

RESOLUTION ESTABLISHING AN ADMINISTRATIVE POLICY

WHEREAS: the town board is the governing body of South Harbor Township charged by law with certain powers and duties to conduct the affairs of the Town;

WHEREAS: the Board determines the adoption of an administrative policy will enhance the effectiveness of its 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 Town, which include, but are not limited to the following: the Town is rural in nature; does not employ any administrative personnel; does not maintain regular office hours; has limited office facilities; holds only one regular town board meeting a month; does not maintain a web site;

NOW, THEREFORE, BE IT RESOLVED, that the town board of South Harbor Township, MilleLacs County, Minnesota hereby adopts the following administrative policy;

1. **Scope.** The procedures established in this policy shall apply to the regular board meetings of the Board and, to the extent practicable, special Board meetings and Board hearings. This policy shall not apply to annual town meetings, special town meetings, closed meetings, on-site inspections, or any committee or subcommittee meetings. For the purposes of this policy, the term "meeting" shall be read as including, to the extent practicable, hearings, conducted by the board.
 - a. **Data Practices Act.** 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 foregoing, 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 Time and Location.** The Board conducts one regular Board meeting a month on the second Wednesday of each month, at 7:00pm, at the town hall located at 38677 Hyser Ave, Cove MN. If the day of a regular meeting falls on a holiday, or for some other reason may not be held on the regularly scheduled day, the meeting will then be held on the following Wednesday at the same time and place unless notice is posted indicating the meeting will be held at a different time or place.
 - a. **Holidays.** As provided in Minn. Stat. 645.44, subd. 5, Christopher Columbus Day and the Friday after Thanksgiving shall not be considered holidays and so public business may be transacted on those days.
3. **Calling a Special Board Meeting.** The Board chairperson may call a special meeting of the Board to address an issue or issues that require consideration before the next regular Board meeting. The chairperson shall contact the town clerk of the need for a special Board meeting and the town clerk shall notify the other supervisors of the date, time and place of the meeting. The town clerk shall provide notice of the meeting as required by the open meeting law.

4. **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 meetings, 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 Rulings.** Any member of the Board may appeal from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely to the question(s) involved and the presiding officer may explain his or her ruling, but no other Board member shall participate in the discussion. A 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.
5. **Order of Business.** At the appointed time for the meeting, the presiding officer shall call the meeting to order. If a quorum is present, the Board shall then proceed with its business.
6. **Public Participation.** Members of the public may address the Board at the time designated in the order of business for citizen comments. Citizens addressing the Board shall 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. **Spokesperson.** 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 spokesperson will have two (2) minutes to address the board on the issue.
7. **Record.** Minutes of all public board meetings shall be kept in a journal. The vote of each member shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.
8. **Continued 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 reconvened meeting. Whether notice of the reconvened meeting will be provided is left to the discretion of the Board.
9. **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 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.

- b. **Fees for Photocopies.** The following fees shall be charged to persons requesting photocopies of public information from the Town and must be paid in full before receiving the photocopies:
 - i. **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 \$25.00 per hour for every hour.
 - ii. **Photocopying.** The fee for photocopying shall be charged at a rate of 10 cents per page.
 - iii. **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.
 - iv. **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.
- c. **Prepayment of Fees.** If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$50.00, 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.

10. Amending the Policy. The Board may amend this policy by resolution.

11. 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.

Adopted this ____day of _____, _____.

Town Chairperson

Attest: -----
Town Clerk