

**Bridgewater Township Board of Supervisors
County of Rice, State of Minnesota
Re-Organization Meeting, April 5, 2023
Official Minutes**

Call to Order 7:00 pm

Pledge of allegiance

Roll Call: Kathleen Kopseng, Glen Castore, Andy Ebling, Thomas Hart, Mike Little, Lori Noreen

Introduction of Guests: None

Approval of Agenda: Thomas Hart made a motion to approve the agenda, Mike Little seconded, all approved.

Reorganization of Town

Select Chair – Glen Castore

Select Vice Chair – Kathleen Kopseng

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.
- 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 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 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 Chair, Vice Chair, and schedule of regular board meetings and work session, Thomas Hart seconded, all approved.

Designate Official Newspaper of the Town: Faribault Daily News.

Designate Township Attorney(s) -

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

Motion to approve – Andy Ebling made a motion to approve the designated official newspaper and Township attorney’s, Glen Castore seconded, all approved.

Set Compensation for Town Officers and Employees

Mileage reimbursement	\$.655 per mile
Head Election Judge	\$20 per hour
Election judges	\$15 per hour
Grader/Truck Driver	\$40 - \$50 per hour (Mike Groth - \$40)
Second Truck/Grader Driver	\$32-36 per hour
Deputy Clerk	\$50 per meeting
Supervisors	\$4800 annually
Treasurer	\$5600 annually
Clerk	\$28 per hour plus \$50 per Planning and Zoning Meeting.
Misc Labor	\$20 - \$30 per hour
Bridgewater Planning Commissioners	\$55 per meeting.
Dundas Planning Commissioners – Township reps	\$55 per meeting.
Recognition Fund	\$500

Motion to approve – Glen Castore made a motion to approve the compensation for Town Officers and employees, Mike Little seconded, all approved.

Designate Board Members for specific Issues

Administration	Glen Castore
Roads	Mike Little and Thomas Hart
Website	Clerk
ARD annexation tax review	Clerk/Reese Winter Accounting Firm
Planning and Zoning	Mike Little
Special Project Manager	Glen Castore and Andy Ebling
Road Side Management/Noxious Weeds	Thomas Hart

Deputy Clerk – none

Deputy Treasurer – none

Head Election Judge- Rebecca Benedict, Thomas Hart, Frances Boehning

Motion to approve- Mike Little made a motion to approve the Board Members and Head Judges, Andy Ebling seconded, all approved.

Dundas Planning Commission Members (4 Yr Appointments begin January 1)

- Bruce Morlan - 2024
- Larry Alderks - 2026
- Frances Boehning - 2025
- Motion to approve- Thomas Hart made a motion to approve the Dundas Planning Commission members, Glen Castore seconded, all approved.

Bridgewater Planning Commission Members (3 Yr Appointments beginning in May)

- Kurt Schrader (2024)
- Bruce Morlan (2026)
- Ray Larson (2024)
- Jeff Johnson (2025)
- John Klockeman (2024)
- Nate Watters (2025)
- Larry Alderks (2024)

- Motion to approve members – Andy Ebling made a motion to approve the Bridgewater Township Planning Commissioners, Mike Little seconded, all approved.

Designate Rural Fire Representative: by acclamation – Mary Franz with Glen Castore as alternative. Motion to approve – Mike Little made a motion to approve, Andy 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 – Andy Ebling made a motion to approve, Thomas Hart seconded, all approved.

Designate Bank as Township Repository - Frandsen Bank - by acclamation.
Motion to approve - Glen Castore made a motion to approve, Thomas Hart seconded, all approved.

Update Bank Signature Forms –Treasurer will confirm this is complete.

Consider Potential Conflict of Interest Issues – Peter Tiede to review and advise.

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	
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>Sent to MAT</i>
PERA	
Comp Plan	<i>Update in 2023</i>
Codification	<i>Update</i>

Motion to approve – Andy Ebling made a motion to approve, Mike Little seconded, all approved.

**Set Goals& Projects for the Year
2023**

1. Comprehensive Plan Completed
2. Road Policy
3. Northfield Annexation Agreement
4. Industrial Area Planning

Adjourn.

Chair	
Clerk	