

Bridgewater Township Board of Supervisors
County of Rice, State of Minnesota
Re-Organization Meeting, April 3, 2025 1:00pm
Agenda

Call to Order 1:00 pm

Pledge of allegiance

Roll Call:

Introduction of Guests:

Approval of Agenda:

Reorganization of Town

Select Chair – _____

Select Vice Chair – _____

Adopt a Schedule of Regular Board Meetings and Work Sessions

- Regular Town Board meetings are held on the second Wednesday of every month at 4:00 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 – _____.

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 – _____

Set Compensation for Town Officers and Employees

| | | |
|---|--|--|
| Mileage reimbursement | \$.70 per mile | |
| Head Election Judge | \$20 per hour | |
| Election judges | \$15 per hour | |
| Grader/Truck Driver | \$35 - \$45 per hr (Mike Groth - \$42.50) | |
| | | |
| Second Truck/Grader Driver | \$30-40 per hour | |
| Deputy Clerk | \$50 per meeting | |
| Supervisors | \$4800 annually | |
| Treasurer | \$6000 annually | |
| Clerk | \$35 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 –

Designate Board Members for specific Issues

| | |
|---|------------------------------------|
| Administration | |
| Roads | |
| Website | Clerk |
| ARD annexation tax review | Clerk/Reese Winter Accounting Firm |
| Planning and Zoning | |
| Special Project Manager | |
| Road Side Management/Noxious Weeds | |
| City Interface / Annexation | |

Deputy Clerk – none

Deputy Treasurer – none

Head Election Judge- Rebecca Benedict, Thomas Hart, Lori Noreen

Motion to approve-

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

- Bruce Morlan - 2025
- Larry Alderks - 2025
- Frances Boehning - 2026
- **Motion** to approve-

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

- Kurt Schrader (2027)
- Bruce Morlan (2026)
- Ray Larson (2026)
- Mike Little (2027)
- John Klockeman (2026)
- Nate Watters (2025)
- Emily Fulton-Foley (2027)

- **Motion** to approve members –

Designate Rural Fire Representative: by acclamation – Mary Franz with Glen Castore as alternative.
Motion to approve – _____.

Designate Meeting Posting Places for the Township – by acclamation
Bridgewater Township Hall, 500 Railway St, Dundas, MN 55019.
Motion to approve – _____.

Designate Bank as Township Repository - Frandsen Bank - by acclamation. **Motion** to approve
_____.

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>Completed in 2023</i> |
| Codification | <i>Update</i> |
| | |
| | |
| | |

Motion to approve –.

Set Goals& Projects for the Year 2025

1. Road Policy
2. Northfield Annexation Agreement
3. _____
4. _____

5. _____

Adjourn.

| | |
|-------|--|
| Chair | |
| Clerk | |