

**Bridgewater Township Board of Supervisors**  
**County of Rice, State of Minnesota**  
**December 12, 2018**  
**Official Minutes**

Call to order

Pledge of Allegiance

Roll Call: John Holden, Glen Castore, Gary Ebling, Brad Pfahning, Jim Braun, Carolyn Braun,

Introduction of Guests: John Klockeman, Mike Groth, Deb Salaba

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

**Public Comment on Non-Agenda Items:** None

**Approval of Minutes & Claims**

- December Claims
  - John Holden made a motion to approve the December claims, Glen Castore seconded, all approved.
  - As the claims from the Cannon River Tree Care and Apsenwall Tree Service were storm damage related, Brad Pfahning requested permission to transfer \$181,000 from the Rice County Landfill Host Holding Fund to be repaid upon receipt of the state money from the Storm Disaster Declaration fund; Glen Castore made a motion to approve the transfer, John Holden seconded, all approved.
- November 14, 26, December 7, 2018 Meeting Minutes
  - Glen Castore made a motion to approve the minutes in total, John Holden seconded, all approved.

**Treasurer's Report**

1. Treasurer's Report
  - Brad Pfahning reviewed the current bank balances and treasurer's report.
2. Bank reconciliation - to be given to clerk when available.
3. Revenue Report – provided to Supervisors for review.
4. PERA forms – to be completed and given to clerk when available.
5. IRS Update/EFT form – to be given to clerk when available.
6. Quarterly reports for solar project - this is due in January.
7. Budget update – will be provided next month.

**Clerk's Report-**

1. Mail – the clerk reviewed the mail from the past month.
2. Website Update – As our current website is in need of updating to improve consumer interaction, the clerk obtained a quote from a local company specializing in website design. Glen Castore made a motion to approve the quote from Launch 5 for \$1,500 for website design and launch, John Holden seconded, all approved. The Clerk will follow up with Launch 5 to proceed.
3. Resolution 2018-12 Polling Place Designation
  - Glen Castore made a motion to approve Resolution 2018-12 designating the Bridgewater Town Hall at 500 Railway Street, Dundas, MN as the official polling place for 2019, John Holden seconded, all approved.
4. Agreement for Rural Fire Services
  - Glen Castore made a motion to approve the Bridgewater Supervisor Chair signing the Agreement for Rural Fire Service in 2019, John Holden seconded, all approved.

**Planning & Zoning**

1. Staff Report
  - Jim Braun reviewed the permit activity for the month. He also reviewed that Fireside Orchard will be coming in for a Conditional Use Permit in the near future.
  - Following a tour of the township, Jim Braun noted the houses that were storm damaged and have not applied for a construction permit. The Board of Supervisors requested that he contact the contractors and remind them that permits are required.
  - Properties out of compliance

- Hollinger – Jim Braun will request that Peter Tiede send a letter detailing the issue and request steps be taken to clean up.
  - Swenson – It appears that the property has been rented out contrary to standing orders. Jim Braun will follow up to ensure compliance.
  - Thram – Jim Braun will request that she attend a future meeting to detail what is being done with the property.
  - DeSpain – The property has begun clean up and will continue in the spring.
- 2. Public Hearing for Codification and Zoning Ordinance change
  - The Public Hearing was opened at 7:30 pm.
    - Carolyn Braun reviewed the changes that were made.
    - The new Town Code will be emailed to the clerk to be placed on the website and in the town hall. A disclaimer will be placed on the website stating that the town code is subject to changes.
  - The Public Hearing was closed at 7:35 pm.
- 3. Ordinance 2018-03 Amend the Zoning Ordinance
  - John Holden made a motion to approve Ordinance 2018-03 to Amend the Zoning Ordinance, Glen Castore seconded, all approved.
- 4. Resolution 2018-11 Adopt the Bridgewater Town Code
  - Glen Castore made a motion to approve Resolution 2018-11 to approve adopting the new Bridgewater Town Code, John Holden seconded, all approved.
- 5. Rice County C.U.P authority update
  - Gary Ebling left a message for Galen Malecha and is waiting to hear if Galen has any updates regarding this issue.
  - Glen Castore noted that Peter Tiede advised that the township not respond to issues concerning old C.U.Ps until Rice County has brought them into compliance.
- 6. Permit Fees (Roofing)
  - Jim Braun reviewed the issues regarding fixed permit fees and will provide information to the Board by January 2, 2019.

## **New Business**

1. Newsletter for January
  - A request was made to send out quarterly newsletters in 2019.
  - Glen Castore will provide direction regarding what to place in the newsletter. A request was made to include informational maps.
2. Establish priorities for Comprehensive Plan
  - Glen Castore reviewed the draft email regarding the Comprehensive Plan which will be approximately 2-5 pages in length.
  - The primary categories were reviewed.
  - Gary Ebling is working on creating maps. He presented the work completed to date.
  - John Klockeman reviewed that we need to make sure to hit the deadlines laid out. The highest priorities will need to be completed by July 2019.
  - The categories will be covered in the upcoming incorporation meetings.
  - Glen Castore noted that Larry Alderks may act as facilitator for these meetings with the Bridgewater Clerk taking notes. Jessica Page will act as back up if the clerk is not available for a meeting.
  - The official title of these meetings will be determined by the Supervisors.
  - The medium and low priority items were reviewed; priority number 4 was moved to a higher priority.
  - John Klockeman suggested creating standing committees for some key areas such as EDA and Parks and Rec. It was suggested that the Parks committee be made a higher priority due to the quantity of natural resources we have and wish to preserve.
3. Northfield Annexation Agreement Negotiations
  - Gary Ebling discussed the template he is working on for the agreement.
  - The township will be kept updated via the newsletters and KYMN updates.

## **Old Business**

1. Central Pond Project
  - Issue Updates
    - Glen Castore will follow up with Bolten and Menk for the final design. Work will begin as soon as the permits are issued.
2. Roads
  - Snow removal update
    - Culhane completed the snow plowing for the Township following the last snow storm.
    - Mike Groth reviewed the cost of a new truck for the township.
  - State Funds for Storm Clean Up Update
    - The clean up is complete. Perry Collins will bring down a chipper to take care of the tree pile at the steam and gas site. Gary Ebling discussed a fee for using the site with the president of the Steam and Gas site.
3. Misc.
  - Glen Castore reviewed the Inspection Proposal. He will invite them to the January 2 meeting.

#### **Upcoming Meetings**

- Planning and Zoning meeting, December 27, 2018, 7pm Bridgewater Town Hall
- Project Meetings, Monday, January 2, 2019 1 pm Bridgewater Town Hall
- Board of Supervisors meeting, January 9, 2019, 7pm Bridgewater Town Hall

Adjourn