

**Eureka Townboard Reorganization Meeting
March 27, 2007**

Chair Cory Behrendt called the Special Town Board Meeting to order at 7:00 pm.

Present were Supervisors Gloria Belzer, Dan Rogers, Cory Behrendt, Brian Budenski and Jeff Otto and Clerk/Treasurer Nanett Champlain to record the minutes.

Citizens present at the meeting were Carolyn Papke and Nancy Sauber, Ray Swedeen and Calvin Pflaum.

The meeting opened with the Pledge of Allegiance.

The newly elected Town Board supervisors, Brian Budenski and Jeff Otto took the Oath of Office.

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

Supervisor #1	Brian Budenski	1 year to term (2008)
Supervisor #2	Gloria Belzer	1 year to term (2008)
Supervisor #3	Cory Behrendt	2 years to term (2009)
Supervisor #4	Dan Rogers	2 years to term (2009)
Supervisor #5	Jeff Otto	3 year to term (2010)

A. Transfer Town Records

Gary Smith and Cheryl Monson have turned over their ordinance books and keys to the clerk. These were given to the new officers.

B. Select a Town Board Chair and Vice Chair

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

Dan Rogers was elected chair of the Town Board and Jeff Otto was elected Vice Chair.

The newly elected Town Board Chair Dan Rogers 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 9, 2007	August 13, 2007	December 10, 2007
May 14, 2007	September 10, 2007	January 14, 2008
June 11, 2007	October 9, 2007 (Tuesday)	February 11, 2008
July 9, 2007	November 13, 2007 (Tuesday)	March 10, 2008

A motion by Supervisor Gloria Belzer: to adopt the Board's regular meeting at 7:00 pm on the dates indicated. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote.

E. *State Possibility of a Quorum of Town Board at Planning Commission Meetings.*
A motion by Supervisor Cory Behrendt: There is a possibility of a Quorum of the Townboard at Planning Commission meetings. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

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

April 2, 2007- Cory Behrendt	October 1, 2007- Jeff Otto
May 7, 2007- Jeff Otto	November 5, 2007- Brian Budenski
June 4, 2007- Brian Budenski	December 3, 2007- Dan Rogers
July 2, 2007- Dan Rogers	January 7, 2008- Gloria Belzer
August 6, 2007- Gloria Belzer	February 4, 2008- Cory Behrendt
September 4, 2007 (Tues) Cory Behrendt	March 3, 2008- Jeff Otto

A Motion by Supervisor Gloria Belzer: To approve the Board's attendance as liaison at all Planning Commission meetings as stated. The motion was seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

G. *Designate Official Newspaper*

A motion by Supervisor Jeff Otto: To use This Week Life and Times as the Townships Official Newspaper. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

H. *Designate Posting Place*

A motion by Supervisor Gloria Belzer: To designate the town hall located at 25043 Cedar Ave in Eureka as the official posting place. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote. (*Resolution No. 40- Signed by Chair and Clerk- 2005*)

I. *Designate Official Bank*

A motion by Supervisor Cory Behrendt: To designated Castle Rock Bank as the Official Bank for the Township. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

A motion by Supervisor Gloria Belzer: That all board members complete the required paperwork to be recognized as signatures for the township checking account and other official documents with authority being given to the Chair and Vice Chair and in case of an absence one of those two individuals another signature of the authority can be named at that meeting. Motion seconded by Supervisor Cory Behrendt. Motion carried by unanimous vote.

J. *Designate Township Attorney*

Town Board members expressed concerns with the performance of the current Township attorney. The Town Board does not feel that responses were timely and knowledge of Township issues. There were a number of issues that he did not do what was asked, he wasn't prepared for meetings and was not readily available to speak on issues.

A motion by Supervisor Cory Behrendt: To hold the designation of a township attorney open for discussion at the April 9th Town Board Meeting with possible designation at the May 14th Town Board Meeting. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

Who can contact the lawyer and what the Township will pay for

The Attorney Engagement Policy was adopted at the March 12, 2007 Town Board Meeting. The newly elected officers will be given the opportunity to review the policy and a vote will be taken at the April 9th Town Board meeting. Supervisor Cory Behrendt will continue serving as the attorney contact until a new contact is appointed.

A motion by Supervisor Jeff Otto: The appointment of an attorney contact to be tabled until the April 9, 2007 Town Board Meeting. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

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

The Town Board agreed that the chair of the Planning Commission and the Town Board should be compensated for additional work.

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

A motion by Supervisor Cory Behrendt: To approve officers of the Town Board compensation of \$50.00 and the chair of \$60,00 for all Meetings. Compensation for Planning Commission members \$40.00 per meeting, chair \$50. Inspections at \$25.00. Election judge pay will remain at \$10.00 per hour. The motion was seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

2. *Employees- set date for employee review*

A motion by Supervisor Jeff Otto: Employee review for the Clerk and Deputy Clerk on Wednesday April 11, 2007 at 7:00 pm. (*This is a Closed Meeting*) Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

3. *Mileage rate*

A motion by Supervisor Cory Behrendt: To pay the current Federal Standard for mileage. Motion seconded by Supervisor Jeff Otto. The motion carried.

4. & 5. *Authorize expenses and reimbursements*

A Motion by Supervisor Gloria Belzer: To reimburse any reasonable and documented expenses relating to Township business, (Copies, long distance phone calls office expenses, etc.) with itemized receipts. The motion was seconded by Supervisor Brian Budenski. Motion carried by unanimous vote. The receipts must be presented to the clerk for reimbursement.

6. *Pay frequency*

A Motion by Supervisor Cory Behrendt: Pay frequency for Township officers and Planning Commission members quarterly. Motion seconded by Supervisor Gloria Belzer.

The clerk keeps track of all Town Board, Planning Commission and special meeting held by the Township board and Planning Commission. These will be paid to members quarterly unless the have requested in writing not to be paid for meetings attended.

A friendly amendment by Supervisor Cory Behrendt: For those who do not turn in 2nd Qtr: March 13, 2007 to June 11, 2007 (submitted to clerk by June 4th for payment on June 11, 2007)

3rd Qtr: June 12, 2007 to September 10, 2007 (submitted to Clerk by September 4, 2007 for payment on September 10, 2007)

4th Qtr: September 11, 2007 to December 10, 2007 (submitted to Clerk by December 3, 2007 for payment on December 10, 2007)

1st Qtr: December 11, 2007 to March 10, 2008 (submitted to clerk by March 3, 2008 for payment on March 10, 2008)

Town officers:

1. Chair- All Meetings \$60.00
2. Town Board Officers- All Meetings \$50.00
3. Inspections \$25.00
4. Mileage rate at current Federal standard.
5. Township expenses- reimbursed with receipts.
6. Pay schedule: Township officers will be paid quarterly.

Planning Commission Members:

1. Chair- All Meetings \$50.00
2. Members- All Meetings \$40.00
3. Mileage rate at current Federal Standard
4. Site inspections \$25.

Election Judges:

1. \$10.00 hour
2. \$10.00 hour training
3. Mileage rate at current Federal Standard

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.*

A motion by Supervisor Cory Behrendt: To maintain current board policies in effect, copying costs, sign inspection and the snow plow policy (adopted November 10, 2003). Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

Ordinance Book and Comprehensive Plan: \$25

Shovel sidewalks, plow parking lot, sanding as needed.

New sign placement must be approved by the Town Board.

Copy cost for major documents at .20 per copy. No cost for small documents.

N. *Policy for Temporary road weight restriction permission*

A motion by Supervisor Cory Behrendt: To allow the Road Supervisors in conjunction with the Road maintenance Contractor to allow for temporary Road Weight restrictions on Township roads. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

O. *Compliance with Data Practices*

A motion by Supervisor Gloria Belzer: To designate Clerk/ Treasurer Nanett Champlain as Responsible Authority for compliance with the Data Practices Act and Supervisor Cory

Behrendt as Compliance official. Motion seconded by Supervisor Brian Budenski. Motion carried by unanimous vote.

P. *Compliance with 60 day rule and preparation of state report on fees.*

The clerk will make copies of the Practical Guide to the 60 day rule and distribute it to those board members that do not have a copy.

The clerk has not prepared the State Building Codes Report. It is due **June 30, 2007**. The clerk will prepare the report and present it at the April 9th Town Board Meeting.

Q. *Confirm the Township Financial Reporting Form has been completed and returned to the State Auditors Office.*

The clerk will prepare the Town financial report. It is due **April 30, 2007**. This item will be placed on the April 9th Town Board Meeting.

R. *Identify upcoming training opportunities and authorize types of costs to be covered by the Township.*

Training for MAT Short Courses was approved at the March 12, 2007 Town Board Meeting. Approval of training courses will be done at regular scheduled meetings.

S. *Local Boards of Appeals/ Training*

That newly elected Town Board Officers will 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 Cory Behrendt: 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- | Brian Budenski |
| 3. Cannon River Water Shed- | Gloria Belzer/ Cory Behrendt- Alternate |
| 4. Vermillion Water Shed- | Jeff Otto/ Dan Rogers- Alternate |
| 5. Weed Inspector- | Brian Budenski |
| 6. ALF Ambulance- | Dan Rogers |
| 7. Roads - | Brian Budenski / Jeff Otto |
| 8. Communications- | Gloria Belzer |
| 9. Wetlands Contact- | Gloria Belzer |
| 10. Airlake Airport | Jeff Otto/ Dan Rogers- Alternate |
| 11. Town hall | Clerk |
| 12. County Contact | Cory Behrendt |
| 13. Sheriff Contact | Gloria Belzer |
| 14. Elko/ New Market | Brian Budenski |
| 15. Compliance Official | Cory Behrendt |
| 16. Technical Advisory Committee | Cory Behrendt |

V. *Meetings: Road Inspection date:*

Saturday April 21st at 8:00 am. Town Board and Road Contractor

W. *Bond Clerk and Treasurer*

The Township has received the bond for the Clerk and Treasurer Errors and Omissions from MAT Agency.

X. *Meeting taping policy.*

The clerk will continue to tape Town Board 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.

A motion by Supervisor Gloria Belzer: 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 Brian Budenski. Motion carried by unanimous vote.

Y. *Signers for checking and savings account.*

This was previously addressed under Item H. The bank needs fingerprints and signatures of all Town Board members on file.

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.

Newsletter

A motion by Supervisor Cory Behrendt: Carolyn Papke will continue as editor of the Township newsletter and Georgie Molitor for assembly and distribution. Motion seconded by Supervisor Gloria Belzer. Motion carried by unanimous vote.

Artwork exhibit

A posting will be placed in the April newsletter for a coordinator.

Public Input Policy

The Town Board adopted the public input policy at the March 12, 2007 Town Board Meeting. This policy is to be reviewed at the organizational meeting.

A motion by Supervisor Gloria Belzer: To continue with the current policy for public input at Town Board meetings. Motion seconded by Supervisor Jeff Otto. Motion carried by unanimous vote.

A Motion by Supervisor Cory Behrendt: To adjourn. The motion was seconded by Supervisor Brian Budenski.

Meeting Adjourned at 8:48 pm.