

Eureka Town Board Reorganization Meeting

April 6, 2010

Special Town Board Meeting

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

Citizens present at the meeting were Jody Arman-Jones.

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

Supervisor #1	Brian Budenski	1 year to term (2011)
Supervisor #2	Carrie Jennings	1 year to term (2011)
Supervisor #3	Nancy Sauber	2 years to term (2012)
Supervisor #4	Dan Rogers	2 years to term (2012)
Supervisor #5	Kenny Miller	3 years to term (2013)

A. Select a Town Board Chair and Vice Chair

Clerk Nanett Sandstrom issued ballots for Town Board Chair and Vice Chair.

Brian Budenski was elected Chair of the Town Board, and Dan Rogers was elected Vice Chair.

Newly-elected Town Board Chair Brian Budenski took over and conducted the rest of the meeting.

Chair Brian Budenski called the meeting to order at 7:03 p.m.

Approval of the Agenda

The following was added to the agenda:

- E. Post Special Meetings of the Town Board at Planning Commission Meetings
- I. Designate other Professional Services Firm

A motion by Supervisor Nancy Sauber: To approve the agenda as amended. The motion was seconded by Supervisor Dan Rogers. The motion carried by unanimous vote.

B. 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.

C. The following schedule for Town Board meetings was set:

April 15, 2010	August 9, 2010	December 13, 2010
May 10, 2010	September 13, 2010	January 10, 2011
June 14, 2010	October 12, 2010 (Tuesday)	February 14, 2011
July 12, 2010	November 8, 2010	March 14, 2011

A motion by Supervisor Nancy Sauber: To adopt the schedule of the Board's Regular Meeting as shown in the Reorganizational Meeting Agenda. The motion seconded by Supervisor Carrie Jennings. The motion carried by unanimous vote.

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

April 5, 2010 - Brian Budenski	October 4, 2010 - Carrie Jennings
May 3, 2010 - Nancy Sauber	November 1, 2010 - Brian Budenski
June 7, 2010 - Carrie Jennings	December 6, 2010 - Nancy Sauber
July 6, 2010 (Tues) - Dan Rogers	January 3, 2011 - Kenny Miller
August 2, 2010 - Kenny Miller	February 7, 2011 - Brian Budenski
September 7, 2010 (Tues.) - Dan Rogers	March 7, 2011 - Kenny Miller

E. *Post Special Meetings of Town Board at Planning Commission Meetings*

A motion by Supervisor Nancy Sauber: To post Special Meetings of the Town Board at each Planning Commission Meeting. The content of the agenda would be the Planning Commission agenda. The motion was seconded by Supervisor Dan Rogers. The motion carried by unanimous vote.

F. *Designate Official Newspaper*

A motion by Supervisor Dan Rogers: To designate Thisweek Life and Times as the Township's Official Newspaper. The motion was seconded by Supervisor Kenny Miller. The motion carried by unanimous vote.

G. *Designate Posting Place*

A motion by Supervisor Kenny Miller: To designate the official posting place at the Town Hall located at 25043 Cedar Ave in Eureka. Supervisor Nancy Sauber offered a friendly amendment: on the bulletin board. Supervisor Kenny Miller accepted the amendment. The motion was seconded by Supervisor Dan Rogers. The motion carried by unanimous vote. (*Resolution No. 40- Signed by Chair and Clerk- 2005*)

H. *Designate Official Bank*

A motion by Supervisor Carrie Jennings: To designate Castle Rock Bank as the Official Bank for the Township. Motion seconded by Supervisor Nancy Sauber. Motion carried by unanimous vote.

I. *Designate Township Attorney*

A motion by Supervisor Carrie Jennings: To keep Kelly & Lemmons, P.A. as Township Attorney. Motion seconded by Supervisor Nancy Sauber.

Supervisor Kenny Miller expressed concerns with using attorney Trevor Oliver. Other Town Board members did not agree with these concerns. Kenny asked that the record reflect his objection. Vote was taken on the motion.

A motion by Supervisor Kenny Miller: That the Chair is the primary contact. A motion by Supervisor Carrie Jennings: To appoint Supervisor Nancy Sauber as the secondary contact.

There was discussion.

Supervisor Kenny Miller withdrew his motion.

Supervisor Carrie Jennings altered her motion to make Supervisor Nancy Sauber the primary contact. Chair Brian Budenski to be secondary contact. The motion was seconded by Supervisor Dan Rogers. The motion carried by unanimous vote.

J. Designate other Professional Services Firm

A motion by Supervisor Carrie Jennings: To keep TKDA as the Planning, Consulting and Engineering Firm. The motion was seconded by Supervisor Nancy Sauber. The motion carried by unanimous vote.

A motion by Supervisor Nancy Sauber: That Supervisor Carrie Jennings continues as Professional Services contact person. The motion was seconded by Supervisor Dan Rogers. The motion carried by unanimous vote.

A motion by Supervisor Carrie Jennings: To appoint Chair Brian Budenski as secondary contact. The motion was seconded by Supervisor Nancy Sauber. The motion carried by unanimous vote.

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

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

A motion by Supervisor Carrie Jennings: 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.

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. The motion was seconded by Supervisor Dan Rogers. Roll call vote was taken on the motion. Carrie Jennings- Aye, Kenny Miller- Aye, Brian Budenski- Aye, Nancy Sauber- Aye and Dan Rogers- Aye. Motion carried by unanimous vote.

2. *Employees- Employee review was completed on March 15, 2010.*

3. *Mileage rate*

A motion by Supervisor Nancy Sauber: That mileage be reimbursed at the current Federal mileage rate. Motion seconded by Supervisor Carrie Jennings. The motion carried.

Supervisor Nancy Sauber amended the motion to include: Mileage may be submitted for trips to and from the Town Hall for Meetings, Special Meetings and Training. Mileage may be submitted quarterly. Supervisor Carrie Jennings accepted the amendment. The motion carried by unanimous vote.

A motion by Supervisor Nancy Sauber: That mileage submitted by the driver of the Road Review by both Planning Commission and Town Board be reimbursed at current Federal mileage rate, if submitted. The motion was seconded by Supervisor Carrie Jennings. The motion carried by unanimous vote.

4. Authorized expenses and reimbursements

A motion by Supervisor Carrie Jennings: 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 Dan Rogers. The motion carried by unanimous vote.

A motion by Supervisor Nancy Sauber: The Town Board encourages the attendance of MAT Training sessions. These sessions may be attended without prior approval of the Town Board. When Officers are asking for mileage expense reimbursement, they should attempt to attend sessions closest to the Township. The motion was seconded by Carrie Jennings. The motion carried by unanimous vote.

5. Pay frequency

A motion by Supervisor Carrie Jennings: To set the pay frequency for Township Officers and Planning Commission Members quarterly, the dates to be updated by the Clerk. The motion was seconded by Supervisor Nancy Sauber. 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.

2nd Qtr: March 9, 2010, to June 14, 2010 (submitted to Clerk by Tuesday, June 8, 2010, for payment on June 14, 2010)

3rd Qtr: June 8, 2010, to September 13, 2010 (submitted to Clerk by Tuesday, September 7, 2010, for payment on September 13, 2010)

4th Qtr: September 14, 2010, to December 13, 2010, (submitted to Clerk by Tuesday, December 7, 2010, for payment on December 13, 2010)

1st Qtr: December 14, 2010, to March 14, 2011, (submitted to Clerk by Tuesday, March 8, 2010, for payment on March 14, 2011)

L. Potential Conflict of Interest Issues.

Supervisor Kenny Miller, Eureka Sand & Gravel currently has a contract with the Township for spot and emergency gravel. A motion by Supervisor Nancy Sauber: To adopt Resolution 2010-01, A Resolution to Contract with a Town Board Member as read by the Clerk. The motion was seconded by Supervisor Carrie Jennings. Supervisor Kenny Miller recused himself from voting on the motion. The motion carried by unanimous vote of the four Supervisors voting.

M. *Review and amend Board policies.*

A motion by Supervisor Carrie Jennings: Current Board policies will remain in effect; these policies will be reviewed and updated as required. The motion was seconded by Supervisor Dan Rogers. Supervisor Nancy Sauber offered a friendly amendment: That any policies that are not on the website be placed there by the Clerk. Supervisor Carrie Jennings accepted the amendment. The motion carried by unanimous vote.

N. *Compliance with Data Practices*

A motion by Supervisor Nancy Sauber: 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 Carrie Jennings. Motion carried by unanimous vote.

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

P. *Township Financial Reporting Form*

The 2009 audit is currently taking place. Once the audit is completed, the Township Financial Report will be sent to the State Auditor's Office.

Q. *Identify upcoming training opportunities*

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

R. *Local Boards of Appeals/Training*

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

S. *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 Nancy Sauber. Motion carried by unanimous vote.

T. *The following Supervisor assignments were set for the coming year:*

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| 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- | Kenny Miller |
| 6. ALF Ambulance- | Dan Rogers |
| 7. Roads - | Kenny Miller/ Dan Rogers |
| 8. Wetlands Contact- | Carrie Jennings/ Kenny Miller- Alternate |
| 9. Airlake Airport | Dan Rogers- Alternate/ Kenny Miller- Alternate |
| 10. Town Hall | Clerk |
| 11. County Contact | Kenny Miller |
| 12. Sheriff Contact | Dan Rogers |
| 13. DNR Contact | Carrie Jennings |
| 14. Compliance Official | Dan Rogers |
| 15. Technical Advisory Committee | Brian Budenski |

U. *Meetings: Road Inspection date:*

The inspection will take place on Saturday, April 17th at 7:00 a.m. for Town Board and Road Contractors.

V. *Bond Clerk and Treasurer*

The bond for the Clerk and Treasurer Errors and Omissions is part of the MAT Agency policy; it is automatically updated.

W. *Meeting electronic recording policy.*

A motion by Supervisor Nancy Sauber: Unless the Board expressly states otherwise in the minutes of a particular meeting, any electronic recordings made of meetings by the Board are solely for the purpose of assisting the Clerk in developing accurate minutes. Such electronic recordings are not part of the Town's official records and, after approval of the minutes of the meeting to which an electronic recording applies, they will be erased immediately and then reused at a future meeting. If the Board is electronically recording a meeting, the Board may make a motion at the meeting to make the electronic recording part of the official record of the meeting. If a motion is passed to make an electronic recording a part of the official record, the Town Clerk shall preserve the electronic recording as part of the official record and make it available in the same manner as written minutes. Motion seconded by Supervisor Carrie Jennings. Motion carried by unanimous vote.

X. *Signers for checking and savings account*

The signer cards for the checking and savings account need to be updated. Town Board members will need to sign the signature cards at Castle Rock Bank.

Y. *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 for an opinion on a matter. He needs to make it perfectly clear that it is only his opinion, that he is 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.

Z. *Road Gravel Bids.*

The Clerk was asked to publish notice of the Gravel Bids. Road Supervisors Dan Rogers and Kenny Miller will put together tonnage amounts for the gravel bids. The ad will be published Friday, April 16, 2010, and April 23, 2010.

A Motion by Supervisor Kenny Miller: To adjourn. The motion was seconded by Supervisor Nancy Sauber.

Meeting Adjourned at 8:35 p.m.