

Eureka Township  
Dakota County  
State of Minnesota

Special Town Board Meeting of November 20, 2013

Call to Order

Chair Pete Storlie called the November 20, 2013, Special Town Board meeting to order at 7:05p.m. Members present were Supervisors Mark Ceminsky, Pete Storlie, Steve Madden, Brian Budenski and Kenny Miller. Deputy Clerk Linda Wilson was present to record the minutes.

Agenda Special Meeting:

1. Clerk Transition Plan
2. CapX Permit

Nanett Sandstrom, Clerk/Treasurer for Eureka Township gave notice to the Town Board of her resignation and the purpose of this meeting is to discuss a short and long term transition plan.

In the short term the Board discussed consulting with neighboring townships for help with the financials, the Treasurer from Castle Rock would possible have some interest.

The Clerk/Treasurer position is currently a hired/appointed position. The Board will determine by means of contacting the Township attorney and the Minnesota Association of Townships if the two positions can be split up to hire a new clerk as well as a new treasurer. Supervisor Kenny Miller will contact the Township attorney, and Supervisor Pete Storlie will contact the Minnesota Association of Township for legalities and direction, can a Treasurer from another Township be hired for training purposes in the short term, hired as a new Treasurer and separation of current position of Clerk/Treasurer. Board will also need to secure a confidentiality agreement from the attorney.

Ad to be placed in newspaper:

Eureka Township

Clerk

Eureka Township is accepting applications for a part-time Clerk. Seeking an organized, flexible administrative person, prefer previous Clerk experience, payroll and financial experience, and good computer and communication skills. Position requires evening meetings. Applicants must not reside in Eureka Township. Send resume to [eurekatn@frontiernet.net](mailto:eurekatn@frontiernet.net).

A motion was made by Supervisor Pete Storlie authorizing Deputy Clerk Linda Wilson to put the ad for a Eureka Township Clerk in the newspaper. Motion seconded by Brian Budenski. Supervisor Kenny Miller asked that the ad be read back to the Board. Motion passed by unanimous vote with the comment from Supervisor Miller that he was uncomfortable with the statement that the applicant must reside outside the Township.

Supervisor Pete Storlie and Supervisor Mark Ceminsky volunteered to review the applicants when resumes were received. Supervisors Storlie and Ceminsky will set up a meeting with Colette, the Treasurer from Castle Rock and see what her interest is.

A motion was made by Pete Storlie that in the short term, if the Board can proceed legally and Colette, the Castle Rock Township Treasurer will agree to take the job, that Pete Storlie and Mark Ceminsky are authorized to engage in hiring her to fill the position of Treasurer for Eureka Township. Motion seconded by Steve Madden. Motion passes by unanimous vote. A confidentiality agreement will need to be completed.

**Notary** -The Board had authorized several months ago for Deputy Clerk, Linda Wilson to become a notary for the Township. Application was not submitted so a motion was made by Supervisor Pete Storlie to authorize the expense for Linda Wilson to become a notary. Motion seconded by Mark Ceminsky. Motion passed by unanimous vote.

**Website**- Supervisor Kenny Miller will contact Mike Greco and Ken Olstad to see if they would help out with training in the short term.

Pete asked that Linda Wilson keep a list of things that need to be addressed, training and issues that cannot resolve or issues to be discussed with Nanett and at that time if needed the Board could reach out to the neighboring townships Clerks for training and assistance in the short term until a new person is hired.

The current issue of expenditures needed, prepare a list of things needed and the Board will authorize the purchases and issue a check at the next Town Board meeting. No credit card will be initiated at this time, Board to discuss at future time.

Supervisor Kenny Miller is still in discussion with the copy machine vendor to secure a new copy machine and will follow up with them.

**Doors to be rekeyed-** A motion was made by Supervisor Pete Storlie that the Records room is re-keyed and three keys be made that will be designated for the Clerk, the Deputy Clerk and the Treasurer. The Board should authorize the Township maintenance contractor from Beaver Creek Construction to take care of the lock change. Motion seconded by Steve Madden. Steve added that he would also like to have a key log record completed. Pete agreed and third key would stay locked in the Records Room until such time it would be needed. Motion passed by unanimous vote. Supervisor Mark Ceminsky recused himself from the vote.

Supervisor Miller asked that the Record Room be locked at all times with the exception if work is being done in that room then the office door should be kept shut. Board members were all in agreement, limited access to the Records room because of the sensitive of the documents in the room.

#### CapX Permit

CapX has had some violations to their current permit working past hours and not on a haul route. The current ordinances do not have penalties on our Road-Right of Ways and is the Township allowed to assert penalties. The township will be charging CapX for grading and spot graveling on the roads they used in violation.

A motion was made by Supervisor Pete Storlie that the Board direct the Township attorney, Chad Lemmons to send a letter based on Mark's Ceminsky's information and evidence to Great River Energy to warn them if they continue violating the permit we will pull the permit for a stop work order. Mark Ceminsky will send his letter to Pete Storlie to forward to the attorney, Kenny Miller; attorney liaison has recused himself from the issue. Motion seconded by Brian Budenski Motion passed by 4 to 0 votes, Supervisor Miller recused himself from the vote.

A motion by Supervisor Brian Budenski to adjourn the meeting. Motion seconded by Supervisor Miller.

The meeting adjourned at 8:25p.m.