

Resolution 2017-006

A Resolution to Update the ADMINISTRATIVE POLICY for

Board Meetings and Access to Public Information

(This resolution will replace the former Administrative Policy via Resolution #2016-006)

WHEREAS, the Harris Town board is the governing body of Harris Township (the Town) charged by law with certain power and duties to conduct the affairs of the Town; and

WHEREAS, the board determined the adoption of an administrative policy regarding board meetings and access to public information will enhance the effectiveness of meetings and establish uniform procedures for the Board in how it conducts its business, and for those wishing to attend the proceedings; and

WHEREAS, this policy takes into consideration the particular circumstances of the Towns, which include but are not limit to, the following: The Town is *rural in nature, has a limited budged which is set by the town electors at the Annual Town Meeting, does not employ any administrative personnel, does not maintain regular office hours, has limited office facilities and accessibility, and schedules only one Regular town meeting and one Planning and Development meeting per month.*

NOW THEREFORE, BE IT RESOLVED that the Town Board of Harris, Itasca County, Minnesota, hereby adopts the following updated administrative policy, replacing resolution #2003-008, regarding board meetings and access to public information:

1. **Scope:**

The procedures established in this policy shall apply to all regularly scheduled meetings of the Town Board, and to the extent practical, work sessions, special meetings and board hearings. This policy shall not apply to annual town meeting, some special meetings, closed meetings, onsite inspections, or any committee or subcommittee meetings.

1.1 **Data Practices Act.**

While Harris Township did adopt Urban Powers in 2004, it is not an urban township located in the seven county metropolitan area, and therefore is exempt from the Minnesota Government Data Practices Act (a decision made by the legislature in recognition of the fact that most townships do not have the type of staffing required by the Act).

As such, the Board is not bound by the requirements of the Minnesota Data Practices Act and nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the data practices act. Without limiting the forgoing, to the extent the Board is aware it has information that would be classified by the data practices act as something other than public data, it will take reasonable steps to limit its release.

2. **Meeting times and location:**

The Board schedules and conducts 2 meetings a month: The Regular meeting on the second Wednesday of each month, beginning at 7:30 p.m., and the Planning and Development (aka P&D) meeting on the fourth Wednesday of each month, beginning at 7:30 p.m., at Harris Town Hall.

a. **Exceptions:**

- The November P&D meeting will be held the third Wednesday of the month, when the fourth Wednesday occurs during the week of Thanksgiving.
- The December P&D meeting will only be held if the board deems necessary, on the third Wednesday of the month due to the Christmas holiday.

The Board develops and adopts a yearly calendar of the dates of these meetings, publishes them in the Herald Review once, and posts on the town hall bulletin board for the entire year. If for some reason the board finds it necessary to change any published meeting date, they will publish notice of the change in the official newspaper, and post the change at least three days prior to the originally scheduled meeting date.

3. Holidays

Township meetings or business will NOT be conducted on any official federal holiday, as provided in Minn. Stat 645.44 subd.5.

4. Calling a special board meeting, emergency meeting, or work session:

The Board will generally call for special meetings or work sessions during a Regular or P&D meeting. However, the board Chairperson may, upon his/her own initiative, call a special meeting of the Board to address an issue or issues that requires consideration before the next board meeting. The Chairperson shall contact the Town Clerk for the need of a special board meeting or work session, and the Clerk will notify the other Board members of the date, time and place of the meeting. The Chairperson will try to arrange the meeting date and time so that all board members can attend. The Town Clerk shall also post notice of the meeting at least 5 days in advance, as required by the open meeting law.

A) An Emergency meeting may be called at any time if there is an immediate situation that poses any harm to the Public Safety, Roads and Waterway of the Township. In the instance of calling an Emergency Meeting we refer to Statue 13D.04 subdivision 3; the above order for calling the meeting still stands. Public Notice will be given on Facebook, a phone call will be made to the Herald Review of Grand Rapids, Minnesota and other attempts to post the meeting shall be done if time allows. The minutes of the Emergency meeting may be recorded by a Supervisor present and will be included in the next Regularly Scheduled meeting agenda packet.

5. Presiding officer:

The Board chairperson shall be the presiding officer of Board meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside. The presiding officer shall have the power to preserve Order and decorum at the meeting, enforce rules of procedure, and determine without debate, subject to the final decision of the Board on appeal, all questions of procedure and Order.

a. Appeal of presiding officer's ruling:

Any member of the Board may appeal the ruling of the presiding officer. If the appeal is seconded, and after discussion and explanations are given, the majority vote of the Board shall determine the question.

b. Rights of presiding officer:

The presiding officer is a full member of the Board and retains all of the rights to speak, make and second motions, and to vote on matters of town business to the same extent as any other town supervisor.

6. Order of business:

6.1. The Regular Meetings:

An agenda will be prepared by the Clerk for each Regular meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the Supervisors. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours

of receiving the agenda. No additions after this point will be added to the agenda until the night of the meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to Order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the township mission statement
2. Additions and Corrections
3. Approve the minutes of the Regular Meeting and any work sessions or special meetings held after the last P & D meeting.
4. Business from the floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Old Business
10. New Business
11. Treasurer's Report
12. Approve payment of bills for the month
13. Public Input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

If someone contacts the clerk and asks to be placed on the agenda, they will generally be included in #4. Business from the floor.

6.2. The Planning & Development (P&D) Meetings:

An agenda will be prepared by the Clerk for each P & D meeting. All agenda items will need to be submitted to the Clerk by 5:00 PM the Friday prior to the next meeting. A proof of the agenda will be sent to the Chair via e-mail prior to the Supervisors. The minutes shall include who attended the meeting at the top, and who submitted the minutes at the bottom. The purpose of the agenda being sent to the Chair is for the adding of additional items, changes, and recommendations. The Chair will return corrections to the Clerk within 24 hours of receiving the agenda. No additions after this point will be added to the agenda until the night of the meeting. The Clerk will provide by the close of Monday complete agenda packets, in hard copy, at the Town Hall for Supervisors to pick up. All supporting materials that the Clerk has in possession will be included in the packet. When the packets are complete the Supervisors will receive a text from the Clerk indicating they are ready and a complete packet will be uploaded to the website. Copies of the agenda and supporting materials will also be available for the public at each meeting.

The presiding officer will call the meeting to order, and if a quorum is present will proceed with its business in the following order:

1. Pledge to the flag, followed by the reading of the mission statement
2. Additions and Corrections
3. Approve the minutes of the previous P&D Meeting, and any work sessions or special meetings held after the last Regular meeting.
4. Business from the Floor
 - * Please come up to the podium and state you name and address for the record
5. Consent Agenda
6. Roads
7. Recreation
8. Correspondence
9. Town Hall Report – for month/date/year to month/date/year
10. Maintenance Report
11. Old Business
12. New Business
13. Public input (limit of 5 minutes)
 - * Please come up to the podium and state you name and address for the record
14. Upcoming meetings listed
15. Adjourn

a. Varying order of business:

The presiding officer may vary or alter the order of business for the convenience of the public or the board.

b. Consent agenda:

The board may employ the use of a consent agenda during the Regular meeting and P & D meeting, to approve matters of a routine or non-controversial nature, or items that have already been discussed at a prior board meeting and agreed to be placed on the consent agenda.

7. Rules of parliamentary procedure:

The list of parliamentary procedures that follow as **attachment A** is made a part of this policy, and shall guide meetings of the board.

8. Public participation:

Members of the public may address the Board at the time designated in the order of business for citizen comments and at such other times during the meeting as may be allowed by the presiding officer to address specific issues before the Board. Unless further time is granted by a vote of the Board, remarks from the public shall be limited to five minutes per speaker. When addressing the Board, Citizens shall come up to the podium and state their name and address for the record and confine their remarks to the specific matter under debate.

Everyone who attends a meeting shall at all times conduct themselves in a professional manner and shall *not*: speak until recognized by the presiding officer; engage in disorderly conduct; disrupt the proceedings; speak longer than the allotted time; speak to matters beyond the scope of the particular matter currently before the Board; use profane language; or engage in any other activity which disturbs the peace and good order of the meeting. Any person who persists in disturbing the meeting after having received a warning from the presiding officer may be asked to leave the meeting. If the person does not leave, the presiding officer or other town officer may contact law enforcement to have the person removed from the meeting.

a. Spokesman

The presiding officer may ask a group attending a meeting that wishes to address the Board on the same subject to appoint a spokesperson for the group to expedite matters and avoid repetition. The person speaking on behalf of a group may be allowed additional time if needed to fully present the opinion of the group. After a spokesperson has spoken on behalf of a group, the presiding officer may limit the number and/or the time other persons allowed to speak to present similar opinions.

b. Recording by the public

Those attending meetings may use sound or video recording devices provided their use does not interfere or disrupt the meeting and does not violate the constitutional rights of others.

c. Written materials

Citizens may submit written comments or materials to the Board before or at a meeting and may ask that they be added to the record. The Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

9. Record of meetings:

Minutes of all public board meetings shall be kept in a journal (binder). The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. We will keep all minutes of all the other meeting the board members attend in a binder.

10. Audio Recordings:

Unless the board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town's official records and, after approval of the minutes of the meeting to which a tape applies, will be recycled for use at future meetings. If the Board is taping a meeting, the Board may make a motion at the meeting to make the tape recording part of the official record of the meeting. If a motion is passed to make a tape a part of the official record, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.

11. Continue Meetings:

The Board may by motion continue a meeting to a later time by announcing as part of the motion and recording in the minutes the date, time, and place of the continued meeting. Whether notice of the continued meeting will be provided is left to the discretion of the Board.

12. Access to public information:

It is the intent of the Board to provide reasonable means of access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Board determines the information to be non-public. Access to information determined by the Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.

A. Request for Information.

Anyone may request, either verbally or in writing, to inspect or to receive photocopies of public information held by the Town. Those wishing to inspect public records should contact the Town Clerk to make arrangements to view the information either at a Board meeting or at such other time as may be mutually convenient. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (**Appendix B**) detailing the information requested.

a. Fees for Photocopies.

The following fees may be charged for photocopies of public information from the Town:

- (1) **Labor:** The time spent by those acting on behalf of the Town to satisfy the request for photocopies, including the time to search for, compile, and photocopy the information, shall be charged at a rate of the current allocated labor rate of the clerk.
- (2) **Photocopying:** The fee for photocopying shall be charged at a rate of \$0.25 per page.
- (3) **Mailing:** The fee for mailing photocopies shall be the postal rates in effect at the time together with the actual cost of envelopes or other packaging materials.
- (4) **Other Costs:** Any other actual costs the Town incurs to provide the photocopies shall be charged to the person making the request including, but not limited to, mileage and office supplies or other items that need to be used to satisfy the request.

b. Prepayment of Fees

If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, the person requesting the photocopies must pay the total estimated amount of the fees to the Town before it will undertake to provide the photocopies. If the actual fees incurred to provide the photocopies are less than the estimated fee amount, the Town shall reimburse the difference at the time of providing the photocopies. If the actual fees incurred to provide the photocopies are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies.

13. Amending or updating the policy:

The Board may amend this policy by resolution.

14. Severability:

If any part or portion of this policy is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the policy.

15. Description of Job Duties:

- a. Board Members/ Supervisors
- b. Treasurer
- c. Clerk/Deputy Clerk

Adopted this 24th day of January, 2018

Town Chair

Attest: _____

Cari Ann Alleman, Clerk

Supervisor Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)
 - By law, supervisors (have charge of all town affairs not committed to by other officers by law." Minn. Statute 366.01, subd 1. Town Supervisors are charged with the duty to make decisions on behalf of the town and have the responsibility to see that the town fulfills its duties to the state and to town residents. Common duties include awarding contracts, authorizing township expenditures, adopting ordinances and resolutions. Rather than being a task-oriented position, the office of town supervisor involves setting policy by making choices from a wide range of options. The challenges for supervisors include identifying what the available options are based on the town's legal authority, following the correct process, taking the required steps to implement the selected option, and implementing the decision. Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
 - Supervisors are responsible for choosing a chair. The statutes do not set out a selection process for the chair's position and a town has a good deal of flexibility to use the process that makes sense to its board. The person appointed as the town board chair does perform certain duties in addition to the usual responsibilities of a supervisor. Those include serving as the presiding officer for town board meetings and signing checks and other documents on behalf of the board. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
 - It is important to note the chair retains all the powers of a supervisor to make, second, and vote on motions. Furthermore, a board may not adopt rules to limit the powers the law grants to this or any other election position (i.e. it cannot adopt a rule prohibit the chair from making a motion.) However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted superior or independent authority over the other supervisors.
 - As a practical matter, the chair does take on many tasks that need to be performed, but the assignment of additional tasks must not be mistaken for the power to control a matter. For instance, the chair working with the clerk to pull together the agenda for a meeting does not give the chair the authority to refuse to place items on the agenda other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigns additional duties or powers, the chair is a supervisor with only the powers of a supervisor.

2. **Duties covered under the supervisors stipend:**
 - Inspection of parks
 - Inspection of cemetery
 - Inspection of all landings
 - Inspection of roads (paved or dirt)
 - Zoning prep (items which are not a meeting or not involving a quorum of supervisors)
 - Township Facebook updates
 - Working with contractors (i.e. bids, supervision of contractors/vendors)
 - Supervision of employees and volunteers

- Emails to/from constituents (those received should be forwarded to specific supervisor)
- Phone calls to/from constituents (those received should be forwarded to specific supervisor)
- Inspection of weeds (noxious) aka Weed Inspector

3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

5. Mileage:

- To be charged at the Fed. rate (2017-.54)
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.
- No mileage paid for driving to/from required/mandated township monthly meetings.

6. Special Projects (must come before the township board for prior approval and/or to request payment, if applicable:

- Those projects, etc. that a township supervisor may need to be involved in, but that does not fit into categories 1-4 above.

Treasurer Duties:

1. Minnesota Association of Township Duties (as defined in the Manual on Town Government)

Receive and take charge of all money; belonging to the town, or which is required to be paid onto its treasury, and to pay it out only upon the lawful order of the town or its officers;

Preserve all books, papers, and property; pertaining to or filed in the treasurer's office.

Keep a true account of all money; received as treasurer and the way it is disbursed, in a book provided for that purpose. Provide the account with the treasurers vouches to the town board of audit at its annual meeting for adjustment.

Deliver all books and property; Belonging to the treasurer's office and all money in the treasurer's hands as treasurer, to a qualified successor.

Keep in a suitable book a register; Of all town orders presented for payment that cannot be paid for want of funds. Record the date presented, and endorse on the back of each words "not paid for want of funds," with the date of the endorsement, signed by the treasurer.

Draw from the county treasurer; From time to time, money received by the county treasurer for the town and receipt for it.

Make and file with the town clerk; Within five days preceding the annual town meeting a statement in writing of the money received from the county treasurer and all other sources; and all money paid out as town treasurer. The statement shall show the items of money received and from whom, on what account and when each was received. The statement shall also show the items of payment and to whom, for what purpose, when and the amount of each that was made, and the unexpended balance on hand.

Perform other duties required by law.

Minn.Stat. 367.16

Other duties of the town treasurer include paying judgements ordered against the town (Minn.Stat 365.41) and selecting a depository for town funds if the board fails to select one within 30 days of the annual town meeting.

2. **Duties covered under the treasurer stipend:**

- All reports processed and saved on the computer and backed up on an external hard-drive
- All original paperwork organized and saved in storage bins at the town hall security space in the basement.
- All reports processed and saved on the computer and backed up on an external hard-drive, all original paperwork organized and saved in storage bins at the town hall security space in the basement.
- Treasurers summary report due for the Board of Audit meeting.

Process Financials for the previous month

- Add all disbursements to the account register
- Add all receipts to the account register
- Create the monthly financial reports
- Update the budget to actual reports for disbursements
- Update the budget to actual reports for receipts

Receive Pay Requests via email or written out and turned into town hall

- Supervisors, Clerk and Treasurer will have their pay requests turned in by the first day of the month
- Maintenance and Caretaker Employees will have their pay requests turned in on the Friday before the regular Board Meeting (second Wednesday of the month).
- Process financials with appropriate meeting, labor, wages less withholdings for all employees, supervisors, clerk, treasurer

Receive Bill Packet from Clerk

- This packet is ready at the town hall by the Sunday before the regular Board Meeting
- Create the bill list based on the bills in the packet
 - Add electronic bills to the bill list and packet
 - Check for duplicate invoices
 - Add the gross pay amounts to the bill list
 - Add the net wages total to the bill list

Copies for meeting:

- Bill List (enough copies for everyone at the meeting)
- Financial Reports (enough copies for everyone at the meeting)
- Pay requests for all supervisors, clerk, treasurer, maintenance and caretaker (one copy for each person with their paycheck)

Write out Checks from Bill List

- Give to Board Chair and Clerk for signing
- Make copies before distributing

Deposit Checks

- Process all receipts and give checks, cash and deposit slip to clerk for depositing at the bank (separation of duties is necessary).
- Create deposit slip with all received funds
- Confirm all funds received
 - Town hall payments
 - Cemetery purchases, deeds, burials
 - Funds from the county or state

- Give deposit and funds to the clerk for deposit

Mail Bills

- Prep all bills
- Make copies of all invoices that do not have second copy
- Make all online payments

Monthly Reporting

- Make Federal Tax Deposit
- Make State Tax Deposit
- Make PERA report and deposit

3. Required/Mandated Township Meetings paid (for) @ \$60.00, and not covered under the monthly stipend:

- Regular Township monthly meetings
- Regular P & D Township monthly meetings
- Regular Township Association monthly meetings
- Canvas Meeting, after annual meeting
- Audit Meeting, annually
- Board of Equalization Meeting
- Legally required meetings (i.e. Public Hearings, etc)

4. Meetings, duties, etc. paid (for) at an hourly rate of \$18.70, and not covered under the stipend:

- Committee(s) which supervisors are appointed to by the Board, and required to attend any meetings, representing the township
- Training sessions
- Work sessions
- Emergency meetings
- Conducting interviews

Not included in stipend:

- Year-End Financials – for budget planning
- Year End Tax Reporting
- W-2/s, 1099
- Audit preparation and any auditor requested work
- Other Duties assigned to represent as part of our township (i.e human resources)
 - Currently Human Resource work – employee reviews

5. Mileage:

- To be charged at the Fed. rate (2017-.54)
- Mileage paid for: inspecting roads, cemeteries, landings, parks, driving to/from appointed committee meetings, training sessions.
- Mileage paid for any other township related business.

- No mileage paid for driving to/from required/mandated township monthly meetings.
6. **Special Projects (must come before the township board for prior approval and/or to request payment, if applicable):**
- Those projects, etc. that a township treasurer may need to be involved in, but that does not fit into categories 1-4 above.

Clerk of Harris Township - current responsibilities: 1/10/2018

Meetings of the town board: (Regular Meeting)

- Post notice of all meetings, work sessions, and any legal notices at town hall at least 3 days prior
- Prepare agenda and back-up information packet; provide to board prior to meeting,
- Post notice, agenda and packet links on website at least 24 hrs prior to meeting
- Set up town hall for meetings (tables/chair adjustments, microphone system set up, put out name plates, sign-in book, and agenda packets for public)
- Take minutes during meeting and type up for board's review at next Regular Meeting
- File township information at town hall office (minutes, agenda packets, resolutions, road file info, etc.)

Accounting:

- Keep own set of 'books', detailing monthly disbursements, income/revenue, and fund balances
- Annual balancing of books with treasurer's books, which are verified during Board of Audit

Elections:

- Plan and supervise the conduct of all elections (township, county, state, federal, school board); secure election judges, prepare polling place, ballot boxes, voting machines and ballots; issues absentee township ballots; report election results to the county
- Attends specific MN Association of Township election training every 2 years, and county training every year, to learn current election laws and procedures

Annual Meeting:

- Prepare annual report, including:
 - Budget to actuals for current year, by fund and line item
 - Adopted budget for current year (as annual meeting, in March)
 - Proposed budget by fund, and line item – as agreed to during budget meetings
 - Road report – see previous examples and state statute
 - Donation request letters – Fair Board and Historical Society
- Open annual meeting and call for nominations for moderator
- Prepare draft resolution for election results, and give to Board of Canvass – immediately following annual meeting

Website

- Keep homepage current, including:
 - Next meeting information (date, time, location, agenda/agenda packet)
 - Notices for election, annual meeting, elections, etc.
- Website pages – keep current – including town hall policy, cemetery information, skating rink hours, park information, etc.

Pavilion reservations

- Take calls and provide information on reserving the Crystal Park pavilion
- Prepare reservation notice postings and email to maintenance crew

Main point of contact

- The clerk is the main contact for township phone or email inquiries (public, county, attorney, etc.)
- Sends out correspondence using township letterhead, as directed by the board

Other:

- Preserves all permanent Town records

- Maintains a public information service and, in response to reasonable requests, furnishes information and material concerning the Town government.
- Act as ex-officio notary, meaning notarize town documents and administer oaths of office.
- Appoints a deputy clerk
- Maintain a home office recommended, as town hall office does not have a private entrance – so not always available if a rental is in place

Compensation:

- \$600 monthly salary (this equates to apx 10 hrs/week @ hrly rate);
- \$60/regularly or legally required scheduled meeting (includes Itasca Twp Assoc. Meetings, Annual Meeting, Regular Mtgs, P&D Mtgs, Board of Audit, Public Hearings, etc.)
- \$18.70/hr for allocated hourly work (includes website updates and maintenance, work session attendance and resulting work session minute preparation, budget and annual report prep, newsletter work)
- Township laptop and printer supplied; internet cost and printer ink expenses reimbursed

Deputy Clerk responsibilities as of 1/10/18:

Note: \$100 of this \$300 is allocated to cemetery duties – in case these duties are taken over by another position. All other work session, elections, trainings, or the like will be paid on a hourly rate same as the clerks outlines above.

Meeting of the town board: P & D Meeting:

- Prepare agenda and back-up information packet; provide to board prior to meeting,
- Post notice, agenda and packet links on website at least 24 hrs prior to meeting
- Set up town hall for meetings (tables/chair adjustments, microphone system set up, put out name plates, sign-in book, and agenda packets for public)
- Take minutes during meeting and type up for board's review at next P & D Meeting

Cemetery Duties:

- Preparing cemetery deeds, have signed by board, copy and send to County Recorder, recorded copy for town records, and mail original to purchaser
- Phone calls to/from funeral homes to arrange for burial dates/times
- Advise maintenance staff accordingly for site preparation.
- Keep records of burials in book, and watch for payment due.
- Phone calls to/from purchaser, county, and maintenance
- Emails to/from purchaser, funeral home, county, and maintenance

Salary for CLERK includes:

- Minutes - from P&D/Regular/Legally required meetings
- Research online for variety of things
- Emails/text/call board, regarding a variety of things as needed
- Respond to all township business inquiries (calls/emails) regarding cemetery sites and burials, board contact info, town hall availability, Itasca County business, from realtors preparing a closing (inquiring about current/pending special assessments, bonds), etc.
- Respond to Crystal Park Pavilion reservation requests; keep a calendar of dates reserved, prepare 2 types of posting notices and email them to the maintenance crew to post
- Meeting agenda creation and prep of supporting back-up (i.e. agenda packet)
- Scan Regular and P&D agenda packets provide to Supervisors 1-3 days prior
- Prepare notices and post all meetings, work sessions, elections, etc.
- Keep contact information up to date for posting board
- Update township policies as needed; print town hall and cemetery policy brochures
- Prepare and publish meeting schedule, all work sessions or special meetings, election notices, etc. (whatever is legally required)
- Town hall set up for Regular, P&D and legally required meetings
- Document filing & organizing – town hall
- Annual audit prep of clerk's responsibilities (bookkeeping documents, minute and agenda packet binders, board contact information, etc.)
- Discussions regarding a variety of topics/projects with others (board/county/residents, etc.)
- Website administration and content updates; add minutes after approved (convert to PDF first)

Hourly rate for CLERK includes:

- Newsletter assistance (e.g. update address database, review newsletter drafts, etc.)
- Work sessions hours – including agenda prep, town hall set up, time at the meeting, and hall closing
- Minutes of Work Sessions
- Election duties – if Head Judge
- Trainings (i.e. MAT short courses)
- Preparing the annual report and having copies printed for the annual meeting
- Monthly bookkeeping (clerk's books) and prep for Board of Audit

Per Diem Meeting Rate for CLERK includes:

- Attendance at Regular, P&D, and legally required meetings (e.g. annual meeting, public hearings, board of audit, board of appeal, etc.), regardless of length (unless over 3.5 hrs...then charge hourly)
- Taking notes & preparing minutes for the meetings noted above

Deputy Clerk: Also includes hourly rate items if needed:

- Attendance P&D meeting
- Taking notes & preparing minutes for the meetings noted above
- Meet with the public at the cemetery regarding site sales and collect money
- Advise maintenance crew of cemetery lots sold, to whom, when, and for what price (rolodex cards)
- Prepare cemetery deeds, have signed by board, copy & send to county recorder, recorded copy for town records, and mail original to purchaser.
- Take calls from funeral homes to arrange for burial dates/times; advise maintenance crew accordingly for site preparation. Keep records of burials in book, and watch for payment due.

Appendix A

RULES OF PARLIAMENTARY PROCEDURE FOR TOWN BOARD MEETINGS

The following are the rules of parliamentary procedure the town board (Board) of Harris Township, Itasca County, Minnesota has adopted for use at its board meetings.

Voting:

A majority vote of those supervisors present and voting shall be required to pass a motion unless a greater number is required by law or ordinance. Abstentions from voting shall reduce the number considered voting on the motion, shall not be considered as a vote either for or against the matter under consideration, and shall be recorded in the minutes of the meeting along with a reason for the abstention.

Method of taking action:

All actions of the Board shall be taken by motion, including the adoption of resolutions and ordinances. A supervisor may raise a point of order without making a motion. The following are permitted motions:

Action	Description	Requires Second	Amendable
Main Motion	Used to bring an item of business before the Board.	Yes	Yes
Amend	Used to amend the wording of a main motion.	Yes	Yes
Call the Question	Used to immediately end debate on a motion.	Yes	No
Lay on the Table	Used to postpone debate or a vote on an issue either indefinitely or to a certain time or a certain occurrence mentioned as part of the motion.	Yes	Yes
Point of Order	Used to raise a question of parliamentary procedure to the presiding officer.	No	No
Roll Call	Used with respect to a particular issue before the Board to require each supervisor's vote on the issue to be recorded in the minutes of the meeting.	Yes	No
Suspend Rules	Used to suspend the rules of parliamentary procedure in exceptional circumstances to facilitate the Board taking action on a particular issue.	Yes	No
Appeal Ruling	Used to appeal a ruling of the presiding officer.	Yes	No

If an issue of parliamentary procedure arises that is not addressed in this policy, the presiding officer may seek guidance from the most current edition of Robert's Rules of Order to help resolve the issue.

Appendix B

HARRIS TOWNSHIP
INFORMATION REQUEST FORM

Persons requesting photocopies of public information from the Town must complete this form, return it to the town clerk, and pay the applicable fees as indicated below.

Requester's Name: _____ Date of Request _____

Requester's Address: _____

Requester's Phone Number: _____ Signature _____

Description of the Information Requested: _____

Town Use Only

The request is: Approved, Approved in Part, or Denied. Reason(s) for a partially approval or a denial: _____

Fees applicable to the request:

			Estimated Cost	Actual Cost
Labor	_____ x \$ _____	# Hours	Hourly Rate	_____
Photocopying	_____ x _____	Rate	Hourly Rate	_____
Mailing	_____			_____
Other Costs	_____			_____
	_____			_____
	Totals: _____ *			_____

Difference: _____ To be paid by requestor.
 To be refunded by Town.

* If the total estimated cost exceeds \$30, the requestor must pay the entire estimated amount before the Town will undertake to satisfy the request. If the actual cost is less than the estimated cost, the Town will refund the difference at the time the copies made available to the requestor. If the actual cost is more than the estimated cost, the requestor must pay the additional amount before receiving the copies.

Cari Ann

From: Brian Swanson <bswanson@lamar.com>
Sent: Friday, January 19, 2018 11:51 AM
To: Cari Ann
Subject: Re: Building Permits for signs

Thank you Cari, I will plan on attending the meeting. Can you email me the town hall address? Thanks!

On Fri, Jan 19, 2018 at 9:46 AM, Cari Ann <harristownshipclerk@gmail.com> wrote:

You would need to look at the Comprehensive plan online to get the information. I have already added you to the meeting on Wednesday January 24, at 7:30 pm...

Cari Alleman

Harris Township Clerk

218-244-1811

From: Brian Swanson [mailto:bswanson@lamar.com]
Sent: Wednesday, January 17, 2018 4:14 PM
To: Cari ann Alleman <harristownshipclerk@gmail.com>
Subject: Re: Building Permits for signs

Hi Cari, thanks for getting back to me. I looked through the town ordinances that were posted online, can you email the part pertaining to billboards? What time would the meeting be? Thanks!

On Wed, Jan 17, 2018 at 4:05 PM, Cari ann Alleman <harristownshipclerk@gmail.com> wrote:

Hello, that is something g t hat needs to go before the board. I can have it put on the next agenda for next Wednesday.

Thank you,

Cari

Sent from my iPhone

On Jan 17, 2018, at 11:13 AM, Brian Swanson <bswanson@lamar.com> wrote:

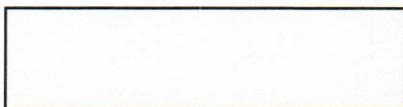
Hi Cari, I have a peice of property zoned commercial and have been looking on the Town's website for any building permit requirements and have not been able to find any. Does the Town require building permits for signs or is that just through the county and MNDOT? I saw the township's 3 ordinances but could not find anything for building permits or applications.

Thank you!

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Brian Swanson

Real Estate Lease Manager



P.O. Box 16030 Duluth, MN 55816

[9331 Westgate Blvd. Proctor, MN 55810](#)

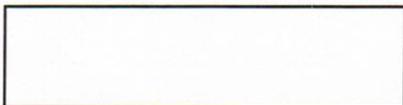
Main: 218-628-2301

Fax: 218-628-0364

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Brian Swanson

Real Estate Lease Manager



P.O. Box 16030 Duluth, MN 55816

[9331 Westgate Blvd. Proctor, MN 55810](#)