

EUREKA TOWNSHIP
Dakota County, State of Minnesota

TOWN BOARD REORGANIZATION MEETING
March 22, 2022 - 7:00 P.M.

Call to Order

The Eureka Township Special Reorganization meeting was called to order at 7:00 p.m. by Chair Donovan Palmquist.

Members Present: Donovan Palmquist, Ralph Fredlund, Lu Barfknecht, Nancy Sauber, Kathleen Kauffman.

Others Present: Nathan Shaw, Stacy Shaw, Bill Clancy, Ken Malecha, Charles Anderson.

Zoom attendance: Amy Liberty, Julie Larson, Deb Burkhardt, Chad Berg.

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: Kathleen Kauffman	3-year term (2024)
Supervisor #4: Nancy Sauber	3-year term (2024)
Supervisor #5: Lu Barfknecht	3-year term (2025)

Chair Palmquist opened the floor for nominations for the 2022-2023 Town Board Chair and Vice Chair.

Supervisor Sauber nominated Ralph Fredlund as Chair. Chair Palmquist nominated Lu Barfknecht as Chair, seconded by Supervisor Kauffman. Hearing no other nominations, the floor was closed. Chair Palmquist called for a ballot vote. Commissioner Bill Clancy announced that Lu Barfknecht is elected as Town Board Chair.

Supervisor Sauber nominated Ralph Fredlund as Vice Chair. Supervisor Kauffman nominated Donovan Palmquist as Vice Chair. A ballot vote was called for. Commissioner Bill Clancy, who counted ballots as no clerk was physically present to do so, announced that Donovan Palmquist is elected as Vice Chair.

Lu Barfknecht assumed the position as Chair for the remainder of the meeting.

Approval of the Agenda

Motion: Supervisor Fredlund moved to approve the agenda as presented. Supervisor Sauber seconded. *Motion carried 5-0.*

Meetings/Postings/Notices

Adopt Resolution 2022-02 setting regular Town Board meeting dates and times

Motion: Supervisor Kauffman moved to change the meeting dates from Monday to Wednesday. Chair Barfknecht seconded for discussion. *Motion failed 0-5.*

Motion: Vice Chair Palmquist moved to change the meeting dates to the 2nd and 4th Tuesdays of the month, except when there is a conflict with a holiday or election. Supervisor Kauffman seconded. *Motion carried 3-2, with Supervisors Fredlund and Sauber opposed.*

Motion: Chair Barfknecht moved to adopt Resolution 2022-02 as revised, setting Regular Town Board meeting dates and times as the 2nd and 4th Tuesdays. Vice Chair Palmquist seconded. *Motion carried 3-2, with Supervisors Fredlund and Sauber opposed .*

All regular scheduled Town Board meetings shall commence at 7:00 p.m. on the following dates:

April 12, 2022	August 9, 2022	December 13, 2022
April 26, 2022	August 23, 2022	December 27, 2022
May 10, 2022	September 13, 2022	January 10, 2023
May 24, 2022	September 27, 2022	January 24, 2023
June 14, 2022	October 11, 2022	February 14, 2023
June 28, 2022	October 25, 2022	February 28, 2023
July 12, 2022	November 9, 2022 *Weds	March 14, 2023
July 26, 2022	November 22, 2022	March 28, 2023

Assign liaisons for Planning Commission meetings

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

May 3, 2022: Ralph Fredlund	November 1, 2022: Nancy Sauber
June 7, 2022: Nancy Sauber	December 6, 2022: Ralph Fredlund
July 5, 2022: Donovan Palmquist	January 3, 2023: Donovan Palmquist
August 2, 2022: Lu Barfknecht	February 7, 2023: Lu Barfknecht
September 6, 2022: Kathleen Kauffman	March 7, 2023: Ralph Fredlund
October 4, 2022: Lu Barfknecht	April 4, 2023: Kathleen Kauffman

Set regular meeting date and time for Round Table Meeting between Board and Planning Commission

Motion: Supervisor Fredlund moved to schedule the Round Table meeting on May 18, 2022, at 7:00 p.m.. Supervisor Sauber seconded with a friendly amendment that it is subject to the Planning Commission being able to attend. *Motion carried 5-0.*

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

Supervisor Kauffman expressed that she has received several complaints that there has been too much participation by Supervisors at the Planning Commission meetings. This hinders their development, their sense of accomplishment and their autonomy as an independent voice. I believe that notice should only be posted when there is a topic on that agenda that would require Town Board attendance.

Supervisor Fredlund stated that not posting all meetings as special meetings would interfere with the Supervisors' ability to attend the meetings as a citizen.

Motion: Chair Barfknecht moved that 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 a quorum of members present at any meeting. Supervisor Fredlund seconded. *Motion carried 4-1, with Supervisor Kauffman opposed.*

Designate posting place(s)

Motion: Chair Barfknecht moved to designate the official posting place as the Town Hall outside bulletin board, and notices shall be posted on the website as a courtesy. Supervisor Fredlund seconded. *Motion carried 5-0.*

Designate official newspaper

Motion: Chair Barfknecht moved to designate the Dakota County Tribune and the Sun This Week as the official newspapers. Supervisor Sauber seconded. *Motion carried 5-0.*

Financial Items

Adopt Resolution 2022-03 designating official bank and signers for checking and savings accounts

Motion: Chair Barfknecht moved to adopt Resolution 2022-03 designating New Market Bank as the official bank with Donovan Palmquist, Lu Barfknecht, Ralph Fredlund, Nancy Sauber, Kathleen Kauffman, Ranee Solis and Amy Liberty as signers for the bank accounts. Supervisor Sauber seconded. *Motion carried 5-0.*

Designate signers for Township credit card

Motion: Supervisor Kauffman moved to designate the Clerk/Treasurer, Ranee Solis, and Town Board Chair, Lu Barfknecht, as signers for the Township credit card. Supervisor Sauber seconded. *Motion carried 5-0.*

Set compensation for Town Board and Planning Commission Members and Election Judges

Motion: Supervisor Sauber moved to increase the wages for election judges to \$18 per hour and head judges to \$20 per hour. Supervisor Fredlund seconded. *Motion carried 5-0.*

Motion: Supervisor Kauffman moved to raise the liaison rate of pay to \$90. Chair Barfknecht seconded. *Motion carried 5-0.*

Town Board		Planning Commission	
a. Chair	\$110	a. Chair	\$110
b. Supervisors	\$100	b. Commissioners	\$100
c. Special meetings	\$90	c. Special meetings	\$90
d. Liaison/Other meetings	\$90	d. Liaison/Other meetings	\$90
e. Site inspections	\$25	e. Site inspections	\$25

Set pay frequency schedule

Supervisor Kauffman moved to make no change to the pay frequency schedule. Supervisor Fredlund seconded. *Motion carried 5-0.*

Time period dates:

Submit by:

Payment date:

2 nd Quarter: April 1 – June 30	July 5, 2022	July 12, 2022
3 rd Quarter: July 1 – September 30	October 4, 2022	October 11, 2022
4 th Quarter: October 1 – December 31	December 20, 2022	December 27, 2022
1 st Quarter: January 1 – March 31	April 4, 2022	April 11, 2022

Employee performance review dates

Motion: Chair 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 reviews every 6 months. Supervisor Fredlund seconded. *Motion carried 5-0.*

Mileage reimbursement rate

Motion: Supervisor Kauffman moved to set the mileage reimbursement rate as set by the IRS, currently 0.585 cents per mile. Chair Barfknecht seconded. *Motion carried 5-0.*

Authorized expenses and reimbursements

Motion: Supervisor Kauffman moved to reimburse any reasonable and documented expenses relating to Township business, to be submitted with itemized receipts. Chair Barfknecht seconded. *Motion carried 5-0.*

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

Motion: Chair Barfknecht moved to acknowledge the bond for the Clerk/Treasurer for Errors and Omissions as part of MATIT’s consolidating coverage. Supervisor Fredlund seconded. *Motion carried 5-0.*

MN Benefits Program – Officers Group Life Plan

Motion: Supervisor Sauber moved to acknowledge that insurance is offered to the Board through the MN Benefits Program, although no one is currently enrolled. Chair Barfknecht seconded. *Motion carried 5-0.*

Authorization for payment of potential training opportunities

Motion: Supervisor Sauber moved to authorize payment of all training opportunities with proof of attendance. Supervisor Fredlund seconded. *Motion carried 5-0.*

Professional Services

Designation of Township Attorney

The Board acknowledged that Bob Ruppe of Couri & Ruppe has been selected as the Township general counsel and Troy Gilchrist of Kennedy & Graves has been selected as the attorney for litigation and special projects.

Attorney contacts

The Board acknowledged that Kathleen Kauffman and Chair Barfknecht are the designated attorney contacts.

Attorney review date

Motion: Supervisor Kauffman moved to place the attorney review on the agenda of the meeting prior to the reorganization meeting. Chair Barfknecht seconded. Supervisor

Fredlund made a friendly amendment to schedule a 6-month review on September 27th .
Motion carried 5-0.

Designation of Engineering/Planning Firm

Motion: Supervisor Sauber moved to designate TKDA for engineering/planning services.
Supervisor Fredlund seconded . *Motion carried 5-0.*

Policies

Motion: Supervisor Kauffman moved to adopt the following policies and forward them to the attorney for review and possible amendment: attorney engagement policy, employee complaint policy and procedures, citizen complaint policy and procedure for ordinance violations, data practices policy for members of the public, data practices policy for data subjects, policy for rebuilds in case of fire, policy on citizen input and conduct at Township meetings, pre-1982 lot of record policy, statutory conflicts of interest policy, . Chair Barfknecht seconded for discussion. *Motion carried 5-0.*

Motion: Supervisor Sauber moved to retain the policy for recording meetings, opinion statement and dumping policy as reviewed on March 22, 2022. Supervisor Kauffman seconded. *Motion carried 5-0.*

Motion: Supervisor Kauffman moved to adopt the exhibit policy and to update the policy before the next reorganization meeting. Vice Chair Palmquist seconded. *Motion carried 5-0.*

Liaison Assignments

Motion: Supervisor Sauber moved for Donovan Palmquist to be the primary for the building inspector and Ralph Fredlund to be the secondary for building inspector. *Motion carried 3-2, with Supervisors Barfknecht and Kauffman opposed.*

Vice Chair Palmquist suggested hiring a civil engineer who specializes in mines to review the permits and assist with enforcement.

<u>Liaison assignments</u>	<u>Primary</u>	<u>Secondary</u>
Airlake Airport	Nancy Sauber	Randy Wood
Ambulance/Fire	Lu Barfknecht	Ralph Fredlund
Attorney Contacts	Kathleen Kauffman	Lu Barfknecht
Building Inspector	Donovan Palmquist	Ralph Fredlund
Compliance Official/Data Practices	Donovan Palmquist	Ranee Solis
Dakota County/Sheriff	Lu Barfknecht	Nancy Sauber
Grants	Kathleen Kauffman	Ralph Fredlund
Home extended business	Donovan Palmquist	
IT Consultant	Ranee Solis	Lu Barfknecht
Mines	Donovan Palmquist	Ralph Fredlund
Professional Services	Nancy Sauber	Donovan Palmquist
Roads	Donovan Palmquist	Ralph Fredlund
Town Hall	Kathleen Kauffman	Lu Barfknecht
Treasurer/Finances	Ralph Fredlund	Lu Barfknecht
Watersheds	Nancy Sauber	

Weed Inspector
Wetlands/DNR

Donovan Palmquist
Nancy Sauber

Road Superintendent
Donovan Palmquist

Other Business

Direct List of Officer's Form be forwarded to MAT

Motion: Chair Barfknecht moved to direct the Clerk to forward the List of Officers form to MAT. Supervisor Fredlund seconded. *Motion carried 5-0.*

Adjournment

Motion: Supervisor Sauber moved to adjourn the meeting. Supervisor Fredlund seconded. *Motion carried 5-0.*

Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Ranee Solis, Town Clerk

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