

**EUREKA TOWNSHIP**  
*Dakota County, State of Minnesota*

**AGENDA**  
**SPECIAL TOWN BOARD MEETING**  
**April 11, 2023 - 6:00 p.m.**

- I. Call to Order and Pledge of Allegiance
- II. Supervisor Vacancy Term ending 2024
  - A. Oath of Office for New Supervisor
- III. Selection of Town Board Chair and Vice Chair
- IV. Approval of the Agenda
- V. Planning Commission Vacancy
  - A. 2 Commissioners for 3-year term (May 2023-April 2026)
  - B. 1 Commissioner for 1-year term (May 2023-April 2024)
- VI. Land Use Request:
  - A. Lee and Beverly Topp- Agricultural Preserve property ID 13-030000-02001, 13-03000-01002, 13-03000-01003, 13-03000-01025, 13-03000-01026.
- VII. Citizen Inquiry
  - A. Bill Roske- 6335 265<sup>th</sup> St W – Solar Panels
- VIII. Mining CUP/IUP Annual Reviews
  - A. Eureka Pit- MPM/Andrew Wojtowicz
- IX. Road Report – Mark Henry
  - A. Gravel Quotes
- X. Attorney Matters **(7:30pm)**
  - A. Closed session for the Town Board is to engage in confidential attorney-client communications and litigation strategy related to the following case under the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b):
    - i. *Eureka Township v. Ridge Oien*, Court File No. 19HA-CV-22-3155
- XI. Treasurer's Report
  - A. Net pay and claims
  - B. Receipts and disbursements
  - C. Schedule 1 Report
  - D. PTO Balance Report
- XII. Reorganization
  - A. Adopt Schedule of Board Regular Meetings Resolution 2023-08
  - B. Assign Liaisons for Planning Commission Meetings
  - C. Set Regular Meeting date and time for Round Table Meeting between Board and Planning Commission
  - D. Designate Polling Location Resolution 2023-09
    - i. Town Hall
  - E. Designate Posting Places Resolution 2023-10
  - F. Designate a bank as the town depository Resolution 2023-11
  - G. Designate signers for Township Credit Card
  - H. Designate an official newspaper: Resolution 2023-12
    - i. Dakota County Tribune and Sun This Week

- I. Set Compensation for Town Officers and Employees Resolution 2023-13
  - i. Holidays- Christopher Columbus Day and Friday After Thanksgiving?
- J. Set pay frequency schedule for supervisors and commissioners:
  - i. 2<sup>nd</sup> Quarter: April 1- June 30, 2023,
    - 1. submit by: July 2<sup>nd</sup>, Pay Date: July 9, 2023
  - ii. 3<sup>rd</sup> Quarter: July 1-September 30, 2023
    - 1. submit by: October 1<sup>st</sup>, Pay Date: October 8, 2023
  - iii. 4<sup>th</sup> Quarter: October 1- December 31, 2023
    - 1. submit by: January 7<sup>th</sup>, Pay Date: January 14, 2024
  - iv. 1<sup>st</sup> Quarter: January – March 31, 2024
    - 1. submit by: April 1<sup>st</sup>, Pay Date: April 8<sup>th</sup>, 2024
- K. Designate Supervisor to fill duties/positions created by the town board.
  - i. Airlake Airport
  - ii. Ambulance/Fire
  - iii. Attorney Contacts
  - iv. Building Inspectors
  - v. Compliance Official/Data Practices
  - vi. Dakota Count/Sheriff
  - vii. Grants
  - viii. IT Consultant
  - ix. Mines
  - x. Professional Services
  - xi. Roads
  - xii. Town Hall
  - xiii. Treasurer/Finances
  - xiv. Watershed
  - xv. Weed Inspector
  - xvi. Wetlands/DNR
- L. Consider conflict of interest issues (C6000)
- M. Designation of Township Attorneys
  - i. Currently Bob Ruppe of Couri & Ruppe is selected as the Township general counsel and Troy Gilchrist of Kennedy & Graves is selected as the attorney for litigation and special projects.
- N. Review and amend board policies as needed
  - i. Citizen Complaint Policy- Ordinance
  - ii. Attorney Engagement Policy
  - iii. Complaint Form- Against an employee
  - iv. Data Request- Member of Public
  - v. Data Request- Subject of Data
  - vi. Fire Rebuild Policy
  - vii. Opinion Statement
  - viii. Policy on Citizen Input and Conduct at Township Meetings
  - ix. Policy on Meeting Recordings
  - x. Pre-1982 Title Policy
- O. Options or examples for adopting an Administrative Policy (TM7000)
- P. Review town ordinance book and resolution books
- Q. Planning & Zoning and building codes (60 day rule)

- R. Confirm Town Financial Reporting has been completed and returned to the State Auditor
  - i. Send 3/16/2023
- S. Training Opportunities
  - i. MAT University- online FREE
- T. List of Officers- Liz will send form to MAT
- U. Review of Insurance Policies
- XIII. Old Business
  - A. Draft Data Practices Policy
  - B. New Code Definitions- Public Hearing Required
- XIV. New Business
- XV. Clerk Matters
  - A. Insurance Claim- MATIT
  - B. Thursday May 11, 2023- Township Closed
- XVI. Adjournment

Upcoming Meetings/Dates:

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**If unable to attend in person, you can join via Zoom Meetings one of the following ways:**

1. Navigate to: <https://zoom.us/j/3134376987?pwd=V3VRRkJKblUxeUY1elJBdmVNUmUrdz09>  
Meeting ID: 313 437 6987
2. One tap mobile: dial 1-312-626-6799,, 3134376987#