

EUREKA TOWNSHIP

**DAKOTA COUNTY
STATE OF MINNESOTA**

SPECIAL ROUND TABLE MEETING OF JUNE 2, 2020

Due to the Peacetime Emergency and social distancing guidelines, the Town Board Chair has determined it is not practical or prudent to conduct an in-person meeting. Accordingly, under Minnesota Statute section 13D.021, the following meetings shall be conducted entirely through teleconferencing or other electronic means.

Call to Order

The Eureka Township Special Town Board meeting was called to order, via Zoom Meetings, at 7:59 p.m. by Chair Donovan Palmquist and the Pledge of Allegiance was given.

Members Present: Donovan Palmquist (Town Board Chair)
Tim Murphy (Town Board Vice Chair)
Lu Barfknecht (Supervisor)
Ralph Fredlund (Supervisor)
Mark Ceminsky (Supervisor)
Nancy Sauber (Planning Commission Chair)
Randy Wood (Planning Commission Vice Chair)
Allen Novacek (Commissioner)
Julie Larson (Commissioner)
Bill Clancy (Commissioner)

Others Present: Ranee Solis (Town Clerk)
Jeanie Fredlund (Deputy Clerk)

Round Table meeting protocol

It was noted that Town Board Chair, Donovan Palmquist, would chair the meeting. The Round Table will serve as a working meeting between the Town Board and the Planning Commission.

Attorney contact

It was agreed that any request for contact with the Attorney, or to have the attorney present at Planning Commission meetings, must go through the Town Board attorney liaisons, Chair Palmquist or Vice Chair Murphy. Any member may contact the Minnesota Association of Townships attorneys for general information and opinions.

Responsibility of Liaisons

Refer to the list of Town Board liaisons from the Reorganization meeting for who to contact with questions. When in doubt, contact the Clerk.

Town Board and Planning Commission representing the Township

It was agreed that no permissions should be given by an individual member of the Town Board or Planning Commission. Officials should state that this is the opinion of one member

and advise the person to attend a Planning Commission or Town Board meeting for clarification. The Town Clerk will continue the role of Zoning Administrator.

Monthly summary from Planning Commission Chair/Liaison

The Planning Commission Chair, or assigned liaison, will present a summary of the recent Planning Commission meeting at the first monthly Town Board meeting. The assigned Town Board liaison will present a summary of the recent Town Board meetings at each Planning Commission meeting.

Communication between Board members and Planning Commission members

Each member has a Township email address for receiving information from the Clerk. We must all be mindful of the open meeting laws and direct all inquiries or questions to the Clerk. Any information to be disbursed to members via email should include the entire thread of the conversation.

Solving problems vs. administering ordinances

Ordinances should be referenced for clarification of issues. We must follow the rules of the ordinances and try to stay within the boundary of the ordinance's intent. It is not the Supervisors or Commissioners roles to solve problems, our roles are to administer the ordinances.

Planning Commission requested topics

Planning Commission Chair Sauber suggested that another Round Table be held in October.

1. Ag Preserve

Commissioner Sauber requested to schedule for the Met Council to speak to the Town Board and Planning Commission about Ag Preserve.

2. North Cannon Watershed

Commissioner Sauber asked about the status of the One Watershed, One Plan. Supervisor Murphy responded that the upcoming meeting on June 11th will provide some insight.

3. Attorney presence at CUP/IUP public hearings

Commissioner Sauber requested that the Board authorize attorney presence at all CUP/IUP public hearings, as a matter of course. The Board agreed to grant the request.

4. Ordinance status

Commissioner Sauber asked the Board if both bodies will be involved in the review of the ordinance recodification. The Board agreed that both bodies should be involved.

5. Checklist

Commissioner Sauber suggested that the requirement of obtaining Vermillion River Watershed approval should be included on the permit checklists.

6. Ordinance 50 and septic update

Commissioner Sauber requested that the Clerk report the septic status from the County to the Planning Commission and Town Board. Commissioner Sauber asked if there has been any discussion at the township level regarding the request to extract groundwater from the

County to send to Arizona. Supervisor Murphy volunteered to reach out to the County Commissioner, Mike Slavik, for more information.

7. Proof of filings

Commissioner Sauber expressed concern that the Township is unable to enforce receipt of recorded documents after approval. It was suggested that the Township collect the filing fee and record the documents on behalf of the applicant. The Clerk was directed to check with the County Recorder and report back to the Board.

8. Training

Commissioner Sauber suggested that the Board adopt a policy that requires new officials to attend, at a minimum, two training courses. For Planning Commissioners, she recommends *Your Role as a Planning Commissioner* and *The Basics of Planning and Zoning*. The Board agreed that training should be strongly recommended.

Town Board requested topics

1. Over the counter permits

Supervisor Ceminsky requested for the Clerk to create a list of over the counter permits for discussion and clarification at the next Town Board meeting.

2. Planning Commission input at Town Board meetings

Supervisor Ceminsky requested that Planning Commissioners not burst into Board conversations, that they raise their hands and wait to be called on by the Chair.

3. Policies and Procedures

The Clerk was directed to provide copies of the Policies and Procedures to the Town Board and Planning Commission. Supervisor Palmquist requested a Code of Conduct as well.

4. Other administrative issues for discussion

None

Adjournment

Motion: Supervisor Palmquist moved to adjourn the meeting, seconded by Supervisor Ceminsky. Meeting adjourned at 9:35 pm.

Respectfully submitted,

Ranee Solis, Town Clerk

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

_____ on: _____
Planning Commission Chair Date