

RESOLUTION 2020-9: Watab Township Policies & 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 hereby establish the following Policies and Procedures of the Watab Town Board:

Watab Town Board Policies & Procedures:

Board & Special Meetings:

1. Supervisors arrive 30 minutes prior to monthly Board Meeting to review claims & payroll.
2. Clerk will record minutes and prepare prior meeting minutes for approval. Record may consist of typed or recorded method that best suits elected Clerk. Approved meeting minutes to be printed and entered into record book.
3. The Clerk will provide claims & checks for approval. Quarterly budget reports. Schedule A CTAS report and any other financial/tax document necessary for meetings or requested from Supervisors.
4. Meeting Conduct:
 - a. All elected officials will conduct themselves in a professional and courteous manner. The board Chair will keep order of the meetings.
 - b. When addressing public and residents or fellow board members all elected officials will respond in 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 ask the individual or elected official to leave the meeting. Third warning may result in a 911 call to sheriff's non-emergency number. If Chair is the cause of any aggressive or serious confrontational situation it is the Vice Chairs job to issue the warnings.
 - d. If a procedural or motion/voting error occurs it is expected that any elected official will notify the Clerk attention for correction either during or after any meeting. Clerk will review the transactional error and make recommendations for correction.

This will help avoid any open meeting violations and improve procedural errors by informing the Clerk as opposed to the Board Chair.

- e. Citizen's 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 email group request 5 days before each monthly Board meeting. This will help to make each board meeting efficient and provide information to elected officials for a timely review before meetings. Additional packet information after the 5 days deadline may be added to agenda as needed.
- f. Agendas: Maximize the number of items to the consent agenda. One vote for all items under consent agenda. All items/information on consent agenda will be provided in the Supervisors packet or available online 5 days prior to monthly Board meetings. Any one item may be elected to be pulled from Consent Agenda and moved to Discussion section for further review by Supervisor, Clerk or Treasurer.

Board Organization:

- a. 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 Supervisors. Prior Chair & Clerk will create all annual board organizational documents for Organizational meeting.
- b. 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 descriptions will be kept by the Clerk for review annually.
- c. All hourly work not specifically listed under annual assigned job duties must be approved prior to work being performed that is not under their job description. No Elected official will be paid for hourly work that is not approved.
- d. All hourly outside the assigned job duties to be performed by a Supervisor must be approved unanimously by the remaining two supervisors at a meeting prior to work being performed.
- e. Any hourly work to be approved outside of job descriptions is to be paid at \$25/hour. All time will be billed by the quarter hour.
- f. A cost analysis report must be provided to the Board at the completion & billing of hourly work for review and records retention.
- g. Any quoted repairs submitted by a Supervisor must have 2 additional quotes and be the lowest quote submitted that meets the quoted work specifications. 1.5 million dollars per occurrence insurance certificate must accompany all quotes.
- h. Quoted work by a Supervisor must have unanimous approval by remaining two Supervisors.
- i. An annual conflict of interest form must be on file with the Clerk for any hourly work to be performed (April organizational meeting). This expires annually.

- j. All hourly work approved may not be performed until the Resolution is 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.
- k. If a Conflict of Interest arises the Supervisor is expected to abstain from that vote. When in doubt check with 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 land owners 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 & 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 land owners in writing and paid for by said residential or PUD landowners via permit. Township may install driveway on road under construction but Township will bill landowner for said costs.
5. Commercial & 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 & snow melt. A record of this tour will be approved at board meeting and kept under the road records retention policy.
7. All 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 accordingly to policy: Board Organization rules. Supervisors may not stack or chain the hours ie: 1 hour today, 1 later today, 1 tomorrow, etc.
8. Annual Road Certification will be presented to Board for approval prior to due date and approved by simple majority vote. Chair will record the Road Certification with Benton County.

9. Board of Adjustment & Equalization: Supervisors will be trained at earliest convenience after election (Jan & July online training).
10. Training – It is encouraged that Supervisors, Treasurer and Clerk continue their education from MAT, Water Resources, Weeds, Invasive Species paid at a rate of \$25/hour with approval from Township Board.
11. Outside Board Memberships: Supervisors 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 approved. No Elected Official may “Double Dip” for payment. If payment is received from outside entity to be a member 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 Board Chair or assigned Supervisor if necessary, from the direction of the Board. Reimbursement 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 address individually any complaints, nuisances, road issues as they occur. It is up to the individual Supervisor whether they chose 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. This is materials & labor.
16. Conflict of Interest Rule – All Supervisors are bound the MN Association of Townships and MN Statutes rule on Conflicts of Interest.

Clerks & Treasurers:

1. Clerks & Treasurers are appointed/elected officials without a voting ability.
2. Clerks & Treasurers are not staff of Supervisors but equal in stature & ability to point out procedural errors or omissions.
3. Clerks & Treasurers will perform their duties as directed by MN Statutes.
4. Additional duties may & 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 & Treasurers are paid a at a rate of \$25/hour for work/phone/email duties performed at their homes. Rates set annually.
6. Clerks & Treasurers are paid \$25/hour for each hour of work in the Township office, meetings, road tours, trainings 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/Treasurer noting their expiration dates. Inform Supervisors 60 days prior to an expiration date for review, quotations or renewal.
9. Supervisors Document room shall be kept in organized manner by the Watab Supervisors.
10. Building Maintenance issues shall be the work of the Supervisor assigned at the Organizational meeting.

Renews annually at Annual Board Organizational Meeting

Signed this day _____

Supervisor _____

Supervisor _____

Supervisor _____

Clerk _____

Treasurer _____