 2014  
March 3, 2014

Kenny Miller  
Steve Madden

A motion by Supervisor Pete Storlie: To adopt the Planning Commission schedule and Board liaisons for Planning Commission meetings at 7:00 pm as posted. The motion was seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

A motion by Supervisor Mark Ceminsky: To adopt Resolution 2013-02, A Resolution Setting and Adopting Regular Scheduled Planning Commission Dates and Times as presented. Motion seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

E. *Designate Official Newspaper*

A motion by Supervisor Kenny Miller: To designate Dakota County Tribune (Farmington/Rosemount) and Sun Thisweek (Eagan/ Lakeville) as the Township's Official Newspapers. The motion was seconded by Supervisor Mark Ceminsky. The motion carried by unanimous vote.

G. *Designate Posting Place*

A motion by Supervisor Pete Storlie: To designate the official posting place as the Town Hall outside bulletin board located at 25043 Cedar Ave. in Eureka. The motion was seconded by Supervisor Kenny Miller. The motion carried by unanimous vote. (*Resolution No. 40- Signed by Chair and Clerk- 2005*)

H. *Designate Official Bank*

A motion by Supervisor Kenny Miller: To designate Castle Rock Bank in Castle Rock as the Official Bank for the Township. Motion seconded by Supervisor Mark Ceminsky. Motion carried by unanimous vote.

A motion by Supervisor Kenny Miller: To approve Resolution 2013-03, A Resolution for Financials at Castle Rock Bank. Motion seconded by Supervisor Mark Ceminsky. The motion carried by unanimous vote.

I. *Designate Township Attorney*

A motion by Supervisor Pete Storlie: To approve Kelly Lemmons Law firm to represent the Township on a basis that at the April Town Board meeting a date is set for a yearly review with Chad Lemmons and Patrick Kelly. Motion seconded by Supervisor Kenny Miller. The motion carried by unanimous vote.

The Chair is an Attorney contact by default. A motion by Supervisor Pete Storlie: To nominate Supervisor Kenny Miller as attorney contact and to authorize Linda Wilson, Zoning Administrator as Attorney contact. Supervisor Kenny Miller offered a friendly amendment to include Nanett Sandstrom, Clerk/ Treasurer when designated. Supervisor Pete Storlie accepted the amendment. Motion seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

J. *Designate other Professional Services*

A motion by Supervisor Pete Storlie: To recognize TKDA as our current Engineering consultant. Motion seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

K. *Compensation for Town Officers/ Planning Commission.*

1. *Town Board, Planning Commission, Election Judges*

Town Board Officers receive \$80 per meeting, the Chair \$90.

Planning Commission members \$60 per meeting, the Chair, \$70

Liaisons, both Town Board and Planning Commission members \$50.

All Special Meetings paid at \$70.

Election Judges \$10 per hour, Head Judge \$15 per hour.

A motion by Supervisor Steve Madden: The Town Board add \$5.00 to each meeting. Supervisor Pete Storlie seconded the motion for discussion. Board discussion on the motion followed. The 2013 Budget was reviewed. \$40,000 is budgeted for administration in 2013. Vote was taken on the motion, the motion failed.

A motion by Supervisor Kenny Miller: That Town Board members pay for all meeting is the same as last year. Motion seconded by Supervisor Mark Ceminsky. The motion carried by unanimous vote.

A motion by Supervisor Pete Storlie: To pay election judges \$10 an hour and the head judge \$15 per hour. Motion seconded by Supervisor Mark Ceminsky. The motion carried by unanimous vote.

2. *Employees Review date*

A motion by Supervisor Mark Ceminsky: To set the employee review date for April 16, 2013 at 6:00 pm. Motion seconded by Supervisor Pete Storlie. The motion carried by unanimous vote.

3. *Mileage rate*

A motion by Supervisor Kenny Miller: To approve the mileage rate to conform to Federal guidelines for 2013. Motion seconded by Supervisor Mark Ceminsky. The motion carried by unanimous vote.

Mileage may be submitted for trips to and from the Town Hall for Meetings, Special Meetings and Training. Mileage may be submitted quarterly.

That mileage submitted by the driver of the Road Review by both Planning Commission and Town Board is reimbursed at current Federal mileage rate, if submitted.

4. *Authorized expenses and reimbursements*

A motion by Supervisor Pete Storlie: To reimburse any reasonable and documented expenses relating to Township business, (Copies, long distance phone calls, office expenses, etc.) to be submitted with itemized receipts. The motion was seconded by Supervisor Kenny Miller. The motion carried by unanimous vote.

The Town Board encourages the attendance of MAT Training sessions. These sessions may be attended without prior approval of the Town Board. When Officers are asking for mileage expense reimbursement, they should attempt to attend sessions closest to the Township.

5. *Pay frequency*

A motion by Supervisor Mark Ceminsky: To accept the pay frequency as stated in the agenda for 2013. The motion was seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

2<sup>nd</sup> Qtr: March 12, 2013, to June 10, 2013, (submitted to Clerk by Tuesday, June 4, 2013, for payment on June 10, 2013)

3<sup>rd</sup> Qtr: June 11, 2013, to September 9, 2013, (submitted to Clerk by Tuesday, September 3, 2013, for payment on September 9, 2013)

4<sup>th</sup> Qtr: September 10, 2013, to December 9, 2013, (submitted to Clerk by Tuesday, December 3, 2013, for payment on December 19, 2013)

1<sup>st</sup> Qtr: December 10, 2013, to March 10, 2014, (submitted to Clerk by Tuesday, March 4, 2014, for payment on March 10, 2014)

The Clerk keeps track of attendance at all Town Board, Planning Commission and Special Meetings held by the Township Board and Planning Commission. These will be paid to members quarterly unless they have requested in writing not to be paid for meetings attended. Town Board and Planning Commission members should turn in additional meetings and mileage to the Clerk prior to the dates listed below.

6. *MN Benefits program*

A motion by Supervisor Mark Ceminsky: To get more information on the program before a decision is made either way. Motion seconded by Supervisor Kenny Miller. The motion carried by unanimous vote.

L. *Potential Conflict of Interest Issues.*

Supervisor Kenny Miller, Eureka Sand & Gravel has a potential Conflict of Interest and Supervisor Mark Ceminsky, Beaver Creek Companies Inc. has a potential Conflict of Interest.

A motion by Supervisor Pete Storlie: If Supervisor Kenny Miller of Eureka Sand and Gravel or Supervisor Mark Ceminsky, owner of Beaver Creek Companies are awarded any work in the Township a Resolution will be adopted for any possible conflict of interest. Motion seconded by Supervisor Steve Madden. Supervisor Kenny Miller and Supervisor Mark Ceminsky recused themselves from voting on the motion. The motion carried by unanimous vote of Supervisors voting.

M. *Review and amend Board policies.*

A motion by Supervisor Pete Storlie: Current Board policies will remain in effect; these policies will be reviewed and updated as required. The first review, for Data Practices, will take place at the April Town Board Meeting. The motion was seconded by Supervisor Steve Madden. The motion carried by unanimous vote.

N. *Compliance with Data Practices*

A motion by Supervisor Kenny Miller: To retain Clerk/Treasurer Nanett Sandstrom as Responsible Authority for compliance. Motion seconded by Supervisor Mark Ceminsky. the motion carried by unanimous vote.

O. *The Town Board is aware of and complies with the 60-day Rule.*

P. *Township Financial Reporting Form*

The audit has been completed, but has not been received. This item will be placed on the April Town Board agenda. The State Auditor's form will be submitted to the Auditor's Office by CliftonLarsonAllen, the Township's auditor firm. The Clerk will submit the CTAS file electronically to the State Auditor's office.

Q. *Identify upcoming training opportunities*

MAT Training Opportunities were discussed.

A motion by Supervisor Kenny Miller: To continue the current policy as to identification of upcoming training opportunities and to continue to authorize costs as far as enrollment and mileage of designated Supervisors or Planning Commission members. Motion seconded by Supervisor Mark Ceminsky. Motion carried by unanimous vote.

R. *Direct that the list of officers form is sent to MAT*

The officers list was updated and will be sent to Minnesota Association of Townships.

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

- |  |  |
|--|--|
| 1. Fire Contracts: Lakeville           | Steve Madden                             |
| 2. Farmington                          | Steve Madden                             |
| 3. North Cannon River Water Shed       | Mark Ceminsky/ Brian Budenski- Alternate |
| 4. Vermillion Water Shed               | Brian Budenski                           |
| 5. Weed Inspector                      | Brian Budenski                           |
| 6. Ambulance                           | Steve Madden                             |
| 7. Roads                               | Mark Ceminsky/ Pete Storlie              |
| 8. Wetlands/ DNR Contact               | Mark Ceminsky                            |
| 9. Airlake Airport                     | Brian Budenski                           |
| 10. Town Hall Supervisor               | Clerk/ Kenny Miller                      |
| 11. County Contact                     | Steve Madden/ Pete Storlie- Alternate    |
| 12. Sheriff Contact                    | Steve Madden                             |
| 13. Compliance Official Data Practices | Kenny Miller                             |
| 14. Professional Services              | Kenny Miller / Pete Storlie- Alternate   |
| 15. Building Inspector Contact         | Brian Budenski / Pete Storlie- Alternate |

T. *Meetings: Road Inspection date:*

Road Inspection was set for April 13, 2013 at 8:00 am, leaving from the Eureka Town Hall.

U. *Bond Clerk and Treasurer*

The bond for the Clerk and Treasurer Errors and Omissions is part of the MATIT's Consolidated Coverage.

V. *Meeting electronic recording policy.*

A motion by Supervisor Kenny Miller: To continue the policy adopted last year, under the advice of the Township Attorney. Recordings of the regular meetings are for the use of the Clerk for transcribing minutes, to be destroyed after she has completed that. Special meetings by law must be retained. Motion seconded by Supervisor Pete Storlie. Supervisor Pete Storlie offered a friendly amendment, Public hearing must be maintained, not Special Meetings. Supervisor Kenny Miller accepted the amendment. The motion carried by unanimous vote.

W. *Signers for checking and savings account*

The signer cards for the checking and savings account need to be updated. Town Board members will need to sign the signature cards at Castle Rock Bank.

X. *Board Member Opinion Statement*

If a Town Board member is asked for an opinion on a matter, he needs to make it perfectly clear that it is only his opinion, that he is only one member of the Town Board. Even though a Board member's opinion may be given, the question would need to go before the Town Board for discussion and vote. An individual cannot act upon one Town Board member's opinion. Discussion on any matter can be discussed only between two Town Board members. Discussion between three or members of the Board is a quorum and a violation of the open meeting law. The Building Official is the person to contact to determine if a building permit is needed.

Y. *Code Books*

The Code book needs to be updated. This item will be added to the April Town Board meeting agenda.

Z. *Roundtable Meeting Date*

Roundtable meeting of Town Board and Planning Commission was set for Monday, May 20, 2013 at 7:00 p.m.

A Motion by Supervisor Pete Storlie: To adjourn. The motion was seconded by Supervisor Steve Madden.

Meeting Adjourned at 8:20 p.m.