

# RESOLUTION 2021-12

## WATAB TOWNSHIP POLICIES AND PROCEDURES

**WHEREAS**, the Town Board of Watab, Benton County, state of Minnesota desires to put into writing the established policies and procedures used by Watab Township,

**WHEREAS**, the Town Board of Watab reviewed and approved the attached policy and procedures and,

**WHEREAS**, the Town Board of Watab will review and revise as needed the established policies and procedures annually.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Watab Town Board does here by establish the following policies and procedures of the Watab Town Board:

### **WATAB TOWN BOARD POLICIES & PROCEDURES**

#### **BOARD AND SPECIAL MEETINGS:**

1. Supervisors arrive 30 minutes prior to monthly Board Meetings to review claims and payroll.
2. Clerk records minutes and prepares prior meeting minutes for approval. Minutes may be recorded in the method best suited to the clerk (e.g., written, recorded). Upon Board approval, minutes are printed and filed,
3. The Clerk provides claims and checks for approval. The Treasurer provides quarterly budget reports, Schedule A CTAS report, and any other financial/tax documents necessary for the meeting as requested by Supervisors.
4. Meeting Conduct:
  - a. All elected officials will conduct themselves in a professional and courteous manner. The Board Chair will keep order at the meetings.
  - b. When addressing residents, the public, or fellow board members, all elected officials will respond in a professional and courteous manner.
  - c. If any elected official finds themselves in an aggressive or serious confrontational situation with a resident or elected official, it is best practice for the Chair to ask the individual or elected official to refrain from inflammatory or slanderous language/opinions. Second warning from Chair will result in asking the individual or elected official to leave the meeting. Third warning may result in a 911 call to the Sheriff's non-emergency number. If the Chair is the cause of an aggressive or serious confrontational situation, it is the Vice Chair's job to issue the warnings.
  - d. If a procedural or motion/voting error occurs, it is expected that any one of the elected officials notify the Clerk for correction either during or after any meeting. The Clerk will review the transactional error and make recommendation for correction. This will help avoid any open meeting violations and improve procedural errors by informing the Clerk as opposed to the Board Chair.

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- e. Citizens' input will be limited, in most cases, to the end of each Board or Special Meeting. Board packet documents will be available online or via mail group request 5 days before each monthly Board meeting. This will help make each Board meeting efficient and provide information to elected officials for a timely review before meetings. Additional packet information may be added to the agenda as needed.
- f. Agendas: The Chairperson is responsible to draft the agenda. Maximize the number of items to the consent agenda. There will be one vote for all items under the Consent Agenda. All items/information on the Consent Agenda will be provided in the Supervisor's packet or available online 5 days prior to monthly Board meetings. Any item may be elected to be pulled from the Consent Agenda and moved to the Discussion section for further review by Supervisors, the Clerk, or the Treasurer.

**BOARD ORGANIZATION:**

1. The Board will conduct the annual Board organization at its first monthly meeting following the Township Annual Meeting. The current Board Chair will run the meeting until a new Board Chair is elected by the Supervisors. Prior Chair and Clerk will create all annual board organizational documents for the Organizational Meeting.
2. A list of standard Supervisor "job" duties, not including hourly work, will be provided and assigned for the next year. This does not include hourly work inconsistent with "job" description. Job description will be kept by the Clerk for review annually.
3. All hourly work not specifically listed under annual assigned duties must be approved prior to work being performed that is not under their job description.
4. All hourly work outside assigned job duties to be performed by a Supervisor must be approved unanimously by the remaining two supervisors at a meeting prior to the work being performed.
5. Any hourly work to be approved outside of regular job duties is to be paid at \$25/hour. All time will be billed by the quarter hour.
6. A cost analysis report must be provided to the Board at the completion and billing of hourly work for review and records retention.
7. Any quoted repairs submitted by a Supervisor must have two additional quotes. To secure the job, the Supervisor's quote must be the lowest quote submitted and meet the quoted work specifications. An insurance certificate covering 15 million dollars per occurrence must accompany all quotes.
8. Quoted work by a Supervisor must have unanimous approval by remaining two Supervisors.
9. A Conflict of Interest form must be on file annually with the Clerk for any hourly work to be performed (April Organizational Meeting).

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10. All hourly work approved may not be performed until the Resolution I created and adopted by the Board. **Exceptions:** Emergency situations such as trees blocking roads, flooding, road blowouts, storm damage. It is not an emergency if it can wait to be completed.
11. If a conflict of interest arises, the Supervisor is expected to abstain from that vote. When in doubt, check with the Township Attorney or MAT.

**TOWNSHIP POLICIES:**

1. Ordinances take precedence on resident requests. Best practices and judgement in exceptions apply.
2. Road Construction Projects: Notification via public input meeting, mail, or email to all landowners prior to project start date. Change orders on road construction projects must have simple majority vote for approval. No Supervisor or Road Construction Supervisor may perform hourly work on a Township road project under construction.
3. All driveways must have a permit application. Residential or PUD driveways are paid for by the individual owners. Government funds may not be used for private individuals.
4. Road Construction and Driveways. All existing driveways in a Township road construction project will be repaired or replaced to the right of way (ROW). New driveways must be requested by landowners in writing and paid for by said residential or PUD landowners via permit. Township may install driveway on road under construction, but the Township will bill landowner for said costs.
5. Commercial and Agricultural Driveways may be eligible for 50/50 cost sharing for allowed expansion or widening when a road is under construction or by landowner if a need arises. Township will bill back the landowner. Written request from landowner must be kept for records retention.
6. Road Tour. An annual road tour will commence in April or May to review each mile of road after spring thaw and snow melt. A record of this tour will be approved at a Board meeting and kept under the road records retention policy.
7. A small or minor road repair work may be performed by Supervisors and paid at the hourly rate of \$25/hour. This is limited in scope (not to exceed 1 hour) and does not include crack filling, road repairs, pothole repairs bridge work, or ditch work. Conflict of interest rules apply and must be followed according to policy (Board Organization Rules). Supervisor may not stack or chain the hours, i.e., 1 hour today; 1 later today; 1 tomorrow, etc.
8. Annual Road Certification will be presented to the Board for approval prior to due date and approved by simple majority vote. The Chair will record the Road Certification with Benton County.
9. Board of Adjustment and Equalization. Supervisors will be trained at their earliest convenience after election. Training is offered through MAT several times per year.

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10. Training is encouraged for Supervisors, Treasurer, and Clerk to continue their education. Training is offered through MAT for Water Resources, Weeds, Invasive Species, Clerk and Treasurer training, etc. Training will be paid at a rate of \$25/hour.
11. Outside Board Memberships. Supervisor may attend outside Economic, Park, Water, etc. **public** Board Meetings if Watab Township is a paid member. Prior approval at a Board Meeting to attend meetings at the rate of \$25/hour (billed by the quarter hour) must be obtained before payment is processed. No elected official may “double-dip” for payment. If payment for attendance is received from an outside entity, the elected official may not submit for payment from Watab Township.
12. Variance Requests. All variance requests will be reviewed by all Supervisors. Attendance at Benton County meetings will be by the Board Chair or an assigned Supervisor, if necessary, from the direction of the Board. Reimbursement is at a rate of \$25/hour (billed at the quarter hour).
13. Any attendance at another Township, County, or public Board Meeting (HOA, Utility Telephone, etc.) is not billable to the Township at the hourly rate without prior approval by the Watab Township Board.
14. Supervisors will individually address any complaints, nuisances, and/or road issues as they occur. It is up to the individual Supervisor whether they choose to bill the Township at a rate of \$25/hour (billed by the quarter hour) for their time to address said requests.
15. Township Supervisors, Clerk, or Treasurer may spend up to \$500 for immediate or necessary repairs, materials, office equipment, safety, or security items needed to stay current. No one elected official may “stack” or chain their orders.

**CLERK AND TREASURER:**

1. Clerks and Treasurers are appointed/elected officials without voting ability.
2. Clerks and Treasurers are not staff of Supervisors but equal in stature and ability to point out procedural errors or omissions.
3. Clerks and Treasurers will perform their duties as directed by Minnesota statutes.
4. Additional duties may and usually will be required to complete necessary work performed by the Township. It is the choice of the Clerk or Treasurer to approve additional job duties as requested by Supervisors.
5. Clerks and Treasurer are paid at a rate of \$25/hour for work/phone/email duties performed at their homes.

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6. Clerks and Treasurers are paid \$25/hour for each hour of work in the Township office, meetings, road tours, training, etc.
7. All financial, legal, or necessary information shall be provided to the Supervisors to complete their jobs. Exceptions: private, personal payroll information or deductions.
8. Service contracts will be kept by the Clerk noting their expiration dates and informing Supervisors 60 days prior to expiration dates for review, quotations, or renewal.

**Renews annually at the Annual Board Organizational Meeting**

**APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF APRIL, 2021:**

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Board Chairman and Supervisor

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Supervisor

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Supervisor

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Deborah O'Keefe, Treasurer

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Kathy Sauer, Clerk