

BRIDGEWATER TOWNSHIP  
County of Rice, State of Minnesota

**MINUTES**

BRIDGEWATER TOWNSHIP REORGANIZATION MEETING  
March 15, 2008 - 9:00 AM @ Bridgewater Town Hall

- A Call to order, Roll-call of Town Officers and Flag Pledge  
The meeting was called to order by Town Board Chair, Kathleen Doran-Norton. Present were Supervisor Leif Knecht, Supervisor Glen Castore, out going Supervisor Gary Ebling, Treasurer Brad Pfahning and Clerk Pam Petersen.
- B Approval of Agenda  
By motion by Gary Ebling, the agenda was approved as submitted.  
Second by Leif Knecht, Motion passed
- C Action Items
- 1) Follow-through of the March, 2008 Town Election  
The Clerk reminded the Supervisors that the swearing in of new and reelected officers must take place between 7 and 17 days after the board of canvass met to canvass the results of the election (March 13, 2008).
- 2) Select a Town Board Chair and Vice Chair  
Motion by Gary Ebling to nominate Kathleen Doran-Norton for Town Board Chair,  
Second by Leif Knecht, motion carried. Knecht will be Vice-Chair.
- 3) Adopt a schedule of the Board's Regular meetings.  
The regular monthly meetings of the Bridgewater Town Board will be held on the following dates: (Tuesday)
- |  |                       |
|--|-----------------------|
| April 8, 2008  | May 13, 2008          |
| June 10, 2008  | July 8, 2008          |
| August 12, 2008                                      | September 9, 2008     |
| October 14, 2008                                     | November 11, 2008     |
| December 9, 2008                                     | January 13, 2009      |
| February 10, 2009                                    | Monday, March 9, 2009 |
| Election and Annual Meeting, Tuesday, March 10, 2009 |                       |

**Comments on the Annual Meeting**

More progress on financial reporting. Place balance sheet and budget together on agenda. Clarify difference between cash accounting as opposed to accrual basis. New format for financial reporting, long range on one page, better able to determine if enough funds are set aside for capital purchases. Better able to show state representatives effects of their

actions on local government.

Purchase projector for presentations.

Set hours for Zoning Administrator, timely communication with residents.

Use website more efficiently. Nothing posted to website unless approved by the Board. Grant access to more than one administrator. Also add board member profiles to site.

Foster better communication with government officials from Dundas and Northfield.

Have maintained the asphalt township roads very well with small bonding process. Have not done the same with gravel roads. Need to identify problem areas. Will request and receive from Dennis Brown and David Swartwoudt a report of their areas of concern.

- 1) Report in hand by April 1, 2008
- 2) Postcard residents for their input of road concerns
- 3) Call Meeting
- 4) Town hall road forum

Mike Groth to grade gravel roads after every rain, start as soon as possible. On-going road maintenance training.

## ANNUAL GOALS

Brad	5 year operating and capital budget
Kathleen	Review and resolution of Dundas Annexation Agreement
Brad	PERA (covers Dennis and David) Leif is contact)
TBD	Landfill mitigation
TBD	Community building-Recycling Day-April 2009
Glen	Improve water quality-ie: Hoover Dump mitigation
Glen	Septic systems
Glen	Improve soil quality, reduce erosion, support CRWP's friendly farmer program
Kathleen	NW corridor CSAH 1- participate in planning efforts for regional corridors
Glen	Alternative energy
Leif	Trails and greenways
Glen	Action alerts for County, State and Federal issues
Brad	Simplify presentation of annual budget and financial report

## ASSIGNMENTS 2008-2009

<b>POSITION</b>	<b>ASSIGNED</b>	<b>TERM ENDING</b>
Chair	K Doran-Norton	2008-2009
Vice-chair	L Knecht	2008-2009
Deputy Clerk & Treasurer	C Albers	2008-2009
Township Attorney	J Ophaug	2008-2009
Township Attorney P&Z	P Tiede	2008-2009
Dundas Planning Commission (1)	E Bjornard	2008-2009
Dundas Planning Commission (2)	B Morlan	2008-2011
Dundas Planning Commission Supervisor	K Doran-Norton	2008-2009
Bridgewater Planning Commission Chair	J Klockeman	March 2011
Bridgewater Planning Commission Dundas	C Marks	January 2009
Bridgewater Planning Commission-3	J Stremcha	March 2010
Bridgewater Planning Commission-4	L Alderks	March 2010
Bridgewater Planning Commission-5	G Ebling	March 2009
Website Coordinator	K Doran-Norton	March 2009
Official Newspaper	Northfield News	March 2009
Meeting Posting Site	Town Hall	March 2009
Town Bank	First National Nfld	March 2009
Rural Fire Association	P Liebenstein	March 2009
Ambulance	Open	
Bridgewater Planning Commission Clerk	Open	
Rice County Observer	Open	March 2009
Northfield Government Observer	Open	March 2009

The above actions were from a motion made by L Knecht, second by K Doran-Norton, Motion carried.

### Review Transition Process

P Petersen to send updated list of board officers to MAT

All keys and documents transferred to new clerk and treasurer

## By-laws for 2008

### **Public Notice**

In 2007 the township spent \$4,000.00 on newspaper notices.

A schedule of meetings will be adopted by motion of the board and kept in the town hall and on the website.

Notice of meetings will be posted at the town hall and on the town's website. In addition, the meeting will be emailed to local newspapers and to any resident who has requested these notices.

Only planning and zoning public hearings, the annual meetings and other meetings with similar requirements will be noticed in the newspaper. K Doran-Norton made a motion to accept, second by L Knecht, motion carried.

### **Meeting agenda and notes**

In 2007 the township spent \$3,000.00 on photocopying.

The township will purchase a projector and provide access to documents reviewed by the board with this projector. Efforts will be made to reduce the amount of photocopying.

### **Meeting Reports and information**

Minutes of the meeting will be emailed to the supervisors the weekend following the meeting.

Working agendas, correspondence, claims, and treasurer's report will be emailed to the board the Friday evening before the board meeting.

Correspondence will be compiled as a list rather than read at the meeting.

Claims will be compiled as a list rather than read at the meeting.

### **Meeting Minutes Policy**

Policy regarding the level of detail to be included in the minutes (2007 Manual on Town Government).

### **I. Work Sessions**

Since no decisions are made at work sessions, the minutes need only include:

- Members attending
- Topics of discussion,

Follow-up actions (agenda item at next regular meeting)

## **II. Regular meetings**

Minutes should include the reasoning for the actions, not every detail of the discussion at a meeting.

All financials need to be noted.

### **Table Files**

In order for the meetings to proceed with accurate information at hand, two working files will be kept at the meeting table for reference:

### **Reference File**

The reference file will include copies of:

- Annexation agreements and status
  - Northfield annexation agreement
  - Dundas annexation agreement
  - Acreege and description of property annexed by Northfield
    - Payment schedules for this annexation
  - Acreege and description of property annexed by Dundas
    - Payment schedules for this annexation

Resolutions by the board

- Prior year(s)
- Current year

Financial records

- Budget
- Bond Schedule
- Price of gravel and miles/inches per \$10,000 at current prices
- Fund balances
- Expenses for restricted funds

Insurance records

Pertinent on-going contracts

Town policies

- Election rules
- Road
- Snowplow

Town comprehensive plan and ordinances

### **Working Files**

The working files will be organized by month and will include copies of:

- Schedule of meetings
- List of who has requested notice of meetings

Annual Goals

- Comp plan goals

- Landfill mitigation
- Information gathering
- Road maintenance (where?)
  - Gravel spread
  - Grading
  - Crowns reformed
  - Potholes dug out
  - Bridges and culverts repaired
  - Dust control

- Road improvement
  - Broken down intersections
  - Slope of ditches and swales
  - Bad sight line improved

Annual calendar

Agendas

Minutes

Journal of board votes (required for expenditures)

Correspondence

Claims

P&Z records.

Motion made by K Doran-Norton to continue the reorganization meeting to Tuesday, March 18, 2008 and turn the work session into a regular meeting. Second by L Knecht. Notice will be posted on town hall bulletin board. Motion carried

Meeting adjourned at 11:10 AM

Submitted:

Pam Petersen  
Clerk, Bridgewater Township