

Eureka Townboard Reorganization Meeting March 29, 2005

Clerk Nanett Leine called the Special Town Board Meeting to order at 7:01 pm.

Present were Supervisors Gloria Belzer, Dan Rogers, Cheryl Monson, Connie Anderson, Mark Malecha and Clerk/Treasurer Nanett Leine to record the minutes.

Approval of the Agenda

A motion by: Cheryl Monson: To approve the agenda with the following additions-

- V. Assignments- 14. Elko/ New Market Waste Water Treatment Plant
- 15. Lakeville Schools

The newly elected officers, Gloria Belzer and Cheryl Monson received the oath of office by the clerk, prior to this meeting.

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

Supervisor #1	Cheryl Monson	3 years to term (2008)
Supervisor #2	Gloria Belzer	3 years to term (2008)
Supervisor #3	Mark Malecha	1 year to term (2006)
Supervisor #4	Dan Rogers	1 year to term (2006)
Supervisor #5	Connie Anderson	2 years to term (2007)

A. *Transfer Town Records*

Kenny Miller has turned over his records to the clerk. He has retained his keys, because he is the chair of the Town Hall Committee.

Don Pflaum has not transferred any records, or relinquished his keys. The clerk will notify him, reminding him to turn over the documents and keys.

B. *Select a town board Chair and Vice Chair*

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

A motion by Supervisor Gloria Belzer: To appoint Supervisor Connie Anderson as Chair. Motion seconded by Supervisor Mark Malecha. The motion carried.

A motion by Supervisor Cheryl Monson: To appoint Supervisor Dan Rogers as vice chair. Motion seconded by Supervisor Gloria Belzer. The motion carried.

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

C. *The following schedule for Townboard meetings was set:*

April 11, 2005	August 8, 2005	December 12, 2005
May 9, 2005	September 12, 2005	January 9, 2006
June 13, 2005	October 11, 2005 (Tuesday)	February 13, 2006
July 11, 2005	November 14, 2005	March 13, 2006

A motion by Supervisor Mark Malecha: to accept dates for Regular Townboard meetings as presented. Motion seconded by Supervisor Gloria Belzer. The motion carried.

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

A motion by Supervisor Mark Malecha: There is a possibility of a Quorum of the Townboard at Planning Commission meetings in the year 2005-2006. Motion seconded by Supervisor Gloria Belzer. Motion carried.

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

April 4, 2005- Connie Anderson	October 3, 2005- Dan Rogers
May 2, 2005- Dan Rogers	November 7, 2005- Gloria Belzer
June 6, 2005- Cheryl Monson	December 5, 2005- Cheryl Monson
July 5, 2005 (Tues) - Mark Malecha	January 2, 2006- Mark Malecha
August 1, 2005- Gloria Belzer	February 6, 2006- Connie Anderson
September 6, 2005(Tues) Connie Anderson	March 6, 2006- Dan Rogers

A Motion by Supervisor Mark Malecha: To set the dates for the planning commission meetings. The motion was seconded by Supervisor Cheryl Monson. Motion Carried.

F. *Designate Official Newspaper*

A motion by Supervisor Connie Anderson: To use Lakeville This week Life and Times as the Townships official Newspaper. Motion seconded by Supervisor Dan Rogers. Motion carried.

G. *Designate Posting Place*

A motion by Supervisor Mark Malecha: To designate by resolution the official posting place as the New Eureka Town Hall located at 25043 Cedar Ave. Motion seconded by Supervisor Dan Rogers. The motion carried. (*Resolution No. 40- Signed by Chair and Clerk*)

H. *Designate Official Bank*

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. CD Investment will be discussed at a town board meeting.

I. *Designate Township Attorney*

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

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

1. A motion by Supervisor Gloria Belzer: To continue with the current schedule for Town Board pay- 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 Mark Malecha: To continue paying the planning commission \$35 per meeting, \$35 for training, \$25 for inspections, plus mileage. The motion was seconded by Supervisor Cheryl Monson. Motion Carried.

Election Judges: A motion by Supervisor Mark Malecha: To pay election judges \$10.00 per hour, including training, plus mileage for training. Motion seconded by Supervisor Cheryl Monson. The motion carried.

2. Employee wages will be set at the annual employee review on April 4, 2005 at 7:30 pm.
(*This is a Closed Meeting*)

3. A motion by Supervisor Dan Rogers: To pay the current Federal Standard for mileage.
(.405) Motion seconded by Supervisor Gloria Belzer. The motion carried.

4. & 5. 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.) with itemized receipts. The motion was seconded by Supervisor Cheryl Monson. Motion Carried. The receipts must be presented to the clerk for reimbursement.

6. A Motion by Supervisor Mark Malecha: To pay officers/ planning commission members.
December 14 to May 9 (submitted to clerk by May 31 for payment on June 11)
May 10 to December 12 (submitted to clerk by December 5 for payment on December 12)
The motion was seconded by Supervisor Dan Rogers. Motion Carried.

Town officers:

1. Townboard meetings \$50.
2. 2nd 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.
(December 14, 2005 to May 9, 2005) paid at June 11 Town Board Meeting.
(May 10, 2005 to December 12, 2005) paid at December 12, 2005 Town Board 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 .045
4. Site inspections \$25.

Election Judges:

1. \$10.00 hour
2. \$10.00 hour training
3. Mileage rate at current Federal Standard .045

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.*

Ordinance book and Comprehensive Plan: \$25

A motion by Supervisor Mark Malecha: To follow the snow plow policy (adopted November 10, 2003). Shovel sidewalks, plow parking lot, sanding as needed. Motion seconded by Supervisor Cheryl Monson. The motion carried.

A motion by Supervisor Mark Malecha: Town board meetings adjourn by 10:00 pm, with an option to extend ½ hr or continue on another date. Motion seconded by Supervisor Cheryl Monson. The motion carried.

A motion by Supervisor Mark Malecha: Signs may be replaced for maintenance by the road contractor on a maintenance only basis. Motion seconded by Supervisor Dan Rogers. Amendment by Supervisor Mark Malecha: New sign placement must be approved by the Town board. Supervisor Dan Rogers accepted the amendment. The amendment carried. The motion carried.

A motion by Supervisor Dan Rogers: Copy cost for major documents at .20 per copy. No cost for small documents. Motion seconded by Supervisor Mark Malecha. The motion carried.

M. Compliance with Data Practices

The data practices procedure was reviewed and updated. A motion by Supervisor Mark Malecha: To designate Clerk/ Treasurer Nanett Leine as Responsible authority. The Compliance Official will be a town board member. (To be determined later in the meeting under assignments No. 16) Motion seconded by Supervisor Dan Rogers. The motion carried.

Motion seconded by Supervisor Mark Malecha: May charge .20 per copy under data practices. Motion seconded by Supervisor Cheryl Monson. The motion carried.

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

The town board reviewed procedures relating to the 60 day rule.

The State Building Codes report that was prepared by the clerk was discussed. Expenses for town board members attending ordinance meetings will be added to the report before it is sent. It is due April 1, 2005

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

The report was completed by the Audit firm; the clerk e-mailed it to the State Auditor. The Annual Financial Report, Year Ended December 31, 2004 prepared by the auditor was mailed to the State Auditors 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

The training and reference materials kept at the town hall need to be inventoried. The list will be presented to the town board for review. Clerk/ Treasurer Nanett Leine will purchase a new plat book.

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

All documents have been sent to the law library. There are several materials missing from the local libraries. Newer materials including the COMP Plan and mining Ordinance, Zoning Ordinance 20 and the proposed Ordinances for Public Hearing on April 11, 2005 are at the libraries. Since the ordinances are currently being revised, the missing ones will not be replaced at this time.

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

A motion by Supervisor Mark Malecha: 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.

A motion by Supervisor Gloria Belzer: That all town board members must attend a minimum of two training sessions of choice per year. Motion seconded by Supervisor Dan Rogers for discussion purposes. Motion defeated.

- T. *Local Boards of Appeals/ Training*

A motion by Supervisor Connie Anderson: That newly elected Town Board Officers will be trained for Local Boards of Appeals, the year they are elected. Motion seconded by Supervisor Dan Rogers. The motion carried.

- 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:*

- | | |
|--------------------------------|--|
| 1. Fire Contracts: Lakeville- | Dan Rogers |
| 2. Farmington- | Gloria Belzer |
| 3. Cannon River Water Shed- | Connie Anderson , Gloria Belzer- Alternate |
| 4. Vermillion Water Shed- | Dan Rogers/ Cheryl Monson- Alternate |
| 5. Weed Inspector- | Mark Malecha |
| 6. ALF Ambulance- | Dan Rogers |
| 7. Roads -West half Township – | Dan Rogers |
| East half Township – | Mark Malecha |
| 8. Communications- | Connie Anderson |
| 9. Wetlands Contact- | Gloria Belzer |
| 10. Airlake Airport | Dan Rogers, Cheryl Monson-Alternate |
| 11. Town hall | Cheryl Monson |
| 12. County Contact | Connie Anderson |
| 13. Sheriff Contact | Mark Malecha |
| 14. Elko/ New Market | Cheryl Monson |
| 15. Lakeville Schools | |
| 16. Compliance Official | Cheryl Monson |

A motion by Supervisor Mark Malecha: To adopt the Public Access Procedure for Data Practices as Clerk/ Treasurer Nanett Leine as the responsible authority and Supervisor Cheryl Monson as compliance official. Motion seconded by Supervisor Gloria Belzer. The motion carried.

W. *Meetings: Road Inspection date:*
Saturday April 30th at 8:30 am.

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 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

Z. *Newsletter- appoint editor*

A Motion by Supervisor Gloria Belzer: To appoint Carolyn Papke as editor for the newsletter. The motion was seconded by Supervisor Dan Rogers. The motion carried.

AA. *Signers for checking and savings account.*

The clerk presented new signer cards for the accounts. Chair Connie Anderson, Vice Chair Dan Rogers, Clerk/ Treasurer Nanett Leine and Deputy Clerk/ Treasurer Jeannie Nordstrom are the signers on the account.

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. It is unsure if they have been completed in the past.

CC. *MBNA Benefits*

The town board declined adding these benefits to their compensation.

DD. *Audit*

The two deficient areas to the audit were addressed. They will be moved to the town board meeting.

The town board supervisor assignments will be posted on the bulletin boards and on the website.

A Motion by Supervisor Mark Malecha: To adjourn. The motion was seconded by Supervisor Connie Anderson.

Meeting Adjourned at 9:12 pm.