

EUREKA TOWNSHIP
Dakota County, State of Minnesota

TOWN BOARD MEETING
January 24, 2023 – 7:00 P.M.

Call to Order

The Eureka Township Town Board meeting was called to order at 7:00 p.m. by Chair Lu Barfknecht and the Pledge of Allegiance was given.

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

Others Present: Bill Clancy, Randy Wood and Tim Pope.

Zoom Attendance: Ranee Solis, Deb Burkhardt, Julie Larson, Carol Cooper, Brian Ahern and Jeff Otto.

Approval of the Agenda

The following changes were made to the agenda:

1. Add E. Broadband update under Old Business.
2. Object to A. Subdivision Ordinance under New Business as it is still before the Planning Commission and has not been forwarded to the Town Board.
3. Add closed session with Town Attorney after Public Comment.

Motion: Chair Barfknecht moved to approve the agenda as amended. Supervisor Fredlund seconded. *Motion carried 5-0.*

Road Report – Mark Henry

No new items to report.

Public Comment

**The opinions expressed in public comments are those of the authors and may not represent the official positions of the Town Board. The Town Board does not control or guarantee the accuracy of information contained in the comments, nor does it endorse the views expressed.*

Chair Barfknecht opened the floor for public comment and reminded that if anyone has comment regarding any agenda items, now is your time to speak. Chair Barfknecht asked three times if there were any attendees would like to make comment. Hearing none, the floor was closed.

Attorney Items

Closed session with Town Attorney

Motion: Chair Barfknecht moved to enter into a closed session pursuant to Minn. Stat. 13D.05, Subdivision 3B, in the matter of the *Eureka Township v. Daniel and Jamie Heyda* regarding code enforcement activities.

Chair Barfknecht announced the open meeting is back in session.

Motion: Supervisor Sauber moved to accept the agreement between Eureka Township and Daniel and Jamie Heyda, subject to attorney review. Supervisor Fredlund seconded. *Motion carried 5-0.*

Bob Ruppe added that the Insured Cash Sweep program appears to be legal since everything is insured by FDIC banks. He offered to review the contract documents when and if the Board is interested in pursuing this program.

Treasurer's Report

Net Pay and claims

The Clerk presented payroll in the amount of \$2,765.04 for payment.

The following claims in the amount of \$25,784.32 were presented for payment:

Couri & Ruppe	December legal services	\$5,922.50
DSI/LSI	December garbage	\$155.28
ECM Publishers	Public Hearing notice	\$77.00
Grossman Companies	December snow removal	\$18,042.00
JTN Communications	January internet	\$199.00
T&C Cleaning	January cleaning	\$150.00
Visa	Indeed, postage, supplies	\$601.62
Central Farm Services	Town Hall LP tank	\$636.92

Motion: Supervisor Fredlund moved to approve the net pay and claims as presented. Chair Barfknecht seconded. Roll call vote: Lu Barfknecht – Aye; Donovan Palmquist – Aye; Ralph Fredlund – Aye; Nancy Sauber – Aye; Kathleen Kauffman - Aye. *Motion carried 5-0.*

Old Business

Revised amendment to Chapter 216, Subdivision of Land for review

Supervisor Kauffman reported that some revisions are still in motion and not yet resolved. .

Revised amendment regarding Housing Rights and Transfers for review

No changes were noted, and the Board agreed the document is ready for the open house.

Status of amendment to Chapter 165, Mining

Planning Commission Chair Bill Clancy provided the following status update: Review of the existing ordinance and rewrite text amendment by the attorney has been completed. The document has now undergone multiple reviews by the Planning Commission and attorney liaison throughout the month of January. Accessory review of mining ordinances in surrounding areas were completed and incorporated as appropriate. The latest revision as of today, January 24th, has been returned to the attorney liaison for review by the attorney. The document will be placed in the packet for review by the Planning Commission at the February 6th meeting. Open house and public hearing dates are being established for citizen input and incorporation.

Employee paid holidays and PTO

The Board discussed and agreed on the following:

1. Paid holidays
 - New Year's Day
 - Martin Luther King Jr. Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day (or floating day)
 - 1 floating holiday

Full-time staff will receive 8 hours of pay for each holiday and part-time staff will receive 4 hours of pay for each holiday.

2. Annual Leave (PTO)
 - Accrual rate: PTO will be accrued at the rate of 10 hours per month for full-time staff and 4 hours per month for part-time staff, earned on the last day of the month.
 - Years of service:
 - 1 year – 5 years = 15 days
 - 5 years – 10 years = 18 days
 - 10 years - 20 years = 21 days
 - Carry over: employees may carry over 1 week of PTO on January 1st which must be used within the first quarter of the new year. Any remaining unused PTO will not be carried over nor paid out.
 - The Clerk/Treasurer will produce a PTO balance report monthly to the Board.

Motion: Supervisor Fredlund moved to adopt the holiday pay and PTO schedule as discussed. Supervisor Kauffman seconded. *Motion carried 5-0.*

Broadband update

Supervisor Kauffman reported that there is roughly \$100,000 in ARPA funds remaining. She had requested that Ben Blomgren of JTN prepare a budget for broadband which would include the entire Township. All of the Township cannot be done for \$100,000. There will be a grant opportunity next year. Perhaps we should hold on and see what it will buy us for 2024.

New Business

Begin discussion of Annual Meeting

Supervisor Kauffman requested that the presentation be changed from the usual Excel spreadsheets. The Board should instead speak to the valuable work that the Planning Commission and Town Board have done. Vice Chair Palmquist volunteered to ask Colleen Riley to produce graphics for the presentation. Supervisor Kauffman suggested that Mark Henry present information to the citizens about roads.

Begin discussion of Data Practices-type decisions for Eureka

The Board requested for Bob Ruppe to attend the February 14th meeting to discuss.

Discussion on notices to residents

Post cards are not effective and are a large expense. Notices are posted on the website as courtesy. If a resident cannot locate notice information they should call the Clerk or look at the outside bulletin board. The Township is meeting the requirements of publishing in the newspapers and posting on the Town Hall bulletin board.

Update of Complaint Policy

The Board requested for Bob Ruppe to attend the February 14th meeting to discuss.

Report on outstanding attorney items

Bob Ruppe has advised that the Township not display the housing rights database on the website due to liability issues. The Board requested for Bob Ruppe to attend the February 14th meeting to discuss.

Receipt of Complaint #2023-01 – 5795 235th St. W.

Supervisor Kauffman expressed the following concerns: We are currently revising the complaint form which would alter the complaint process. In addition, I believe the owner of this property is a candidate in the upcoming election. There is a federal-level policy of using discretion to wait on these types of issues so that it does not interfere with the election process.

Motion: Supervisor Kauffman moved to table the complaint until the second meeting in March. Chair Barfknecht seconded. *Motion carried 5-0.*

Approval of Meeting Minutes

Motion: Chair Barfknecht moved to approve the December 13, 2022, Town Board meeting minutes and the December 27, 2022, Town Board meeting minutes. Supervisor Sauber seconded. *Motion carried 5-0.*

Clerk Matters

Update on Clerk/Treasurer job offer

Liz Atwater presented a counteroffer for the Clerk/Treasurer position which needs Town Board approval.

Motion: Chair Barfknecht moved to approve a pay rate of \$28/hour with a 90-day review for Liz Atwater. Supervisor Fredlund seconded. *Motion carried 5-0.*

The Board further agreed after the motion the Clerk/Treasurer position should be paid as a salary versus hourly rate. The Board authorized the Clerk to offer a salary of \$58,240 with a 90-day review increase to \$62,400. The Clerk reported that Liz Atwater's anticipated start date is February 1st. At the February 14th meeting the Town Board will appoint her as the Clerk.

Agreement with Ranee Solis for new Clerk/Treasurer training and assistance

Ms. Solis requested for the Board to present an agreement at the February 14th meeting.

Adjournment

Motion: Supervisor Kauffman moved to adjourn the meeting. Chair Barfknecht seconded.
Motion carried 5-0.

Meeting adjourned at 9:25 pm

Respectfully submitted,

Ranee Solis, Town Clerk

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