

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

**TOWN BOARD/PLANNING COMMISSION ROUND TABLE MEETING**  
**June 5, 2023 – 6:00 P.M.**

**Call to Order**

The meeting was called to order at 6:10 p.m. by Town Board Vice Chair Nancy Sauber and the Pledge of Allegiance was given.

Members Present: Nancy Sauber, Allen Novacek, Timothy Pope, Randy Wood, Lu Barfknecht (6:31pm), Bill Clancy, Deb Burkhardt, Beth Eilers, Donovan Palmquist (6:33pm), and Melanie Storlie (6:42pm).

Others Present: Liz Atwater (Clerk), Amy Liberty (Deputy Clerk), Brian Ahern

Zoom Attendance: Julie Larson, Ralph Fredlund, Jeff Otto

**Round Table**

Round Table meeting protocol

The Round Table meeting will serve as a working meeting between the Town Board and the Planning Commission. It was agreed that Town Board Vice Chair Nancy Sauber would chair the meeting.

Attorney contact / process for attorney engagement

Town Board Chair Barfknecht is the primary contact and Vice Chair Sauber is the secondary contact for Attorney engagement. Vice Chair Sauber explained that no one should call the Attorneys unless permission is given by one of the Attorney contacts. All questions should be sent via email to the contacts and they will forward to the Attorneys. Deputy Clerk Liberty commented that the Clerk should be copied on all emails to the attorneys. Clerk Atwater requested that the Clerk and Deputy Clerk are included on all emails with the Attorney.

it would be helpful to be copied on all emails with the Attorneys. Vice Chair Sauber stated it is fine to include the Clerks, but not mandatory. The reason the Clerk gets involved is because of the open meeting law.

Responsibility of liaisons

A list of Town Board liaisons is provided from the Reorganization meeting and posted on the website. All members are to contact the proper liaison for a specific topic and not reach out to a contractor or agency directly. The liaisons are responsible for communicating for the Town Board and representing the Township. If a member asks a question over the phone, a follow up email should be sent, and the Clerk copied, for a written account of the discussion. As a courtesy the liaisons should always stay informed.

Town Board and Planning Commission representing the Township

It was discussed that unless you are delegated to represent the Township at a meeting and deliver a statement or message, Commissioners and Supervisors are not allowed to speak on

behalf of the Township. Officials should state this is the opinion of one of five members of the Town Board or Planning Commission.

#### Monthly summary from Planning Commission Chair/Liaison

If you cannot make it, find someone to take your place and let the Clerk and Deputy Clerk know. The liaison assigned for each meeting will present a summary of the recent meeting to each body accordingly. This role is to convey from one body to the other body, not give individual opinions on topics.

#### Solving problems vs. administering Ordinances

The Town Board and Planning Commission must follow the rules of the Ordinances and try to stay within the boundary of the Ordinance's intent.

#### Communication between Board members and Planning Commission members

Be respectful. Treat others as you would like to be treated. As for information and do not assume. Be mindful of open meeting laws. Inquiries and questions should be sent to the Clerk for dispersing to avoid open meeting law violations. However, be mindful that all information is one-way only; we cannot use the Clerk to get around the open meeting law.

### **Planning Commission Requested Topics**

#### Gravel Road Maintenance

Planning Commissioner Chair Clancy stated that 45-50% of the Township funds are spent on the roads. He noted that he attended a class and learned that the Township should have a written road management maintenance program.

Commissioner Palmquist shared what they had planned for the 1<sup>st</sup> and 2<sup>nd</sup> years, but it is hard to catch up. This is the third year and roads are finally getting up operable levels. It is time for the next level of improvement.

Commissioner Chair Clancy stated the Township is just playing catch up and now needs to have a long term written plan and budget for the next five years.

The Town Board Chair Barfknecht stated that if the Township had a plan in place, there would be millions of dollars in grants available. You go to the DOT and submit the application, but you must have a plan.

#### MPM Reclamation-Dakota County Tax Funding

Planning Commissioner Chair Clancy is requesting the Town Board to review and investigate options and since the landowner is refusing to reclaim the land. Can the Township pull the Bond?

Town Board Chair Barfknecht explained that the Township Attorney is researching the bond and has had correspondence with all parties.

Town Board Vice Chair Sauber did not participate in the discussion of this topic.

#### Citizen input solution-surveys, etc.

Planning Commissioner Chair Clancy discussed the desire to get better citizen input.

Clerk Atwater explained that Google offers free forms to use to have an interactive survey for the citizens.

Planning Commissioner Chair Clancy also asked and looks for suggestions on how to expand the current email contact list.

#### Night to Unite

Commissioner Eilers announced that the Township is officially signed up with the County for Night to Unite. The event will be Tuesday, August 1, 2023. The Board needs to have a Resolution to accept donations. Need a list of donors to present at the July meeting. Flyer for advertisement on website, signs out, a community event can be advertised for free in the paper. Planning Commissioner Vice Chair Burkhardt was going to look at the newspaper option.

#### **Town Board Requested Topics**

##### Ordinance writing and process with hearing

Town Board Vice Chair Sauber MAT recommends whoever writes the ordinance, but the Township Attorney should review it. Planning Commission Chair Clancy explained the process last year was the Planning Commissioners divided and conquered by benchmarking and writing new language, making recommendations to the Town Board. There was discussion about adding a planner to the writing process.

##### Ordinance review

Town Board Vice Chair Sauber suggested the Planning Commission pick an ordinance that has not been reviewed lately.

##### Working through Board liaisons to outside agencies

It was agreed that all members should go through the Town Board liaisons to contact outside agencies.

##### Full Board's role in spending funds

Town Board Vice Chair Sauber stated that new spending needs to be brought to the Town Board for approval.

##### Moving forward with extended home-based business; next steps

Planning Commission Chair Clancy stated this is on the Planning Commission tracker. Commissioner Palmquist has been doing research and discussing with other Townships who have enacted these to find out their what their problems have been, concerns, and limits. There are many questions that are still in play as not every business would be acceptable. Enforcement could be an issue.

##### Role of what other townships do in relation to what we do

Reviewing what other townships are doing is a starting point for research and comparison.

##### Informing and engaging the public

The Township currently communicates with newsletters, email blast, has a website and bulletin board. There was discussion for suggestions and ideas to inform and engage the public. Night to Unite is a way to connect with the citizens.

**Clerk**

Meeting packet documents and deadlines

Clerk Atwater asked that the Board and Commission meet the deadline. The Town Board deadline is the Wednesday before the meeting and the Planning Commission is the Thursday before noon. Town Board Chair Barfknecht stated they must meet the deadlines as a courtesy to the clerks! It is impossible to be prepared if you get the information the night of the meeting. Clerk Atwater explained that per the Attorney, Mr. Ruppe, if doing presentations, they do not have to be in the public packet as long as everyone in attendance and online can see the same information.

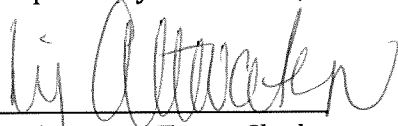
**Adjournment**

*Motion:* Town Board Vice Chair Sauber moved to adjourn. Supervisor Novacek seconded the motion.

*Motion carried 10-0.*

The meeting was adjourned at 8:53p.m.

Respectfully submitted,

  
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Liz Atwater, Town Clerk

Minutes Officially Approved By:

  
\_\_\_\_\_  
Town Supervisor

on: 8-8-2023  
Date