

**Bridgewater Township Board of Supervisors
County of Rice, State of Minnesota
Re-Organization Meeting, March 25, 2019
Official Minutes**

Call to Order 1:30 pm

Pledge of allegiance

Roll Call: Glen Castore, Gary Ebling, Frances Boehning

Introduction of Guests: John McCarthy

Swearing in of New Officers

Approval of Agenda

ReOrganization of Town

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

Select vice Chair – Gary Ebling made a motion to approve Glen Castore as Vice-Chair, Glen Castore 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.
- A regular Town Board project meeting will be held on the last Monday of the month at 1:00pm in the Bridgewater Town Hall.
- Bridgewater Township Planning Commission meetings are 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 H all.
- 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 for Bridgewater Township meetings will be posted on the Township Bulletin Board which is the Official posting site for meeting notices.
- 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.
- Motion to approve – Glen Castore made a motion to approve the schedule of meetings, Gary Ebling seconded, all approved.

Designate Official Newspaper of the Town: Glen Castore made a motion to approve the Northfield News as the official newspaper of the Town, 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 Township attorneys as stated, Gary Ebling seconded, all approved.

Set Compensation for Town Officers and Employees

Mileage reimbursement	\$.58 per mile
Head Election Judge	\$12.50 per hour
Election judges	\$10 per hour
Grader/Truck Driver	\$33 - \$38 per hour
Second Truck Driver	\$25-31 per hour
Deputy Clerk	\$50 per meeting
Supervisors	\$4650 annually
Treasurer	\$5250 annually
Clerk	\$22 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.
Recognition Fund	\$500

Motion to approve – Gary Ebling made a motion to approve the compensation for the Town officers and Employees, Glen Castore seconded, all approved.

Designate Supervisors for specific Issues

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

Deputy Clerk – none

Deputy Treasurer – none

Head Election Judge- Rebecca Benedict, Thomas Hart

Motion to approve- Glen Castore made a motion to approve the designations for specific issues, Gary Ebling seconded, all approved.

Dundas Planning Commission Members (4 Yr Appointments)

- Bruce Morlan - 2016
- Larry Alderks - 2017
- Frances Boehning - 2018
- Motion to approve- Gary Ebling made a motion to approve the appointments to the Dundas Planning Commission, 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 the Bridgewater Planning Commission Members, Gary Ebling seconded, all approved.

Designate Rural Fire Representative:by acclamation - **Paul Liebenstein** with Glen Castore as alternative. Motion to approve – Glen Castore made a motion to approved the Rural Fire Representative, Gary Ebling seconded, all approved.

Designate Meeting Posting Places for the Township – by acclamation

Bridgewater Township Hall, 500 Railway St, Dundas, MN 55019.

Motion to approve – Glen Castore made a motion to approve the designated posting place as Bridgewater Township Hall, Gary Ebling 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 designated banks for the Township, Gary Ebling 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	Comply with MN State Statute
Inventory	Complete financial inventory report (Clerk and Gary Ebling)
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 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 – Glen Castore made a motion to approve the policies, Gary Ebling seconded, all approved.

**Set Goals& Projects for the Year
2019**

- Update of the Comprehensive Plan
 - Northfield Annexation
 - 10 Year Strategic Plan
- Adjourn.

Chair	
Clerk	