

Eureka Townboard Reorganization Meeting April 3, 2003

Vice Chair Don Pflaum called the Reorganization Meeting to Order at 7:09pm. Present were Supervisors Don Pflaum, Dan Rogers, Kenny Miller, Connie Anderson, Mark Malecha and Treasurer Nanett Leine to record the minutes.

- A. The two new Supervisors received the Oath of Office at the Clerks Office.
- B. The Town records have been transferred to the new officers.

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

Supervisor #1	Don Pflaum	2 years to term (2005)
Supervisor #2	Kenny Miller	2 years to term (2005)
Supervisor #3	Mark Malecha	3 years to term (2006)
Supervisor #4	Dan Rogers	3 years to term (2006)
Supervisor #5	Connie Anderson	1 year to term (2004)

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

The motion to elect Chair and Vice Chair was omitted from this meeting. The following motion was made at the April 15, 2003 Regular Eureka Townboard meeting- A motion by Supervisor Connie Anderson: To elect Don Pflaum Chair and Kenny Miller Vice Chair for 2003-2004. Motion seconded by Supervisor Mark Malecha. Clerk/Treasurer Nanett Leine called the vote. Motion carried.

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

April 14, 2003	May 12, 2003	June 9, 2003	July 14, 2003
August 11, 2003	September 8, 2003	October 14 (Tues)	November 10, 2003
December 8, 2003	January 12, 2004	February 9, 2004	March 8, 2004

A motion by Supervisor Mark Malecha: to accept dates for Regular Townboard meetings as presented and to set the starting time at 7:00pm meetings close at 10:00pm. Motion seconded by Supervisor Dan Rogers. The motion was amended to start the April meeting at 7:30pm all other board meetings will start at 7:00pm. Motion carried.

- E. A motion by Supervisor Connie Anderson: There is a possibility of a Quorum of the Townboard at Planning Commission meetings in the year 2003-2004. Motion seconded by Supervisor Mark Malecha. Motion carried.
- F. A motion by Supervisor Connie Anderson: 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 Kenny Miller. Motion carried.
- G. A motion by Supervisor Kenny Miller: To continue using the outside bulletin board at the Townhall as official posting place. The Townhall website will be used as a secondary posting site. Motion seconded by Supervisor Dan Rogers. Motion carried.

- H. A motion by Supervisor Connie Anderson: To continue using Castle Rock Bank as the townships official bank. Motion seconded by Supervisor Mark Malecha. Motion carried.
- I. A motion by Supervisor Mark Malecha: To seek new council for the Township. Motion seconded by Supervisor Kenny Miller. Motion carried by unanimous vote.

A motion by Supervisor Mark Malecha: That two board members research and find possible candidates for new legal council, to accept any feedback from possible attorney firms. Motion seconded by Supervisor Kenny Miller. The motion carried.

Kenny Miller and Mark Malecha was appointed this task, they will report back at the April 14, 2003 Townboard meeting.

- J. The following schedule was set for Townboard liaison to the Planning Commission meetings:

April 7, 2003	Mark Malecha	October 6, 2003	Dan Rogers
May 5, 2003	Dan Rogers	Nov 3, 2003	Connie Anderson
June 2, 2003	Connie Anderson	Dec. 1, 2003	Don Pflaum
July 7, 2003	Don Pflaum	Jan. 5, 2004	Kenny Miller
August 4, 2003	Kenny Miller	Feb. 2, 2004	Mark Malecha
Sept 2 (Tues)	Mark Malecha	March 1, 2004	Don Pflaum

A motion by Supervisor Kenny Miller: The above stated schedule be followed for Supervisor attendance to Planning Commission meetings.. Motion seconded by Supervisor Connie Anderson. Motion carried.

K. Compensation

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. Mileage rate at current Federal standard.
5. Township expenses- reimbursed with receipts.
6. Pay schedule: Township officers will be paid semi annual.
(Service months- December 1, 2002 to May 31, 2003) paid at June 9 Meeting.
(June 1, 2003 to November 30, 2003) paid at December 8, 2003 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.

A motion by Supervisor Kenny Miller: Compensation for Townboard members and Planning Commission members are as stated above. Motion seconded by Supervisor Mark Malecha. Motion carried.

A motion by Supervisor Kenny Miller: To use the standard IRS rate for mileage. Motion seconded by Supervisor Connie Anderson. Motion carried.

A motion by Supervisor Connie Anderson: To reimburse any reasonable and documented expenses relating to Township business. The receipts must be presented to the clerk for reimbursement. Motion seconded by Supervisor Kenny Miller. Motion carried.

A motion by Supervisor Kenny Miller: To pay Supervisors and Planning Commission semi-annually (June and Dec) and the Clerk/treasurer position monthly. Motion seconded by Supervisor Connie Anderson. Motion carried.

Employee Compensation

A motion by Supervisor Kenny Miller: To set a closed meeting for employee review on April 8, 2003 after the close of the Local Board of Review. Motion seconded by Supervisor Dan Rogers. Motion carried.

- L. Potential Conflict of Interest Issues. 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 Mark Malecha: 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 Dan Rogers. Motion carried.

Call the road maintenance contractor with sign location/type.

Snow Plow Policy - A resolution needs to be written up on the Township's snow plowing policy. A motion by Supervisor Kenny Miller: to set the policy at the October Townboard meeting.

N. Township AWAIR Plan.

The Township does not currently have an AWAIR Plan in place. Connie will check to see if the plan should be put into place and report back to the Townboard at the April 14th meeting.

- O. It is noted that the Minnesota Township Laws, Minnesota Association of Township manual, and a current Ordinance book are available at the Town Hall.

- P. Clerk/Treasurer Nanett Leine has sent Ordinances to the Law Library, and will continue to do so as the Ordinances are revised.

A motion by Supervisor Connie Anderson: To have Nanett visit the Farmington and Lakeville libraries and update the Ordinance books. Motion seconded by Supervisor Dan Rogers. Motion carried. A resolution book needs to be put together.

Q. A motion by Supervisor Kenny Miller: To deal with training sessions on an individual basis. Motion seconded by Supervisor Dan Rogers. Motion carried.

Supervisor Mark Malecha requested a synopsis of all training session dates to be presented to the board members.

R. The list of Officers form is completed and will be sent to MAT.

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

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

A motion by Supervisor Mark Malecha: To set assigned responsibilities for year 2003 to 2004 as stated above, considering envisioning assignment, if any at a later date. Motion seconded by Supervisor Dan Rogers. Motion carried.

T. Road Inspection date: Monday April 21st at 5:00 pm. If additional time is needed or cancellation is necessary: to set aside April 23rd as an alternate date.

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 Connie Anderson: 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 Kenny Miller. Motion carried with a 3/ 2 vote.

Chair Don Pflaum would like to direct the Planning Commission: When giving recommendations to the Townboard, that everything is ready reviewal before the

Townboard meeting, so a list of consent agenda items may be approved by the Townboard.

Planning Commission procedures were discussed.

A motion by Supervisor Mark Malecha: To allow consent Planning Commission agenda items, if one Townboard member does not consent to an application then it would not pass. Motion seconded by Supervisor Dan Rogers. Motion carried.

A motion by Supervisor Kenny Miller: to adjourn. Motion seconded by Supervisor Connie Anderson. Motion carried.

Meeting adjourned at 9:22 pm.