

Bridgewater Township Board of Supervisors

County of Rice, State of Minnesota

Re-Organizational Meeting Minutes March 17<sup>th</sup>, 2012

Approved

The meeting was called to order at 8:00a.m. Supervisors, Castore, Doran-Norton, Morlan were present, along with Clerk Cooper and Treasurer Pfahning.

Approvals:

- Agenda: The agenda was approved with amendments, Morlan motioned, Castore seconded, all approved.
- New Officers Supervisor Doran-Norton, Clerk Cooper will be sworn in by a notary after discussion on supervisor's role of legally being able to do so. The new date to be within 7 days after the 10 day contest period.
- Public Comment on Non-Agenda Items: None.

**RE-ORGANIZATION**

- **Select Town Board Chair, Vice Chair** Castore moved that Bruce Morlan be appointed Chair through March 2013 and Glen Castore be appointed Vice Chair. Doran-Norton seconded, all approved.
- **Adopt a schedule of the Board's regular meetings, work sessions:** No changes made for the 2012 calendar year.

**Meeting Schedule:**

- Regular town board meetings are held on the second Wednesday of every month at the town hall. The fourth Wednesday of the month can be scheduled as a regular meeting for actions which cannot wait until the second Wednesday meeting. Work session or task force meetings which may include a quorum of the supervisors may be held on the first, third, fifth Wednesday of the month, or as needed, when there is an agenda item that requires discussion.
- It is possible that a quorum or more of the members of the board may attend and may participate in discussion of the matters which come before the group holding that meeting. If this occurs, this meeting will constitute a special meeting of the town board at the time and place noted for the meeting. The purpose of this special meeting will or may include discussion of all items on the agenda of this meeting.
- Bridgewater Township Planning Commission meetings, generally held on the last Wednesday of the month.
- Rice County Board meetings, held Tuesday mornings from 8:30a.m. at the county administration building.

- Rice County Planning and Zoning meetings held on the fourth Thursday of the month at the county administration building.
- Quarterly joint governmental meetings of Bridgewater, Northfield, Waterford, Greenvale Townships, the cities of Northfield, Dundas, and the counties of Rice and Dakota. The locations of these meetings vary.
- Northfield City Council meetings held Tuesday evenings at Northfield City Hall.
- Northfield Planning Commission meetings held the second Thursday or per their schedule at Northfield City Hall.
- Dundas City Council meetings held Monday evenings at the Dundas City Hall.
- Dundas Planning Commission meetings held the third Thursday of the month at Dundas City Hall.
- Doran-Norton moved that this meeting schedule be approved for 2012, Castore seconded, all agreed.

**Current information on meetings dates and times on the following websites:**

- Bridgewater Township Planning Commission [www.bridgewaterwp.org](http://www.bridgewaterwp.org)
- City of Northfield [www.ci.northfield.mn.us](http://www.ci.northfield.mn.us)
- City of Dundas [www.cityofdundas.org](http://www.cityofdundas.org)
- Rice County [www.co.rice.mn.us](http://www.co.rice.mn.us)

Current meeting dates and times are subject to change by the respective bodies.

**Designate an Official Newspaper:** Doran-Norton moved that the Northfield News be our official newspaper, Castore seconded, all agreed.

**Designate Township Attorney:** Doran-Norton moved that John Ophaug be retained as township attorney, Peter Tiede retained as attorney for planning and zoning. Castore seconded, all approved.

**Set Compensation for Town Officers and Employees:** Castore moved that the following schedule be approved for the compensation rates: Doran-Norton seconded, all agreed.

- Mileage reimbursement: \$.55 ½ cents per mile
- Election Judges: \$10.00 per hour
- Head Election Judge \$12.50
- Grader/Truck Driver \$21.30 per hour
- Truck Driver \$23.30 per hour
- Substitute Truck Driver \$19.40 per hour
- Supervisors: \$4200 annually
- Deputy Clerk \$ 50.00 per diem
- Treasurer \$4600 annually
- Clerk \$5000 annually
- Town Hall Cleaning \$17.50 per hour

**Designate Supervisors to fill duties/postions:**

- Roads Castore
- Website Castore
- Planning & Zoning Doran-Norton
- Deputy Treasurer TBD
- Deputy Clerk TBD
- Chief Election Judge Cherie Albers

Doran-Norton moved that these appointments be approved, Castore seconded, all agreed.

**Dundas Planning Commission Members:** Doran-Norton moved, Castore seconded, all approved the following appointments.

- Bruce Morlan December
- Gary Ebling December
- John Klockeman December

**Bridgewater Planning Commission Members:** Doran-Norton moved, Castore seconded, all approved the following appointments.

- Jeff Stremcha 2013
- Gary Ebling 2015
- Larry Alderks 2013
- John Klockeman 2014
- Jim Rossow 2015
- Kathleen Doran-Norton Ex-Officio Annual Appointment

**Rural Fire Association Representative:** Doran-Norton moved, Castore seconded, all agreed.

- Paul Liebenstein

**Rural Ambulance Assn:** Doran-Norton moved, Castore seconded, all agreed.

- Glen Castore

**Designated Posting Place for Meeting Notices:** Doran-Norton moved, Castore seconded, all approved.

- Currently the meeting posting site is at the Bridgewater Town Hall, 500 Railway St. Dundas, MN 55019. The township website may have meetings noticed as a courtesy.

**Designate Town Depository-First National Bank of Northfield:** Castore moved, Doran-Norton seconded, all approved. Doran-Norton will provide letters to Frandsen Bank and Trust and First National Bank of Northfield with signature changes.

**Consider Potential Conflict of Interest Issues:** None at this time.

**Review and Amend Board Policies:**

- Correspondence: Clerk to have Road Supervisor report available at monthly meetings.
- Claims: All claims to Clerk the first Wednesday of every month.
- Mail: All mail directed to P.O. Box 246, Dundas, MN 55019.
- Bidding Processes: Shall be posted, published in the Northfield News.
- File Back Ups: Morlan directed Cooper and Pfahning to back up the clerk and treasurer laptops quarterly. Jim Braun will be responsible for the town hall computer back ups.

**Review Town's AWAIR Plan: NA**

**Inventory Training and Reference Materials:** Cooper directed to order for Pfahning a MAT calendar with dates for MAT fees, ect.

**Review Town Ordinance and Resolution Book:** Morlan will write letter to transfer maintenance of the township resolution book to the clerk position

**Confirm Compliance with the 60 Day Rule and Preparation of the State Report on Fees:** Not changed since 2011.

**Identify Up Coming Training Opportunities:** Land Use Planning Workshops to be offered to Planning Commission members.

**List of Officers Contact Information:** Cooper to keep current directory updated.

**Goals, Issues, Projects for the Year:**

- E-Newsletter: Planned to send to citizens (semi annually?)
- Administrative Handbook: Morlan designated to handle this project.
- Landfill Issues: None at this time:
- Rice Creek Assessment Project : Second year of project starting with review with Doran-Norton, Pfahning.
- Sign Replacements:
- Road Survey : The annual road trip to be scheduled at the April monthly meeting.

**Old Business:** Castore and Road Supervisor Brown to check on cart for weights for the road grader. Joe Thibodeau to be contacted on water supply to the shop area of the town hall.

**New Business:** Doran-Norton moved that the communications pattern of the planning and zoning administrator with Peter Tiede be continued. Castore seconded, all approved.

Adjournment: 12 p.m. Castore moved, Morlan seconded, all agreed.

Submitted by Janalee Cooper