

## **Eureka Townboard Reorganization Meeting March 31, 2008**

The Special Town Board Meeting to order at 7:00 pm.

Present were Supervisors Carrie Jennings, Dan Rogers, Cory Behrendt, Brian Budenski and Jeff Otto and Clerk/Treasurer Nanett Champlain to record the minutes.

Citizens present at the meeting were Sharon Buckley and Ray Swedeen.

The newly elected Town Board Supervisors, Brian Budenski and Carrie Jennings had been given the Oath of Office by the Town Clerk the previous week. Carrie Jennings was given her keys prior to the meeting.

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

Supervisor #1	Brian Budenski	3 years to term (2011)
Supervisor #2	Carrie Jennings	3 years to term (2011)
Supervisor #3	Cory Behrendt	1 year to term (2009)
Supervisor #4	Dan Rogers	1 year to term (2009)
Supervisor #5	Jeff Otto	2 years to term (2010)

*A. Transfer Town Records*

Gloria Belzer turned over some documents to Carrie Jennings. She has not received the ordinance book.

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

Clerk Nanett Champlain issued ballots for Townboard Chair and Vice Chair. Jeff Otto was elected Chair of the Town Board and Cory Behrendt was elected Vice Chair.

The newly elected Town Board Chair Jeff Otto took over and conducted the rest of the meeting.

*C. Verify Board of Supervisors Information*

The Clerk passed around Board contact information sheets for verification. The supervisors were asked to update their information and sign the MAT officer's list. New officers were added. Upon completion the form will be returned to Minnesota Township Association.

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

April 14, 2008	August 11, 2008	December 8, 2008
May 12, 2008	September 8, 2008	January 12, 2009
June 9, 2008	October 14, 2008 (Tuesday)	February 9, 2009
July 14, 2008	November 10, 2008	March 9, 2009

A motion by Supervisor Cory Behrendt: to adopt the Board's regular meeting at 7:00 pm on the dates indicated on the agenda. Motion seconded by Supervisor Dan Rogers.

Supervisor Brian Budenski asked if meetings could end by a certain time. Board discussion followed. There is a policy in place. Board consensus was that the ending time needs to be flexible. Vote was taken on the motion. The motion carried by unanimous vote.

- E. *State Possibility of a Quorum of Town Board at Planning Commission Meetings.*  
A motion by Supervisor Cory Behrendt: There is a possibility of a Quorum of the Townboard at Planning Commission meetings. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

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

April 7, 2008- Brian Budenski	October 6, 2008- Brian Budenski
May 5, 2008- Carrie Jennings	November 3, 2008- Cory Behrendt
June 2, 2008- Cory Behrendt	December 1, 2008- Dan Rogers
July 7, 2008- Dan Rogers	January 5, 2009- Jeff Otto
August 4, 2008- Jeff Otto	February 2, 2009- Cory Behrendt
September 2, 2008 (Tues) - Carrie Jennings	March 2, 2009- Carrie Jennings

- G. *Designate Official Newspaper*

A motion by Supervisor Cory Behrendt: To use This Week Life and Times as the Townships Official Newspaper. Motion seconded by Supervisor Dan Rogers. Motion carried by unanimous vote.

- H. *Designate Posting Place*

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

- I. *Designate Official Bank*

A motion by Supervisor Dan Rogers: To designated Castle Rock Bank as the Official Bank for the Township. Motion seconded by Supervisor Cory Behrendt. Motion carried by unanimous vote.

- J. *Designate Township Attorney*

A motion by Supervisor Cory Behrendt: To designate the continuation of Kelly & Fawcett Firm, Attorney Patrick Kelly of Saint Paul, MN as township attorney. Motion seconded by Supervisor Dan Rogers. Motion carried by unanimous vote.

A motion by Supervisor Dan Rogers: That Supervisor Cory Behrendt will be the primary contact for the Township Attorney and to continue with the policy that the Chair will be the secondary contact. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

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

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

A motion by Supervisor Dan Rogers: To continue with the compensation rate for officers of the Town Board at \$50.00 per meeting, for the Chair \$60.00 per meeting. Compensation for Planning Commission members at \$40.00 per meeting, Planning Commission Chair \$50 per meeting. Inspections at \$25.00. Election Judge pay at \$10.00 per hour. The motion was seconded by Supervisor Cory Behrendt.

Supervisor Brian Budenski entertained discussion on increased compensation for meetings.

Supervisor Jeff Otto moved to amend the motion that the pay scale includes the provision for regular meetings that extend past 10:00 P.M. that an additional \$10.00 is paid to each Planning Commission Member or Board Member. Supervisor Dan Rogers and Supervisor Cory Behrendt accepted the amendment. Role call vote was taken on the motion. Carrie Jennings- Aye, Brian Budenski- Aye, Dan Rogers- Aye, Cory Behrendt- Aye, Jeff Otto- Aye. Motion carried by unanimous vote.

2. *Employees- set date for employee review*

Employee review for the Clerk on Thursday April 17, 2008 at 6:00 pm. *(This is a Closed Meeting)*

3. *Mileage rate*

A motion by Supervisor Dan Rogers: To pay the current Federal Standard for mileage. Motion seconded by Supervisor Cory Behrendt. The motion carried.

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

4. *Authorize expenses and reimbursements*

A Motion by Supervisor Cory Behrendt: 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.

Training sessions must be approved by the Town Board prior to attendance.

5. *Pay frequency*

A Motion by Supervisor Cory Behrendt: To set the pay frequency for Township Officers and Planning Commission Members quarterly. Motion seconded by Supervisor Jeff Otto.

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.

2<sup>nd</sup> Qtr: March 11, 2008 to June 9, 2008 (submitted to clerk by June 4<sup>th</sup> for payment on June 9, 2008)

3<sup>rd</sup> Qtr: June 10, 2008 to September 8, 2008 (submitted to Clerk by September 4, 2008 for payment on September 8, 2008)

4<sup>th</sup> Qtr: September 9, 2008 to December 8, 2008 (submitted to Clerk by December 4, 2008 for payment on December 8, 2008)

1<sup>st</sup> Qtr: December 9, 2008 to March 9, 2009 (submitted to clerk by March 4, 2009 for payment on March 9, 2009)

L. *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.

M. *Review and amend board policies.*

The Town Board reviewed current policies. They are updated as needed. Copy costs are covered under Data Practices at 25 cents per copy. Dakota County did not get the designation for the road signage program. Reflectivity of road signs was discussed.

A motion by Supervisor Cory Behrendt: To maintain the current Board policies in effect. Motion seconded by Supervisor Carrie Jennings. Motion carried by unanimous vote.

N. *Policy for Temporary road weight restriction permission*

A motion by Supervisor Cory Behrendt: To allow the Road Supervisors in conjunction with the Road maintenance Contractor to allow for temporary Road Weight restrictions on Township roads. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

Supervisor Jeff Otto will look at updating the road policy to include items discussed.

O. *Compliance with Data Practices*

A motion by Supervisor Dan Rogers: To designate Clerk/ Treasurer Nanett Champlain as Responsible Authority for compliance with the Data Practices Act and Supervisor Cory Behrendt as Compliance official. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

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

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

The audit firm has requested an extension from the State Auditors Office for submittal of the Township Financial Report. (Due April 30, 2008) The audit will take place after April 15<sup>th</sup>.

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

Supervisor Jeff Otto will contact the MAT Attorney and see if they are available to attend a Special Meeting on April 17, 2008 to present pertinent information to the Town Board.

S. *Local Boards of Appeals/ Training*

That newly elected Town Board Officers will be trained for Local Boards of Appeals, the year they are elected. Supervisor Jeff Otto will also attend training this year.

T. *Direct that the list of officer's form is sent to MAT*

A motion by Supervisor Cory Behrendt: To send the officers list to Minnesota Association of Townships. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote.

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

- |                                  |   |
|----------------------------------|---|
| 1. Fire Contracts: Lakeville-    | Dan Rogers                                |
| 2. Farmington-                   | Dan Rogers                                |
| 3. Cannon River Water Shed-      | Carrie Jennings/ Cory Behrendt- Alternate |
| 4. Vermillion Water Shed-        | Carrie Jennings/ Jeff Otto- Alternate     |
| 5. Weed Inspector-               | Brian Budenski                            |
| 6. ALF Ambulance-                | Dan Rogers                                |
| 7. Roads -                       | Brian Budenski / Jeff Otto                |
| 8. Communications-               | Carrie Jennings                           |
| 9. Wetlands Contact-             | Carrie Jennings                           |
| 10. Airlake Airport              | Dan Rogers/ Jeff Otto- Alternate          |
| 11. Town hall                    | Clerk                                     |
| 12. County Contact               | Cory Behrendt                             |
| 13. Sheriff Contact              | Dan Rogers                                |
| 14. DNR Contact                  | Carrie Jennings                           |
| 15. Elko/ New Market             | Brian Budenski                            |
| 16. Compliance Official          | Cory Behrendt                             |
| 17. Technical Advisory Committee | Brian Budenski                            |

V. *Meetings: Road Inspection date:*

Saturday, April 19<sup>th</sup> at 8:00 am to 12:00 pm for Town Board and Road Contractors.

W. *Bond Clerk and Treasurer*

The Clerk will check to see if the bond for the Clerk and Treasurer Errors and Omissions from MAT Agency has been received. She will report to the Town Board at the April 14<sup>th</sup> Town Board Meeting.

X. *Meeting taping policy.*

A motion by Supervisor Dan Rogers: To use the policy as stated in MAT Document TM7000-Establishing an Administrative Policy for Town Board Meetings, Section 9.1-Tape Recording: Unless the Board expressly states otherwise in the minutes of a particular meeting any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town Clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote.

Y. *Signers for checking and savings account*

Town Board members will need to sign the signature cards at Castle Rock Bank.

Z. *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 new officers. W-4's were distributed to all officers.

If a Town Board member is asked an opinion on a matter. They need to make it perfectly clear that it is only their opinion, that they are only one member of the Town Board. Discussion on any matter can only be discussed between two Town Board members. Discussion between three or members of the Board is a quorum and a violation of the open meeting law.

A Motion by Supervisor Cory Behrendt: To adjourn. The motion was seconded by Supervisor Dan Rogers.

Meeting Adjourned at 8:57 pm.