

Eureka Townboard Reorganization Meeting March 27, 2006

Clerk Nanett Champlain called the Special Town Board Meeting to order at 7:03 pm.

Present were Supervisors Gloria Belzer, Dan Rogers, Cheryl Monson, Cory Behrendt and Gary Smith and Clerk/Treasurer Nanett Champlain to record the minutes.

Citizens present at the meeting were Carolyn Papke and Nancy Sauber.

The meeting opened with the Pledge of Allegiance.

The newly elected Town Board supervisors, Gary Smith, Cory Behrendt and Dan Rogers took the Oath of Office.

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

Supervisor #1	Cheryl Monson	2 years to term (2008)
Supervisor #2	Gloria Belzer	2 years to term (2008)
Supervisor #3	Cory Behrendt	3 years to term (2009)
Supervisor #4	Dan Rogers	3 years to term (2009)
Supervisor #5	Gary Smith	1 year to term (2007)

A. Transfer Town Records

Connie Anderson and Mark Malecha have turned over their records and keys to the town hall to the clerk. These records will be forwarded to the new officers.

B. Select a Town Board Chair and Vice Chair

Clerk Nanett Leine issued ballots for Townboard Chair and Vice Chair.

Cory Behrendt was elected chair of the Town Board and Gary Smith was elected Vice Chair.

The newly elected Town Board Chair- Cory Behrendt took over and conducted the rest of the meeting.

Approval of the Agenda

Oath of Office was added to the Agenda.

FF. Robert's Rules of Order- Calling the question

GG. Role Call Voting

A motion by Supervisor Dan Rogers: To approve the agenda as amended. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

C. The following schedule for Townboard meetings was set:

April 10, 2006	August 14, 2006	December 11, 2006
May 8, 2006	September 11, 2006	January 8, 2007
June 12, 2006	October 10, 2006 (Tuesday)	February 12, 2007
July 10, 2006	November 13, 2006	March 12, 2007

A motion by Supervisor Dan Rogers: to adopt the printed schedule on the agenda as printed on the agenda, for meeting at 7:00 pm on the dates indicated. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

D. *State Possibility of a Quorum of Town Board at Planning Commission Meetings.*

A motion by Supervisor Cheryl Monson: There is a possibility of a Quorum of the Townboard at Planning Commission meetings. Motion seconded by Supervisor Gary Smith. Motion carried by unanimous vote.

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

April 3, 2006- Gloria Belzer	October 6, 2006- Cheryl Monson
May 1, 2006- Cheryl Monson	November 6, 2006- Dan Rogers
June 5, 2006- Dan Rogers	December 4, 2006- Gary Smith
July 3, 2006- Gary Smith	January 2, 2007- Cory Behrendt
August 7, 2006- Cory Behrendt	February 5, 2007- Gloria Belzer
September 5, 2006 (Tues) Gloria Belzer	March 5, 2007- Cheryl Monson

A Motion by Supervisor Gary Smith: To approve the Board's attendance as liaison at all Planning Commission meetings on the dates provided on the schedule. The motion was seconded by Supervisor Dan Rogers. Motion carried by unanimous vote.

F. *Designate Official Newspaper*

A motion by Supervisor Dan Rogers: To use This Week Life and Times, serving Lakeville and Farmington areas as the Townships Official Newspaper. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

G. *Designate Posting Place*

A motion by Supervisor Gloria Belzer: To designate the town hall located at 25043 Cedar Ave in Eureka as the official posting place. Motion seconded by Supervisor Dan Rogers. Motion carried by unanimous vote. (*Resolution No. 40- Signed by Chair and Clerk- 2005*)

H. *Designate Official Bank*

The Town Board asked the clerk to check with the following banks for information on savings accounts, checking accounts and CD Investments: New Market, Anchor, Wells Fargo, Sterling Bank and Castle Rock Bank.

A motion by Supervisor Gary Smith: To leave the designated Official Bank open for discussion at the April 10, 2006 Town Board Meeting, the clerk to obtain bank information from the identified banks. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

A motion by Supervisor Cory Behrendt: To postpone the decision on the 1 year CD, maturing June 7, 2006 open for the April 10, 2006 Town Board Meeting. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

A motion by Supervisor Dan Rogers: That all board members complete the required paperwork to be recognized as signatures for the township checking account and other official documents with authority being given to the Chair and Vice Chair and in case of an absence one of those two individuals another signature of the authority can be named at that meeting. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

I. *Designate Township Attorney*

Supervisor Gloria Belzer suggested that the Town Board review the attorney's performance before designating an attorney.

A motion by Supervisor Dan Rogers: To hold the designation of a township attorney open until the May 8, 2006 Town Board Meeting, so the board may evaluate the attorney's performance and come up with meaningful recommendations at that time. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

A letter will be sent to the attorney stating that if he wants to talk to a citizen, it is his prerogative, we expect him to use good judgment on what to say. The township will not be responsible for any costs for conversations initiated by a private citizen.

A motion by Supervisor Cory Behrendt: Chair, Vice Chair- acting as Chair in the absence of the chair may have direct communications with the attorney or through the township clerk. Direct the attorney, that the township will not pay for any citizens conversations. If the Town Board feels that there is confidentiality in a matter, with regards to communication with a citizen, he will so indicate that. Motion seconded by Supervisor Gary Smith. Motion carried by unanimous vote.

The following persons may contact the attorney: Chair, Vice Chair- in absence of the Chair, and the Clerk, if directed by the Chair, in relation to current issues.

A motion by Supervisor Gary Smith: To amend the agenda- Item I. 2. Review of Attorney Fees on a monthly basis. Motion seconded by Supervisor Cory Behrendt. Motion carried by unanimous vote.

A motion by Supervisor Gloria Belzer: To review the monthly billing of the township attorney, total and itemized portion of the bill at Town Board meetings. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

The Chair, Vice Chair and Clerk were asked to keep track and document communications with the attorney.

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

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

A motion by Supervisor Gloria Belzer: To approve the Town Board compensation of \$50.00 all Meetings. Compensation for Planning Commission members \$40.00 per meeting, inspections at \$25.00. The Town Board can request compensation for outside commitments for special projects. The Planning Commission can request compensation for commitments; request must prior to the commitment. Election judge pay will remain at \$10.00 per hour. The motion was seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

2. *Employees- set date for employee review*

A motion by Supervisor Dan Rogers: Employee review for the Clerk and Deputy Clerk on April 3, 2006 at 6:00 pm. (*This is a Closed Meeting*) Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

3. *Mileage rate*

A motion by Supervisor Cheryl Monson: To pay the current Federal Standard for mileage. Motion seconded by Supervisor Gloria Belzer. The motion carried.

4. & 5. *Authorize expenses and reimbursements*

A Motion by Supervisor Gloria Belzer: To reimburse any reasonable and documented expenses relating to Township business, (Copies, long distance phone calls office expenses, etc.) with itemized receipts. The motion was seconded by Supervisor Dan Rogers. Motion carried by unanimous vote. The receipts must be presented to the clerk for reimbursement.

6. *Pay frequency*

A Motion by Supervisor Cheryl Monson: Pay frequency for Township officers and Planning Commission members quarterly. If special meetings are not presented for the current quarter, they can not be held over to the next quarter. Motion seconded by Supervisor Dan Rogers for discussion.

The clerk keeps track of all Town Board, Planning Commission and special meeting held by the Township board and Planning Commission. These will be paid to members quarterly unless the have requested in writing not to be paid for meetings attended.

A friendly amendment by Supervisor Cory Behrendt: For those who do not turn in special meeting pay in as timely manor- follow State Guidelines. The friendly amendment was accepted. Vote was taken on the friendly amendment the friendly amendment passed unanimously. Vote was taken on the motion, the motion carried by unanimous vote.

1st Qtr: December 13, 2005 to March 26, 2006 (submitted to clerk by April 3, 2006 for payment on April 10, 2006) Special meeting do not need to be submitted for this pay period, due to short notice.

2nd Qtr: March 27, 2006 to June 30, 2006 (submitted to clerk by July 3 for payment on July 10)

3rd Qtr: July 1, 2006 to September 30, 2006 (submitted to Clerk by October 2, 2006 for payment on October 10, 2006)

4th Qtr: October 1, 2006 to December 11, 2006 (submitted to Clerk by December 4, 2006 for payment on December 11, 2006)

Town officers:

1. Town Board meetings \$50.
2. 2nd night for Board meeting paid at a rate of \$50.
3. Special meetings at \$50/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 quarterly.
8. Liaison to Planning Commission meeting \$50.

Planning Commission Members:

1. Planning Commission meetings \$40
2. Special meetings \$40
3. Mileage rate at current Federal Standard
4. Site inspections \$25.

Election Judges:

1. \$10.00 hour
2. \$10.00 hour training
3. Mileage rate at current Federal Standard

K. *Potential Conflict of Interest Issues.*

No conflict of interest issues at this time, if any occur during the year they will be addressed at that time.

L. *Review and amend board policies.*

A motion by Supervisor Dan Rogers: To maintain current board policies in effect, copying costs, sign inspection and the snow plow policy (adopted November 10, 2003). Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

Ordinance Book and Comprehensive Plan: \$25

Shovel sidewalks, plow parking lot, sanding as needed.

New sign placement must be approved by the Town Board.

Copy cost for major documents at .20 per copy. No cost for small documents.

A motion by Supervisor Dan Rogers: Town Board meetings shall conclude by 10:00 pm, with the option that the board can vote to extend the meeting for the time required to complete necessary business. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

M. *Compliance with Data Practices*

A motion by Supervisor Gloria Belzer: To designate Clerk/ Treasurer Nanett Champlain as Responsible Authority for compliance with the Data Practices Act. Motion seconded. Motion carried by unanimous vote.

The Compliance Official will be a Town Board member. (To be determined later in the meeting under assignments No. 16)

N. *Compliance with 60 day rule and preparation of state report on fees.*

The "60 day rule" was reviewed. The clerk will make copies of the Practical Guide to the 60 day rule and distribute it to those board members that do not have a copy. Review of the 60 day rule will continue at the April 10, 2006 Town Board Meeting.

The clerk has not prepared the State Building Codes Report. Last year it was due April 1st. The clerk will prepare the report and present it at the April 10 Town Board Meeting.

O. *Confirm the Township Financial Reporting Form has been completed and returned to the State Auditors Office.*

Abdo, Eick and Meyer, Township audit firm e-mailed the Financial Reporting Form to the State Auditor Office.

P. *Township AWAIR Plan.*

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

Q. *Training and Reference Materials*

Minnesota Association of Townships Training dates were presented. Reference materials are on display in the Kiosk.

R. *Review Township Ordinance Book(s) and resolution book and confirm they are in the law library.*

Current ordinances and the Comprehensive plan are available at the Lakeville and Farmington Libraries. Copies of these documents are also in the Dakota County Law Library. The clerk has a resolution book, as resolutions are discovered they are being added to the book.

S. *Identify upcoming training opportunities and authorize types of costs to be covered by the Township.*

A motion by Supervisor Cory Behrendt: To authorize the cost of training for Town Board, Planning Commission and Clerk/ Treasurer. A request for training needs to be presented to the Town Board prior to registration for the event. Motion seconded by Supervisor Dan Rogers. Motion carried by unanimous vote.

T. *Local Boards of Appeals/ Training*

That newly elected Town Board Officers will be trained for Local Boards of Appeals, the year they are elected.

U. *Direct that the list of officer's form is sent to MAT*

The supervisors were asked to update their information, new officers were added. Upon completion the form will be returned to Minnesota Township Association.

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

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|-------------------------------|---|
| 1. Fire Contracts: Lakeville- | Dan Rogers |
| 2. Farmington- | Gary Smith |
| 3. Cannon River Water Shed- | Gloria Belzer/ Cory Behrendt- Alternate |
| 4. Vermillion Water Shed- | Gary Smith/ Dan Rogers- Alternate |
| 5. Weed Inspector- | Gary Smith |
| 6. ALF Ambulance- | Dan Rogers |
| 7. Roads - | Dan Rogers/ Gary Smith |
| 8. Communications- | Gloria Belzer |
| 9. Wetlands Contact- | Cheryl Monson |
| 10. Airlake Airport | Dan Rogers |
| 11. Town hall | Cheryl Monson |
| 12. County Contact | Cory Behrendt |

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| 13. Sheriff Contact | Cheryl Monson |
| 14. Elko/ New Market | Cory Behrendt |
| 15. Compliance Official | Cheryl Monson |
| 16. Technical Advisory Committee | Cory Behrendt/ Gloria Belzer- Alternate |

W. *Meetings: Road Inspection date:*

Saturday April 29th at 8:00 am. Town Board and Planning Commission

X. *Bond Clerk and Treasurer*

The Township has received the bond for the Clerk and Treasurer Errors and Omissions from MAT Agency.

Y. *Meeting taping policy.*

The clerk will continue to tape Town Board 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.

A motion by Supervisor Dan Rogers: To reaffirm the policy set last year. Motion seconded by Supervisor Cheryl Monson. Motion carried by unanimous vote.

Z. *Newsletter*

Annual ad or Business card listing in Newsletter was discussed. The Town Board decided that this would not be added to the newsletter for the April edition. Editor, Carolyn Papke will research this issue.

A motion by Supervisor Cory Behrendt: Carolyn Papke will continue as editor of the Township newsletter. The Town Board will investigate publishing local business cards for future newsletters after checking with a MAT attorney and cost of publishing. To continue with a three day Town Board review period before publishing. Motion seconded by Supervisor Dan Rogers. Motion carried by unanimous vote.

AA. *Signers for checking and savings account.*

This was previously addressed under Item H. The bank needs fingerprints and signatures of all Town Board members on file.

BB. *W-4, I-9 and New Hiring Reporting forms*

Laws require a new W-4 be filled out annually. The Township is required to have on file I-9 and New Hire Reporting Forms on all employees. These forms were distributed to all supervisors to be completed.

CC. *MBNA Benefits*

Township officers will be attending Spring Short Course. MBNA Benefits will be discussed at this training. Item will be held open for discussion at the April 10, 2006 Town Board Meeting.

DD. *Audit*

The audit was reviewed at the February Town Board Meeting.

EE. *Artists wishing to Display their Artwork in the Town hall*

The Town Board discussed the possibility of artwork being displayed in the Town hall. They felt that artwork to be displayed would be subject to board approval. The Town Board would not be responsible to damage. Carolyn Papke was asked to come back with a proposal. This item will not be in the April Newsletter.

10:02 pm. A motion by Supervisor Cheryl Monson: To move forward with the last two agenda items. Motion seconded by Supervisor Dan Rogers. After discussion the motion was withdrawn. The Town Board agreed to continue the meeting, that no motion was needed.

FF. *Roberts Rules of Order- Calling the Question*

Using Robert's Rules of Order was discussed. They are very precise and formal. The Town Board has not adopted any parliamentary procedure policy. Call the question is part of Roberts Rules of Order and cannot be used if it has not been adopted. The Town Board is in agreement that a complete discussion needs to take place before a vote is taken. Finding of Facts need to be complete before board discussion is finished.

GG. *Role Call Vote*

Role call vote is necessary when appropriation of money. Any Town Board member may call for a role call vote before a vote is taken. If there is a dissenting vote a supervisor may ask for their name to be entered into record and the reason, if desired.

A Motion by Supervisor Cheryl Monson: To adjourn. The motion was seconded by Supervisor Gloria Belzer.

Meeting Adjourned at 10:25 pm.