

**Bridgewater Township Board of Supervisors  
County of Rice, State of Minnesota  
Re-Organization Meeting, March 21, 2018  
Official Minutes**

**Call to Order**

**Pledge of allegiance**

**Roll Call: John Holden, Gary Ebling, Glen Castore, Brad Pfahning, Frances Boehning**

**Introduction of Guests - none**

**Swearing in of New Officers – Glen Castore has been sworn in**

**Approval of Agenda - John Holden made a motion to approve the agenda, Glen Castore seconded, all approved.**

**ReOrganization of Town**

**Select Chair – Glen Castore made a motion to approve Gary Ebling as Chair, John Holden seconded, all approved.**

**Select vice Chair – Glen Castore made a motion to approve John Holden 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 project meeting will be held on the last Monday of the month 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.bridgewaterwp.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 – **Glen Castore made a motion to approve the schedule of regular board meetings and work sessions, John Holden seconded, all approved.**

**Designate Official Newspaper of the Town:** Motion to approve **John Holden 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 and Ryan Blumhoefer,
- Special projects – as subject matter experts are required
- Motion to approve – **Glen Castore 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	\$33 - \$38 per hour
Second Truck Driver	\$26-31 per hour
Deputy Clerk – Deb Salaba	\$50 per meeting
Supervisors	\$4650 annually
Treasurer	\$5250 annually
Clerk	\$20 per hour plus \$50 per Planning and Zoning Meeting.
Misc Labor	\$15 - \$25 per hour
Bridgewater Planning Commissioners	\$50 per meeting.
Dundas Planning Commissioners – Township reps	\$50 per meeting.

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

**Township Goals**

Equipment Acquisition	Review potential equipments acquisitions.
Facility Review	Review future of town hall.
10 year strategic plan	Review potential future needs of the township.

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

**Designate Supervisors for specific Issues**

<b>Administration</b>	Supervisors as needed
<b>Roads</b>	Gary Ebling
<b>Website</b>	Clerk
<b>ARD annexation tax review</b>	Clerk/Reese Winter Accounting Firm
<b>Planning and Zoning</b>	John Holden
<b>Special Project Manager</b>	Glen Castore
<b>Road Side Management/Noxious Weeds</b>	John Holden ( Kathleen Doran Norton assisting with the Noxious Weed Grant)

**Deputy Clerk** – Deb Salaba

**Deputy Treasurer** –

**Head Election Judge**- Rebecca Benedict

Motion to approve- **John Holden made a motion to approve Supervisors for specific issues, Glen Castore 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, Glen Castore 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 – **Glen Castore made a motion to approve Bridgewater Planning Commission members, John Holden seconded, all approved**

**Designate Rural Fire Representative:**by acclimation - 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](http://www.bridgewater.twp.org) may have meetings noticed as a courtesy. Motion to approve – **Glen Castore 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 and Community Bank. Motion to approve – **Glen Castore made a motion to approve the Township Bank, 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.
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	
Comp Plan	<i>Update</i>
Codification	<i>Update</i>

Motion to approve – **John Holden made a motion to approve the Board Policies, Glen Castore seconded, all approved**

**Set Goals& Projects for the Year 2018**

- Town Code (Planning and Zoning)
- Update of the Comprehensive Plan
- Northfield Annexation
- 10 Year Strategic Plan
- Talk about Township L&R process for government funding for township roads

Adjourn – John Holden made a motion to adjourn at 8:50pm, Glen Castore seconded, all approved.