
CHAPTER 2. ADMINISTRATION**Article I: In General. Town Organization.****Section 2-1. Town Board.**

- a. Powers. The Town Board shall have the powers and duties conferred upon it by the laws of Minnesota.
- b. Composition. The Board of Supervisors of Bridgewater Township is comprised of three board members, elected at large, for three year terms. The terms of office are staggered so that a newly elected board member takes office each year within a three year cycle.
- c. Vacancies. When a vacancy occurs in a town office, the Town Board may fill the vacancy by appointment. The person appointed shall hold office until the next annual Town election, when a successor shall be elected to hold office for the unexpired term. A vacancy in the office of supervisor shall be filled by the remaining supervisors until the next annual town election, when a successor shall be elected for the expired term.
- d. Compensation. The Town Board shall set the compensation of supervisors, the treasurer, clerk, deputy clerk if one is employed, the road overseer, and other employees of the Town. All employees of the Town shall be entitled to mileage for the use of their own automobile at a rate to be determined by the Town Board for necessary travel on official Town business. The Town Board may fix the hours of employment for Town employees.
- e. Chairman. The Town Board Chairman shall be determined at the annual Board or Reorganization meeting.
- f. Town Treasurer. A town treasurer shall be elected at the annual town election in odd-numbered years. The treasurer shall serve for two (2) years and until a successor is elected and qualified. The treasurer shall perform such duties as identified in M.S. §367.16, as amended. The Town Board may prescribe other duties from time to time and may provide additional compensation for such duties.
- g. Town Clerk. The Town Clerk shall be appointed by a majority of the Town Board and shall have the duties as enumerated in M. S. §367.11, as amended. The Town Board may prescribe other duties from time to time and may provide additional compensation for such duties.

Section 2-2. Planning Commission.

- a. **Composition.** The Planning Commission shall consist of seven (7) members and one Town Board Supervisor. The Town Board supervisor shall serve in an ex-officio capacity and shall have no voting power. Any member of the Planning Commission may be removed by majority vote of the Town Board. Regular attendance of all Planning Commission members shall be required.
- b. **Terms of Members and Appointment to the Planning Commission** at the annual Board of Reorganization, or more often if required. Members shall be appointed for three (3) year terms beginning at the Planning Commission meeting following the annual Board of Reorganization and ending the month before the annual Board of Reorganization meeting of the third year following. In the event of a vacancy occurring during any term, appointment shall be for the balance of the unexpired term. The Town Board member serving as the ex-officio Planning Commission member shall be appointed by the Town Board at the annual Board of Reorganization. The Town Clerk shall be responsible for maintaining the list of Planning Commission members and their respective terms.
- c. **Organization.**

Officers. The Planning Commission shall annually appoint a Chairman and Vice-Chairman from among the members of the Planning Commission.
- d. **Meetings, Reports, etc.**

The Planning Commission shall hold at least one (1) regular meeting each month unless there are no items requiring Planning Commission review. The secretary to the Planning Commission shall keep a public record of all motions, resolutions, transactions, findings, minutes and reports which shall be promptly reduced to writing, a copy of which shall be forwarded to each member of the Town Board. The Zoning Administrator shall be the official advisor to the Planning Commission.
- e. **Voting.** Each member attending any meeting shall be entitled to cast a vote. Voting shall be by voice vote. In the event that any member shall have a personal interest of any kind in the matter before the commission, he or she shall disclose his or her interest and be disqualified from voting upon the matter if it is determined that the member has a legal conflict of interest. The Secretary shall record in the minutes that no vote was cast by that member.
- f. **Removal.** Any member may be removed by a majority vote of the Town Board, for cause. Cause shall include, but is not limited to, having more than three (3) absences per year. The Board may consider exceptional circumstances when applying this rule.

g. **Expenditures.**

Expenditures of the Planning Commission shall be within amounts appropriated by the Town Board.

h. **Commissions, Duties and Powers.**

The Planning Commission shall have the powers and duties given such agency generally by the laws of Minnesota and the standards found in Chapter 20 of this Code. It shall also exercise the duties conferred on it by the Town Board.

Article II. Fees.

Fees shall be set by ordinance of the Town Board and shall be amended from time to time, as determined by the Township Supervisors.