

A RESOLUTION ADOPTING ADMINISTRATIVE OPERATIONAL GUIDELINES FOR GREENWOOD TOWNSHIP

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Greenwood Township adopts this administrative guideline;

BE IT FURTHER RESOLVED that this resolution supersedes and replaces all other policies and procedures of similar nature of record.

Administrative Guidelines - Supervisors

1. The Administrative Guidelines established herein shall apply to all regular Board meetings and all regular Board duties. When a Special Town Meeting is called, it shall follow Minnesota Statutes.
2. The Board conducts one regular Board meeting per month on the second Tuesday of the month at 6:30 PM at the Greenwood Town Hall.
3. Meeting Agendas will be established by the Clerk, with assistance of the Chair, prior to any Board meeting. Supervisors, Clerk, Treasurer and Fire Chief can request items to be placed on the agenda. Citizens may request any Supervisor, Clerk, Treasurer or Fire Chief to place an item on the agenda on their behalf. The deadline for agenda items to be received by the Clerk is noon on the Wednesday prior to the meeting. Agenda packets will be emailed to Supervisors and any residents requesting a copy of the agenda packet by the Friday prior to the meeting. All finance reports shall be included in the agenda packet. Agenda packet, with all supporting documentation, shall be posted on the Township website by the end of the day on Friday prior to the meeting.
4. Approved board minutes shall be added to the Township website within one week following approval.
5. The deadline for invoices shall be the last day of the month. Any invoice received after that day and requiring payment within the next month shall be presented to the Board and approved by separate motion at the Board meeting.
6. The Presiding Officer at all Township meetings shall be the Chair. The Chair shall be one of the Supervisors and shall be appointed annually at the reorganizational meeting. The Vice Chair shall be one of the Supervisors and shall be appointed annually at the reorganizational meeting and will fill the role of the Presiding Officer in the absence of the Chair.
7. Representatives, employees or citizens of Greenwood Township shall be respectful and courteous to other representatives, employees and citizens of Greenwood Township. Representatives and employees of Greenwood Township shall not distribute disparaging, harassing or threatening emails about fellow representatives, employees or citizens of Greenwood Township.
8. Public input will be allowed at the Board meetings. The public would sign up prior to the start of the meeting if they wish to speak. Public comments will be limited to ten minutes per citizen, unless further time is authorized by the Chair. The person speaking shall be treated with courtesy and respect. Speaker shall not be interrupted. The open meeting law gives citizens the right to attend town meetings, but not to participate or disrupt the

proceedings. Disrupting a public meeting is a punishable misdemeanor by state statute. If it becomes necessary to remove a citizen from a public meeting, assistance of law enforcement may be sought.

9. Greenwood Township will comply with the requirements of the records retention law to manage the town's records and adopt the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the town's possession.
10. The Board of Supervisors shall assign Supervisor duties and responsibilities at the Reorganization Meeting. The Board retains the right to change distribution of duties.
 - a. Primary Board duties/responsibilities are as follows:
 - i. Road Supervisor
 - ii. Joint Powers Board Recreation Representative
 - iii. Ambulance Commission Delegate
 - iv. Alternate Ambulance Commission Delegate
 - v. Lodging Tax Representative
 - vi. RAMS Delegate
 - vii. Grounds and Maintenance Supervisor
 - viii. Noxious Weed Supervisor
 - ix. 911 Coordinator
11. Supervisors will have all official correspondence (such as contracts, quotes, bids or requests) directed to the Clerk.
12. Calling a Special Board Meeting: Calling a meeting prior to the next regular Board Meeting can be made by the concurrence of two Board Members. A Board Member requesting a special meeting shall provide the request in writing to the Clerk, who will then contact another board member to determine the need to call a special meeting. The Clerk will post the meeting notice, as required, and include the specific topic within the meeting notice.
13. The Township Attorney shall be contacted by the Chair for consultation on specific matters, unless otherwise approved by a majority vote of the board.
14. Keys will be distributed to Clerk, Treasurer, Deputy Clerk, Deputy Treasurer for the Clerk/Treasurer's office. Keys will be distributed to all supervisors for the two entrance doors. Keys may not be shared or duplicated.
15. Passcodes may not be shared.
16. The Township Supervisors will receive a monthly salary as defined in Exhibit A.

Administrative Guidelines-Clerk

1. The Clerk performs many functions within the Township. The primary duty of the Clerk is to keep a true record of Township functions, meetings, votes and proceedings.
2. The Clerk will have custody of the records, books and papers of Township in files contained at the Town Hall.
3. The Clerk will keep a record of minutes of all meetings in a book of records.
4. The Clerk will file and preserve all accounts audited by the Town Board or allowed at a town meeting and enter a statement of them in the book of records.
5. The Clerk will post all legal notices in the official Township newspaper, at the two entrance doors into the Town Hall and on the Township website.
6. The Clerk and Treasurer will balance claims using the Small City and Town Accounting System (CTAS).

7. The Clerk may appoint a Deputy Clerk. The Deputy Clerk will only be paid to perform the Clerk duties in the absence of the Clerk, unless approval is granted by the Board for additional hours. The hourly rate is included on Exhibit A.
8. The Clerk will keep the Town website operational and updated with any new information on a regular basis. The Clerk may obtain the assistance of Tech Bytes to maintain the website, if needed, on a contract basis.
9. The Clerk will set regular hours when the Town Hall will be open and post on the Town Hall bulletin boards and the website.
10. The Township Clerk will receive a monthly salary as defined in Exhibit A.

Administrative Guidelines-Treasurer

1. The Treasurer performs many functions within the Township. The primary duty of the Treasurer is to receive and take charge of all monies belonging to the Township and pay the lawful invoices for payments.
2. The Treasurer will use the CTAS system to balance money receives and disbursed and preserve all books, papers and records of account.
3. The Treasurer will keep a true record of all money received and disbursed, in a book provided for that purpose, and provide the account with treasurer's vouchers to the town board of audit at its annual meeting for adjustment.
4. The Treasurer may appoint a Deputy Treasurer. The Deputy Treasurer will be paid to perform the Treasurer duties in the absence of the Treasurer at a rate of pay as listed on Exhibit A.
5. The Treasurer will make and file with the Town Clerk, within five days preceding the annual meeting, a statement of the accounting of the Township for use in setting the levy at the annual meeting.
6. The Treasurer will provide to the Board any and all financial records, as deemed necessary, or requested by the Town Board, for the accounting and audit of any and all funds in all accounts.
7. The Treasurer will provide the Town Board with quarterly and year to date expenditures compared to the line-item budget items from the Annual Meeting levy on a quarterly basis.
8. The Township Treasurer will receive a monthly salary as defined in Exhibit A.

This Administrative Guideline will be subject to review by the entire Board at the annual reorganization meeting. The rates in Exhibit A shall be reviewed at the first meeting following the township election.

Moved by Paul Skubic and supported by Craig Gilbert to adopt the Resolution on the

9th day of April, 2024.

Ayes: Supervisors Roskoski, Skubic, Gilbert - 3

Nays: Supervisors Bassing, Stoehr - 2

Chair  Paul Skubic

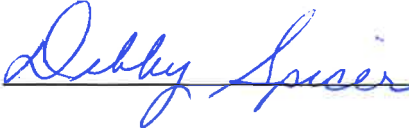
Clerk  Debby Spiser

Exhibit A-2024 Schedule of Compensation, Reimbursements, Allowances, Stipends and Fees

Per MN Statutes 367.05, the town board shall set the compensation of supervisors, the treasurer, the clerk and the deputy clerk. The supervisors, treasurer, clerk and deputy clerk shall be entitled to mileage for the use of their own automobile at a rate to be determined by the town board for necessary travel on official town business.

Compensation:

Chair monthly salary:	\$ 411.44
Supervisor monthly salary:	\$ 383.02
Township Clerk monthly salary:	\$2,316.59
Township Treasurer monthly salary:	\$ 962.50
Deputy Clerk hourly rate:	\$ 25.00
Deputy Treasurer hourly rate:	\$ 25.00
Head Election Judge hourly rate:	\$ 15.00
Election Judge hourly rate:	\$ 15.00

Spending Authority:

Fire Chief - \$1,000/month; Clerk - \$1,000/month; Maintenance - \$1,000/month

Reimbursements:

Reimbursements shall be made to Board members, Clerk, Treasurer and Fire Chief for authorized expenses. A claim with receipts must be submitted.

Mileage shall be reimbursed according to the IRS rate for Township business related to an assigned duty. **For 2024, the rate is \$0.67 per mile and may be adjusted at any time in the future.**

Meals shall be reimbursed following the IRS rate for Township business related to an assigned duty. **For 2024, the rate is a maximum of \$59.00.** The Township has established the following within the IRS guidelines: \$13.00 for breakfast, \$15.00 for lunch and \$26.00 for dinner, \$5 incidental expenses. Receipts must be submitted to the Clerk along with a claim.

Fee for Building Use:

Citizens may request the use of the Town Hall or Pavilion by making the request in writing to the Clerk giving the specific time and date(s). \$200.00 refundable deposit if property and equipment is left as is. Deposit is due upon rental request to hold date. A copy of the Town Hall/Pavilion rental regulations will be given to renter.

Fees for Access to Information:

Citizens may request public information contained in Township files (excluding private information). Citizens requesting to inspect public records will contact the Clerk to establish a mutually agreeable time for the inspection of the records.

If the Clerk is required to search for information, the following charges will apply. After the first 15 minutes, time will be charged (\$25/hr), \$0.25 per page over 25 pages, plus mailing. \$25.00 per

audit thumb drive copy or \$5.00 per copy to personal thumb drive. Estimate to be paid in advance, with balance due upon receipt. There is no cost for copies under 25 pages.