

**Bridgewater Township Board of Supervisors
County of Rice, State of Minnesota
Re-Organization Meeting, April 12, 2017
Official Minutes**

Call to Order

Pledge of allegiance

Roll Call: John Holden, Gary Ebling, Kathleen Doran-Norton, Brad Pfahning, Frances Boehning

Introduction of Guests - none

Swearing in of New Officers – John Holden has been sworn in

Approval of Agenda

ReOrganization of Town

Select Chair – John Holden made a motion to approve Kathleen Doran-Norton as Chair, Gary Ebling seconded, all approved.

Select vice Chair – John Holden made a motion to approve Gary Ebling as ViceChair, Gary Ebling seconded, all approved.

Adopt a Schedule of Regular Board Meetings and Work Sessions

- Regular town board meetings are held on the second Wednesday of every month at 7:00 pm at the town hall.
- All meetings will be posted on the Bridgewater Township website.
- A bi-weekly flood mitigation meeting will be held on alternating Mondays at 1:00pm in the Bridgewater Town Hall.
- 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 and be actionable. :
- Bridgewater Township Planning Commission meetings held at Bridgewater Township Hall on the last Thursday of the month at 7:00pm.
- Rice County Commissioner Board meetings held in the Commissioner Chamber at the Government Services Building,
- Rice County Planning and Zoning meetings, held in the Commissioner Chamber at the Government Services Building.
- Quarterly Inter-Governmental meetings of Bridgewater, Northfield, Waterford, Greenvale townships, the cities of Northfield and Dundas, and the counties of Rice and Dakota. The location of these meetings varies.
- Northfield City Council meetings held at Northfield City Hall.
- Northfield Planning Commission meetings held at Northfield City Hall.
- Dundas City Council meetings held at the Dundas City Hall.
- Dundas Planning Commission meetings held at Dundas City Hall.
- Current information on meeting dates and times on the following websites:
- Bridgewater Township <http://www.bridgewater.twp.org>
- City of Northfield: <http://www.ci.northfield.mn.us/>
- City of Dundas: <http://cityofdundas.org/>

- Rice County: <http://www.co.rice.mn.us/>
- Motion to approve – **John Holden made a motion to approve the schedule of regular board meetings and work sessions, Gary Ebling seconded, all approved.**

Designate Official Newspaper of the Town: Motion to approve – **Kathleen Doran-Norton made a motion to approve the Northfield News as the official newspaper, Gary Ebling seconded, all approved**

Designate Township Attorney(s) - .

- Planning & Zoning – Peter Tiede
- Town Business – John Ophaug, Ryan Blumhoefer, Adam Dowd
- Special projects – as subject matter experts are required
- Motion to approve – **Gary Ebling made a motion to approve the designated township attorneys, John Holden seconded, all approved.**

Set Compensation for Town Officers and Employees

Mileage reimbursement	\$.535 per mile
Head Election Judge	\$12.50 per hour
Election judges	\$10 per hour
Grader/Truck Driver	\$28.50 per hour
Substitute Truck Driver	\$18.00 - \$22.00 per hour
Deputy Clerk – Deb Salaba	\$50 per meeting
Supervisors	\$4650 annually
Treasurer	\$5250 annually
Clerk	\$18.50 per hour plus \$50 per Planning and Zoning Meeting.
Town Hall cleaning	\$18.00 per hour
Misc Labor	\$15 - \$25 per hour
Bridgewater Planning Commissioners	\$50 per meeting – Clerk is to submit claims monthly on behalf of the commissioners.
Dundas Planning Commissioners – Township reps	\$50 per meeting – The chair is to email the clerk so that she can submit claims to the treasurer.
Website	\$25.00 per hour – The clerk will work with Kathleen to set up a procedure.

Motion to approve – **Gary Ebling made a motion to approve the compensation, John Holden seconded, all approved**

Township Goals

Road specifications inventory	Create a database of road sizes, condition, culverts.
Septic system database	Jim Braun is working on this. A request was made that the database be shareable.
Review of ARD properties	Annual taxation review will be completed by the clerk with input by Kathleen Doran-Norton with review by a CPA firm.

Motion to approve – **Gary Ebling made a motion to approve Township Goals, John Holden seconded, all approved**

Designate Supervisors for specific Issues

Administration	Supervisors as needed
Roads	Gary Ebling
Website	Kathleen Doran-Norton/Clerk
ARD annexation tax review	Clerk/Kathleen Doran-Norton
Planning and Zoning	John Holden
Special Project Manager	Glen Castore
Flood Mitigation Projects	Gary Ebling, Glen Castore
Road Side Management/Noxious Weeds	John Holden

Deputy Clerk – Deb Salaba

Deputy Treasurer – Glen Castore.

Head Election Judge- Rebecca Benedict

Motion to approve- **John Holden made a motion to approve Supervisors for specific issues, Gary Ebling seconded, all approved**

Dundas Planning Commission Members (3 Yr Appointments)

- Bruce Morlan
- Larry Alderks
- John Klockeman
- Motion to approve- **John Holden made a motion to approve the Dundas Planning Commission members, Gary Ebling seconded, all approved**

Bridgewater Planning Commission Members (3 Yr Appointments)

- Kurt Schrader (2016)
- Bruce Morlan (2013)
- Ray Larson (2016)
- Jeff Johnson (2016)
- John Klockeman(2014)
- Frances Boehning (2016)
- Larry Alderks (2016)
- Motion to approve members – **Gary Ebling made a motion to approve Bridgewater Planning Commission members, John Holden seconded, all approved**

Designate Rural Fire Representative:by acclamation - Paul Liebenstein with Glen Castore as alternative.
Motion to approve - **Gary Ebling made a motion to approve the Rural Fire Representatives, John Holden seconded, all approved**

Designate Meeting Posting Places for the Township – by acclamation

Bridgewater Township Hall, 500 Railway St, Dundas, MN 55019.

www.bridgewater.twp.org may have meetings noticed as a courtesy. Motion to approve - **Gary Ebling made a motion to approve the Township meeting place, John Holden seconded, all approved**

Designate Bank as Township Repository First National Bank of Northfield - by acclamation – Special project accounts will be held at Frandsen Bank. Motion to approve - **Gary Ebling made a motion to approve the Township Bank, John Holden seconded, all approved**

Purse the acquisition of a township debit card for use in township purchases - Motion to approve - **Gary Ebling made a motion to approve the Township Debit Card, John Holden seconded, all approved**

Update Bank Signature Forms –Treasurer will confirm this is complete.

Consider Potential Conflict of Interest Issues – none

Review & Amend Board Policies as Needed

Invoice Procedure	
Correspondence	
Claims	
Mail	P.O. Box 246 Dundas, MN 55019
Email addresses	
Bidding Process	
Township Accident Reduction Plan	
Inventory	Complete financial inventory report (Clerk and Gary Ebling)
Training materials	
Resolution book	Clerk to update in 2017
Ordinance book	All town ordinances are to be placed within a town ordinance book within 20 days after they are published.
Records retention policy	In compliance with state
Compliance with 60 day rule	Towns with planning and zoning must be sure they have implemented proper procedures to handle written requests within the time limits established by the 60 day rule. Minn. Stat. § 15.99. Also,
Preparation of state report on fees	Towns with planning and zoning must annually file a report with the state by April 1 indicating all construction and development related fees they collected. Minn. Stat. § 16B.685 – Benny Svien is working on this
Town financial reporting form	Each year all towns using cash basis accounting are required to complete the Town Financial Reporting Form provided by the state auditor’s office. Minn. Stat. § 6.74. The deadline for returning the report was recently moved up to March 31. The few towns in the state that use GAAP reporting use a different report that must be returned to the state auditor by June 30.
List of Officers & Contact Information	<i>Send to MAT</i>
PERA	

Motion to approve - **Gary Ebling made a motion to approve the Board Policies, John Holden seconded, all approved**

Set Goals& Projects for the Year

2017

- Town Code (Planning and Zoning)
- Update of the Comprehensive Plan
- Rice County Planning and Zoning requests
 - Roads
 - Cluster Housing
 - Senior Housing
 - Commercial/Industrial Opportunity
- Northfield Annexation
- Formal study of city versus township
- Road History – which cartways to keep and cemetery roads
- Complete Timberlane project
- Talk about Township L&R process for government funding for township roads
- Work with Northfield and Dundas on Flood Mitigation Projects.