

## **Eureka Townboard Reorganization Meeting March 23, 2009**

The Special Town Board Meeting to order at 7:05 pm.

Present were Supervisors Carrie Jennings, Dan Rogers, Nancy Sauber, Brian Budenski and Jeff Otto and Clerk/Treasurer Nanett Sandstrom to record the minutes.

Citizens present at the meeting were Jody Arman-Jones and Planning Commission member Ken Olstad.

The newly elected Town Board Supervisors, Dan Rogers and Nancy Sauber were issued their Certificate of Election papers and were given the Oath of Office by the Town Clerk.

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

Supervisor #1	Brian Budenski	2 years to term (2011)
Supervisor #2	Carrie Jennings	2 years to term (2011)
Supervisor #3	Nancy Sauber	3 years to term (2012)
Supervisor #4	Dan Rogers	3 years to term (2012)
Supervisor #5	Jeff Otto	1 year to term (2010)

A. *Transfer Town Records*

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

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

Jeff Otto was elected Chair of the Town Board and Brian Budenski 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 13, 2009	August 10, 2009	December 14, 2009
May 11, 20089	September 14, 2009	January 11, 2010
June 8, 2009	October 13, 2009 (Tuesday)	February 8, 2010
July 13, 2009	November 9, 2009	March 8, 2010

A motion by Supervisor Dan Rogers: To adopt the schedule of the Board's regular meeting as shown in the Reorganizational Meeting Agenda. Motion seconded by Supervisor Nancy Sauber.

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

A motion by Supervisor Jeff Otto: There is a possibility of a Quorum of the Townboard at Planning Commission meetings. Motion seconded by Supervisor Carrie Jennings. Motion carried by unanimous vote.

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

April 6, 2009- Carrie Jennings	October 5, 2009- Brian Budenski
May 4, 2009- Carrie Jennings	November 2, 2009- Brian Budenski
June 1, 2009- Jeff Otto	December 7, 2009- Jeff Otto
July 6, 2009- Dan Rogers	January 4, 2010- Nancy Sauber
August 3, 2009- Nancy Sauber	February 1, 2010- Jeff Otto
September 8, 2009 (Tues) - Dan Rogers	March 1, 2010- Nancy Sauber

G. *Designate Official Newspaper*

A motion by Supervisor Dan Rogers: To designate Thisweek Life and Times as the Townships Official Newspaper. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote.

H. *Designate Posting Place*

A motion by Supervisor Carrie Jennings: 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*)

I. *Designate Official Bank*

A motion by Supervisor Jeff Otto: To designated Castle Rock Bank as the Official Bank for the Township. Motion seconded by Supervisor Nancy Sauber. Motion carried by unanimous vote.

J. *Designate Township Attorney*

A motion by Supervisor Carrie Jennings: To designate the continuation of Kelly & Lemmons P.A., Attorney Patrick Kelly of Saint Paul, MN as township attorney. Motion seconded by Supervisor Nancy Sauber. Motion carried by unanimous vote.

A motion by Supervisor Dan Rogers: That Chair Jeff Otto will be the primary contact for the Township Attorney and Vice Chair Brian Budenski will be the secondary contact for the attorney or the individuals that can designate who talks to the attorney depending upon the item or situation. Motion seconded by Supervisor Nancy Sauber. Motion carried by unanimous vote.

Township Attorney and Engineer responses will be distributed by the Town Clerk to all Town Board and Planning Commission members. A copy of the original questions sent to the Attorney or Engineer will also be distributed to Town Board members. Town Board members and or Planning Commission members will be informed if the Township Attorney will be attending a meeting.

Supervisors Nancy Sauber and Carrie Jennings will review the Attorney Engagement Policy.

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

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

A motion by Supervisor Brian Budenski: 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. All meetings that extend past 10:00 P.M. an additional \$10.00 will be paid to each Planning Commission Member or Board Member in attendance. The motion was seconded by Supervisor Nancy Sauber.

Supervisor Dan Rogers entertained the following friendly amendment: That we also include meetings that require the presence of designated Town Board and/or Planning Commission members to be paid at the regular rate. If Town Board or Planning Commission member attends a training session for an accepted responsibility they will be compensated for attendance. Supervisor Brian Budenski seconded the amendment. Role call vote was taken on the motion. Dan Rogers- Aye, Carrie Jennings- Aye, Jeff Otto- Aye, Nancy Sauber- Aye and Brian Budenski- Aye. Motion carried by unanimous vote.

2. *Employees- Employee review was completed on March 4, 2009.*

3. *Mileage rate*

A motion by Supervisor Dan Rogers: That mileage be reimbursed at the current Federal mileage rate. Motion seconded by Supervisor Jeff Otto. 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 Jeff Otto: 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 Carrie Jennings. Motion carried by unanimous vote.

A motion by Supervisor Jeff Otto: The Town Board encourages the attendance of MAT Training sessions. These sessions may be attended without prior approval of the Town Board. The motion was seconded by Carrie Jennings. The motion carried by unanimous vote. 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 Jeff Otto: To set the pay frequency for Township Officers and Planning Commission Members quarterly, the dates to be updated by the clerk. Motion seconded by Supervisor Dan Rogers. The motion carried by unanimous vote.

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.

2<sup>nd</sup> Qtr: March 10, 2009 to June 8, 2009 (submitted to clerk by Thursday, June 4<sup>th</sup> for payment on June 8, 2009)

3<sup>rd</sup> Qtr: June 9, 2009 to September 14, 2009 (submitted to Clerk by Thursday, September 3, 2009 for payment on September 14, 2009)

4<sup>th</sup> Qtr: September 15, 2009 to December 14, 2009 (submitted to Clerk by Thursday, December 3, 2009 for payment on December 14, 2009)

1<sup>st</sup> Qtr: December 15, 2009 to March 8, 2010 (submitted to Clerk by Thursday, March 4, 2010 for payment on March 8, 2010)

*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 following policies are on the Township website: Town Hall Use, Town Hall Art Display, Data Practices, Attorney Engagement, Policy on Citizen Input and Conduct at Township Meetings, and Policy on Citizen Complaints.

Current Board policies will remain in effect, these policies will be reviewed and updated as required.

The Snow Plow, Rebuild, Temporary Road Weight Restriction and any other missing policies will be added to the website.

Supervisor Nancy Sauber and Dan Rogers will look at Town Board policies to see what policies are missing and what policies that might need to be added. Supervisor Jeff Otto will continue updating the Road Policy.

*N. Compliance with Data Practices*

A motion by Supervisor Jeff Otto: To designate Clerk/ Treasurer Nanett Sandstrom as Responsible Authority for compliance with the Data Practices Act and Supervisor Dan Rogers as Compliance official. Motion seconded by Supervisor Nancy Sauber. Motion carried by unanimous vote.

*P. The Town Board is aware and complies with the 60-day rule.*

*Q. Township Financial Reporting Form*

The audit firm has not set a date for the 2008 Township audit. The Township Financial Report is sent to the State Auditor's Office once the audit is completed. The Clerk will check with the audit company on the tentative audit date and if an extension will be required. (Due April 30, 2009)

R. *Identify upcoming training opportunities*

MAT Training Opportunities were discussed. Attendance and compensation was discussed previously.

S. *Local Boards of Appeals/ Training*

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

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

A motion by Supervisor Dan Rogers: 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/ Nancy Sauber- Alternate
4. Vermillion Water Shed-	Carrie Jennings/ Nancy Sauber- Alternate
5. Weed Inspector-	Brian Budenski
6. ALF Ambulance-	Dan Rogers
7. Roads -	Brian Budenski / Dan Rogers
8. Communications-	Nancy Sauber
9. Wetlands Contact-	Carrie Jennings
10. Airlake Airport	Dan Rogers/ Jeff Otto- Alternate
11. Town hall	Clerk
12. County Contact	Nancy Sauber
13. Sheriff Contact	Dan Rogers
14. DNR Contact	Carrie Jennings
15. Compliance Official	Dan Rogers
16. Technical Advisory Committee	Brian Budenski
17. Employee Contact	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.