

Bridgewater Township Board of Supervisors

County of Rice, State of Minnesota

Re-Organizational Meeting Minutes March 19<sup>th</sup>, 2011

Approved

The meeting was called to order at 8:16a.m. Supervisors, Castore, Doran-Norton, Morlan were present, along with Clerk Cooper. Treasurer Pfahning was absent.

The agenda was approved, Glen Castore was sworn in as Supervisor for a three year term.

There was no public comment on non-agenda items.

### **RE-ORGANIZATION**

- **Transfer Town Records** NA
- **Select Town Board Chair, Vice Chair** Castore moved that Doran-Norton be made Chair, Morlan be Vice Chair. Morlan seconded, all approved.
- **Adopt a schedule of the Board's regular meetings, work sessions** Morlan moved to adopt the meeting schedule with changes. Doran-Norton seconded, all agreed.

### **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 location 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.

**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, Morlan 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:** Morlan moved that schedule be approved, with Grader/Truck Driver, Truck Driver/Substitute Driver be tabled till the next meeting. Castore seconded, all approved.

- Mileage reimbursement: \$ .51 per mile
- Election Judges: \$10.00 per hour
- Head Election Judge \$12.50
- Labor: \$12.50 per hour
- Supervisors: \$4180 annually
- Deputy Clerk \$ 50.00 per diem
- Treasurer \$4500 annually
- Clerk \$4900 annually
- Town Hall Cleaning \$17.50 per hour

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

- Roads Castore
- Website Morlan
- Review of ARD Properties Morlan
- Deputy Clerk TBD
- Chief Election Judge Cherie Albers

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

- Bruce Morlan December 2013
- Gary Ebling December 2013
- Unappointed

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

- Jeff Stremcha 2010
- Gary Ebling 2012
- Larry Alderks 2010
- John Klockeman 2011
- Bruce Morlan Annual Appointment

**Rural Fire Associaton Representative:** Doran-Norton moved, Morlan seconded, all agreed.

- Paul Liebenstein

**Rural Ambulance Assn:** Doran-Norton moved, Morlan 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 Depsitory-First National Bank of Northfield:**Doran-Norton moved, Morlan seconded, all approved. No signature changes needed this year.

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

**Review and Amend Board Policies:**

- Invoice procedures as amended in previous meeting.
- 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: Doran-Norton moved, Morlan seconded , all agreed, that three hard drive back ups be purchased for the clerk and treasurer laptops, townhall desktop computer.

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

**Inventory Training and Reference Materials:** Cooper was given direction to collect and set up the Town Library, complete with maps, annexation agreements and other important materials to the Township.

**Review Town Ordinance and Resolution Book:** The book was thought to be in the possession of the Planning and Zoning Administrator, later found in office.

**Confirm Compliance with the 60 Day Rule and Preparation of the State Report on Fees:**

**Identify Up Coming Training Opportunities:** Morlan, Cooper to be attending the Joint Legislative Conference, Castore to be attending the Urban Township Course.

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

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

- E-Newsletter: send out post card announcing newsletter, Cooper to check on bulk permit cost.
- Annual Meeting comments: Unapproved minutes to be sent out to the Board for review, posting on website.
- Landfill Issues: None at this time
- Rice Creek Assessment Project : Work plan in place for project
- Sign Replacements: Castore to discuss with Road Supervisor.
- Road Survey : The annual road trip to be scheduled at the April monthly meeting.

**Old Business:** None

**New Business:** None

Adjournment: 11:22 a.m., Castore moved, Morlan seconded, all agreed.

Submitted by Janalee Cooper

