

EUREKA TOWNSHIP
DAKOTA COUNTY, MINNESOTA

SPECIAL REORGANIZATION MEETING OF APRIL 14, 2020

Due to the Peacetime Emergency declared by Governor Walz under Minnesota Statutes Chapter 12, the Health Pandemic that is COVID-19 as labeled by the Center for Disease Control, and the Stay-at-Home Order as declared by Minnesota Executive Order 20-20, the following meeting shall be conducted entirely through teleconferencing or other electronic means.

Call to Order

The Eureka Township Special Reorganization meeting was called to order, via Zoom Meetings, at 7:00 p.m. by Chair Donovan Palmquist and the Pledge of Allegiance was given.

Members Present: Donovan Palmquist (Chair)
 Tim Murphy (Vice Chair)
 Lu Barfknecht (Supervisor)
 Ralph Fredlund (Supervisor)
 Mark Ceminsky (Supervisor)

Others Present: Rane Solis (Town Clerk), Marcia Wilson (Treasurer), Gloria Belzer, Nancy Sauber, Bill Clancy, Randy Wood, Jody Arman-Jones and Julie Larson.

Selection of Town Board Chair and Vice Chair

Current Township Officers are as follows:

| | |
|----------------------------------|--------------------|
| Supervisor #1: Donovan Palmquist | 3-year term (2023) |
| Supervisor #2: Ralph Fredlund | 3-year term (2023) |
| Supervisor #3: Tim Murphy | 3-year term (2021) |
| Supervisor #4: Mark Ceminsky | 3-year term (2021) |
| Supervisor #5: Lu Barfknecht | 3-year term (2022) |

Chair Palmquist opened the floor for nominations for the 2020-2021 Town Board Chair and Vice Chair and called for a ballot vote. Each Supervisor submitted their nominations to the Clerk via email. The Clerk read the votes for Chair: 4 votes for Donovan Palmquist and 1 vote for Lu Barfknecht. The Clerk read the votes for Vice Chair: 3 votes for Tim Murphy and 2 votes for Lu Barfknecht. Donovan Palmquist was appointed as Chair and Tim Murphy was appointed as Vice Chair.

Donovan Palmquist accepted the appointment and proceeded as Chair for the meeting.

Approval of the Agenda

Motion: Chair Palmquist moved to approve the agenda as presented, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Meetings / Postings / Notices

Adopt Resolution 2020-03 setting regular Town Board meeting dates and time

Supervisor Fredlund presented a proposal to the Board to adopt two regular meetings per month. Discussion concluded a consensus that having two meetings would result in shorter meetings, being more responsive to citizens, faster payment of bills and elimination of late fees, no overtime fees to the Attorney, agendas can be modified to accommodate unforeseen items thus eliminating the need and cost for special meetings. Chair Palmquist suggested that the meeting on the second Monday each month be the Primary meeting, and the Secondary meeting on the fourth Monday each month be used for critical issues and disbursements, with the option to cancel the meeting if there is no need.

Motion: Supervisor Fredlund moved to adopt Resolution 2020-03, setting and adopting two regular Town Board meetings per month as follows, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Tim Murphy – Aye; Lu Barfknecht – Aye; Mark Ceminsky – Abstain. *Motion carried 4-0*, with Supervisor Ceminsky abstaining.

| | |
|----------------------------|-------------------|
| May 11, 2020 | November 9, 2020 |
| May 26, 2020 (Tuesday) | November 23, 2020 |
| June 8, 2020 | December 14, 2020 |
| June 22, 2020 | December 28, 2020 |
| July 13, 2020 | January 11, 2021 |
| July 27, 2020 | January 25, 2021 |
| August 10, 2020 | February 8, 2021 |
| August 24, 2020 | February 22, 2021 |
| September 14, 2020 | March 8, 2021 |
| September 28, 2020 | March 22, 2021 |
| October 13, 2020 (Tuesday) | April 12, 2021 |
| October 26, 2020 | April 26, 2021 |

All regular scheduled Town Board meetings shall commence at 7:00 p.m.

Assign liaisons to the Planning Commission meetings

Clerk Solis stated that she did not draft a resolution setting regular Planning Commission meeting dates and times per the Town Board consensus last year that the Planning Commission should determine their schedule. Supervisor Ceminsky expressed his opinion that the Planning Commission should change back to Mondays as opposed to Tuesdays. The Board polled the Commissioners in attendance and agreed to continue with the current schedule of the first Tuesday of each month.

The Town Board agreed to the following schedule of liaisons to the Planning Commission meetings:

| | |
|-----------------------------------|------------------------------------|
| May 5, 2020: Lu Barfknecht | November 4, 2020: Mark Ceminsky |
| June 2, 2020: Tim Murphy | December 1, 2020: Mark Ceminsky |
| July 7, 2020: Donovan Palmquist | January 5, 2021: Donovan Palmquist |
| August 4, 2020: Tim Murphy | February 2, 2021: Lu Barfknecht |
| September 1, 2020: Ralph Fredlund | March 2, 2021: Ralph Fredlund |
| October 6, 2020: Lu Barfknecht | April 6, 2021: Ralph Fredlund |

Set date for Round Table meeting between the Town Board and Planning Commission

The Board agreed to schedule the Round Table meeting on May 26, 2020 as the last item on the regular meeting agenda.

Direct that Special meetings be posted for the Planning Commission at Town Board meetings and Special Town Board meetings at Planning Commission meetings

Current policy: Special meetings shall be posted for the Planning Commission at all Town Board meetings and Special Town Board meetings shall be posted at Planning Commission meetings, as there could potentially be more than two members present at any meeting.

Designate posting place(s)

Motion: Chair Palmquist moved to designate the official posting place as the Town Hall outside bulletin board, and that notices shall be posted on the website as a courtesy, seconded by Supervisor Ceminsky. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Designate official newspaper

Motion: Chair Palmquist moved to designate the Dakota County Tribune (Farmington, Rosemount) and the Sun This Week (Lakeville, Eagan) as the official newspapers, seconded by Supervisor Ceminsky. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Financial Items

Adopt Resolution 2020-04 designating official bank

Motion: Supervisor Ceminsky moved to adopt Resolution 2020-04 designating Castle Rock Bank as the official bank for Eureka Township, seconded by Chair Palmquist. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Signers for checking and savings accounts

Motion: Chair Palmquist moved to designate all five Town Board members as check signers, along with Marcia Wilson, Treasurer, seconded by Supervisor Ceminsky. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Motion: Supervisor Barfknecht moved to appoint Rane Solis as the Deputy Treasurer, seconded by Chair Palmquist. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Nay. *Motion carried 4-1, with Supervisor Ceminsky opposed.*

Signers for Visa credit card

Motion: Supervisor Barfknecht moved to designate the Town Clerk, Rane Solis and Town Treasurer, Marcia Wilson as signers for the Visa credit card, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Township Financial Reporting Form

Motion: Supervisor Barfknecht moved to empower Treasurer Marcia Wilson to submit the financial report form to the State after review of the 2020 form at the February 8, 2021 Town Board meeting, seconded by Supervisor Ceminsky. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Set compensation for Township Officers/Commissioners

Current compensation schedule:

1. Town Board
 - a. Regular Town Board meetings - Chair: \$90
 - b. Regular Town Board meetings - Supervisors: \$80
 - c. Special meetings/Off site meetings/Training – Chair: \$80
 - d. Special meetings/Off site meetings/Training – Supervisors: \$70
 - e. Treasurer: hourly rate
 - f. Clerk/Deputy Clerk: hourly rate
2. Planning Commission
 - a. Regular Planning Commission meetings – Chair: \$70
 - b. Regular Planning Commission meetings – Commissioners: \$60
 - c. Special Meetings/Public Hearings/Training – Chair: \$70
 - d. Special Meetings/Public Hearings/Training – Commissioners: \$60
 - e. Clerk/Deputy Clerk: hourly rate
3. Liaisons
 - a. Liaisons to Town Board and Planning Commission meetings: \$50
4. Election Judges
 - a. Head judge: \$16.75/hour
 - b. Election judge: \$15.75/hour
5. Site inspection rate: \$25

Motion: Chair Palmquist moved to continue with the current compensation schedule, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Pay frequency

Motion: Chair Palmquist moved to continue with the quarterly pay frequency for Town Board and Planning Commission members and twice per month pay frequency for staff, seconded by Supervisor Fredlund. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Employee performance review dates

Motion: Supervisor Barfknecht moved to schedule employee performance review dates to coincide with the Town Board meeting date 30 days prior to the employment anniversary date with additional review every 6 months, seconded by Chair Palmquist. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Mileage reimbursement rate

Motion: Vice Chair Murphy moved to set the mileage reimbursement rate as set by the IRS, currently 0.575 cents per mile, seconded by Chair Palmquist. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Authorized expenses and reimbursement

Motion: Supervisor Fredlund moved to reimburse any reasonable and documented expenses relating to Township business, to be submitted with itemized receipts, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Bond – Clerk and Treasurer (MATIT's Consolidated Coverage)

Motion: Supervisor Barfknecht moved to acknowledge the bond for the Clerk and Treasurer for Errors and Omissions as part of MATIT's consolidating coverage, seconded by Chair Palmquist. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

MN Benefits Program – Officers Group Life Plan

Motion: Chair Palmquist moved to acknowledge that insurance is offered to the Board through the MN Benefits Program (however, no one is currently enrolled), seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Authorization for payment of potential training opportunities

Motion: Chair Palmquist moved that payment for training opportunities must have prior approval by the Town Board, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Professional Services

Designation of Township Attorney

Chair Palmquist acknowledged that the Board has renewed the contract with Kelly & Lemmons for legal services.

Motion: Chair Palmquist moved to appoint the Chair and Vice Chair as attorney contacts, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Motion: Chair Palmquist moved to schedule a review date for the attorney 6 months from the start of the contract, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Designation of other professional services

Motion: Chair Palmquist moved to designate TKDA for engineering services, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Policies

Data Practices policies

Motion: Chair Palmquist moved to adopt the Data Practices policy for members of the public as revised April of 2020, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Motion: Chair Palmquist moved to adopt the Data Practices policy for data subjects as revised April of 2020, seconded by Supervisor Barfknecht. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Board Policies

1. Policy for recording meetings
Recordings of regular and special meetings are to be used for transcription purposes and are to be destroyed after approval of the minutes unless specifically directed to preserve the recording. Recordings for public hearings are to be preserved. Recordings of meetings are available to the public until approval of the minutes for that meeting.
2. Authorization for payment of potential training opportunities
Payment for training opportunities must have prior approval by the Town Board.
3. Opinion statement
In the event a Town Board member is asked for an opinion on a specific matter, he/she must make it perfectly clear that any opinion given is only his/her opinion and not that of the Board as a whole. Even though a Board member's opinion may be given, the issue would need to go before the Town Board for discussion and vote. An individual may not act upon one Town Board member's opinion. Discussion or communication on any matter can be discussed only between two Town Board members, as discussion or communication between three or more members of the Board constitutes a quorum and a violation of the open meeting law. The Building Official is the contact person if determination is needed regarding a building permit.
4. Attorney engagement policy
(As listed on the website)
5. Snow and ice control policy
(As listed on the website)

6. Potential conflict of interest policy

Due to potential conflicts of interest regarding work awarded by the Township, no Town Board supervisor and/or Planning Commission member may be awarded those contracts.

Motion: Chair Palmquist moved to continue with the current policies for items 1, 2, 3, 4 and 6, and not adopt item 5 until it has been revised, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Liaison contact assignments

The Following 2020-2021 liaison contact assignments were made:

| | <u>Primary</u> | <u>Secondary</u> |
|-----------------------------|-------------------|-------------------|
| Ambulance | Lu Barfknecht | Ralph Fredlund |
| Attorney Contacts | Donovan Palmquist | Tim Murphy |
| Building Inspector | Ralph Fredlund | Tim Murphy |
| Compliance Official | Donovan Palmquist | Lu Barfknecht |
| Dakota County | Tim Murphy | Lu Barfknecht |
| Dakota County Sheriff | Tim Murphy | Lu Barfknecht |
| Data Practices | Donovan Palmquist | Clerk |
| Fire – Farmington/Lakeville | Lu Barfknecht | Ralph Fredlund |
| IT Consultant | Clerk | Lu Barfknecht |
| Professional Services | Clerk | Lu Barfknecht |
| Roads | Donovan Palmquist | Ralph Fredlund |
| Town Hall | Ralph Fredlund | Lu Barfknecht |
| Treasurer/Finances | Ralph Fredlund | Lu Barfknecht |
| Watersheds | Tim Murphy | Donovan Palmquist |
| Weed Inspector | Donovan Palmquist | Tim Murphy |
| Wetlands / DNR | Donovan Palmquist | Lu Barfknecht |

Other Business

Direct that the List of Officer’s Form be forwarded to MAT

Motion: Chair Palmquist moved to direct the Clerk to forward the List of Officer’s form to MAT, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Adjournment

Motion: Chair Palmquist moved to adjourn the meeting, seconded by Vice Chair Murphy. A roll call vote was taken: Donovan Palmquist – Aye; Lu Barfknecht – Aye; Tim Murphy – Aye; Ralph Fredlund – Aye; Mark Ceminsky – Aye. *Motion carried 5-0.*

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Ranee Solis, Town Clerk

Minutes Officially Approved By: _____ on: _____
Town Chair Date

DRAFT