

**Bridgewater Township Board of Supervisors  
County of Rice, State of Minnesota  
Re-Organization Meeting April 8, 2015  
Official Minutes**

**Call to Order – 5:00 pm**

**Pledge of allegiance**

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

**Introduction of Guests**

**Swearing in of New Officers**

**Approval of Agenda – Kathleen Doran-Norton made a motion to approve, John Holden seconded, all approved.**

**ReOrganization of Town**

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

**Select Vice Chair.** - Kathleen Doran-Norton made a motion to have John Holden act as Vice-Chair, 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. The fourth Wednesday of the month may be scheduled as a regular meeting for actions which cannot wait until the second Wednesday meeting. This meeting will be held at 6:30 pm prior to the Planning and Zoning Commission meeting.
- All meetings will be posted on the Bridgewater Township website.
- A weekly flood mitigation meeting will be held with the time and day to be set
- 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. :
- Bridgewater Township Planning Commission meetings held at Bridgewater Township Hall.
- 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.org>

- City of Northfield: <http://www.ci.northfield.mn.us/>
- City of Dundas: <http://cityofdundas.org/>
- Rice County: <http://www.co.rice.mn.us/>
- Kathleen Doran-Norton made a motion to adopt this schedule of regular board meetings and work sessions, John Holden seconded, all approved.

**Designate Official Newspaper of the Town :** Northfield News - . Kathleen Doran-Norton made a motion to approve this, John Holden seconded, all approved.

**Designate Township Attorney(s) - .** Kathleen Doran-Norton made a motion to approve this, John Holden seconded, all approved.

- Planning & Zoning – Peter Tiede
- Town Business – John Ophaug, Brian Blumhoefer
- Special projects – as subject matter experts are required

**Set Compensation for Town Officers & Employees**

Mileage reimbursement	\$.565 per mile
Head Election Judge	\$12.50 per hour
Election judges	\$10 per hour
Grader/Truck Driver	\$25.00 per hour
Substitute Truck Driver	\$22.00 per hour
Deputy Clerk	\$50 per meeting
Supervisors	\$4400 annually
Treasurer	\$4950 annually
Clerk	\$5350 annually
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.
Road specifications inventory	Create a database of road sizes, condition, culverts. Gary Ebling will look into how this could be done.
Septic system database	This is being created by Kathleen Doran-Norton to comply with the new ordinance.
Review of ARD properties	Annual taxation review, how do we assign value?

. Kathleen Doran-Norton made a motion to approve the compensation, John Holden seconded, all approved.

**Designate Supervisors for specific Issues**

<b>Administration</b>	Gary Ebling
<b>Roads</b>	Gary Ebling/John Holden
<b>Website</b>	Kathleen Doran-Norton
<b>ARD annexation tax review</b>	Kathleen Doran-Norton/Brad Pfahning
<b>Planning and Zoning</b>	Kathleen Doran-Norton
<b>Special Project Manager</b>	Glen Castore
<b>Rice and Heath Creek Project</b>	Kathleen Doran-Norton/Glen Castore
<b>Edgebrook/Spring Creek Project</b>	Gary Ebling

**Deputy Clerk** - Gail Hendershot

**Deputy Treasurer** -

**Head Election Judge**- Rebecca Benedict

. Kathleen Doran-Norton made a motion to approve the designation of supervisors, deputy clerk, and head election judge, John Holden seconded, all approved.

**Dundas Planning Commission Members (3 Yr Appointments)**

- Bruce Morlan (through December 2014) – Kathleen Doran-Norton check if he is still willing to attend.
- Larry Alderks (through 2016)
- John Klockeman (through 2015)

**Bridgewater Planning Commission Members (3 Yr Appointments)**

- Jeff Stremcha (2016)
- Bruce Morlan (2013) – Kathleen Doran-Norton will check if he is still willing to attend.
- Ray Larson (2016)
- Jim Rossow (2015)
- John Klockeman( 2014) – Kathleen Doran-Norton will check if he is still willing to attend.

Kathleen Doran-Norton made a motion to approve the members for the Dundas Planning Commission and the Bridgewater Planning Commission, John Holden seconded, all approved.

**Designate Rural Fire Representative:**by acclimation - Paul Liebenstein with Glen Castore as alternative. Kathleen Doran-Norton made a motion to approve this, John Holden seconded, all approved.

**Designate Meeting Posting Places for the Township** – by acclimation

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. Kathleen Doran-Norton made a motion to approve this, Gary Ebling seconded, all approved.

**Designate Bank as Township Repository** First National Bank of Northfield - by acclimation – Special project accounts will be held at Frandsen Bank. John Holden made a motion to approve, Kathleen Doran-Norton seconded, all approved.

**Update Bank Signature Forms** – Gary Ebling will sign at the bank

**Consider Potential Conflict of Interest Issues** – None

**Review & Amend Board Polices as Needed**

Invoice Procedure	Kathleen Doran-Norton will work with Brad Pfahning on this.
Correspondence	
Claims	
Mail	P.O. Box 246 Dundas, MN 55019
Email addresses	
Bidding Process	Gary Ebling would like additional information on this process
Township Accident Reduction Plan	Kathleen Doran-Norton will look into this
Inventory	Brad Pfahning is looking into the history of specific items
Training materials	
Resolution book	
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
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 1. 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.
Upcoming training opportunities	
List of Officers & Contact Information	<i>Send to MAT</i>
PERA	
Listing of personal requests for meeting information (clerk)	<i>Stephanie Henrickson would like to be notified of meetings</i>

**Set Goals& Projects for the Year**

**2014**

Update zoning fee schedule

Create job description and procedures for appointed clerk

Septic Ordinance

Planning and Zoning

- Ag Tourism Ordinance – follow Rice County Ordinance – work with Planning and Zoning
- Trout Stream Ordinance
- Update township comprehensive plan – Gary Ebling would like to reduce the size of this
- Create Bike and trail map – Look into using old gravel pits
- Moving ordinances to township code – review all old ordinances to ensure compliance.
- Topics for discussion and consideration
  - Review township map for rezoning to rural residential areas

- ID historic areas of commercial use (e.g. CSAH 8 – Hwy 3 intersection)
- Rezone Hoover dump area for more reclamation opportunities
- Gravel pit restoration visioning
- Dark skies ordinance
- Roads – 10 year plan

Records retention policy updated

Create Road Committee (goal?) – Need guidelines, Kathleen Doran-Norton to meet with Gary Ebling and John Holden.

Review process for adding gravel to township roads (dump all planned gravel once) – any changes, equipment, etc required. This is to be added under Road Committee.

Road right-of-way identified for township roads – Finish project – Jim Braun is working on this.

Road specifications inventory (every 100 ft)

Backup of township financial records

Template for Northfield Annexation Agreement - Gary Ebling is working on this.

Rice County Comprehensive Plan – Look into where to place housing development.

Rice Creek legacy grant

Water Plan list – Kathleen Doran-Norton will review flood areas.

MN PACE joint powers agreement – Property assessed clean energy – provides money under a special tax assessment to cover cost of project.

## **2015**

update BW website with all new

info of names /elections/ contacts corrected(roads)

Adjourn – meeting was adjourned at 7:00 pm. John Holden made a motion to adjourn, Kathleen Doran-Norton seconded, all approved.