

GRANT VALLEY TOWNSHIP
BELTRAMI COUNTY, MINNESOTA
Resolution No. 2024-1

RESOLUTION ESTABLISHING AN ADMINISTRATIVE POLICY

WHEREAS, the Board of Supervisors (“Town Board”) of Grant Valley Township (“Town”) is charged by law with the duty to conduct the affairs of the Town;

WHEREAS, the Town is rural in nature, has a limited budget, does not hold regular office hours, employs no administrative personnel, and holds one regular Town Board meeting a month; and

WHEREAS, the Town Board determines that adopting a policy establishing certain rules regarding its meetings and certain administrative matters is in the best interests of the public and good order of the Town in that it will help maintain order at public meetings, address certain matters not expressly resolved under law, provide an equal opportunity for those attending meetings to raise issues with the Town Board, assist the Town in keeping an accurate record of its meetings, and establish procedures for responding to requests for copies of documents.

NOW, THEREFORE, BE IT RESOLVED, the Town Board hereby adopts and establishes the following as its administrative policy:

1. **Scope.** The procedures established in this policy shall apply to the regular Town Board meetings and, to the extent practicable, special Town Board meetings. 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 Town Board.
2. **Data Practices Act.** The Town is not included among the entities defined as a political subdivision or a government entity for the purposes of the Minnesota Data Practices Act (“Act”) and, therefore, the Town Board is not bound by the requirements of the Act. Nothing herein is intended to adopt, or shall be interpreted as adopting, the restrictions or requirements of the Act. Without limiting the forgoing, to the extent the Town Board is aware it has information that would be classified as something other than public data by the Act it will take reasonable steps to limit its release to the public.
3. **Meeting Time and Location.** The Town Board conducts one regular meeting a month on the second Thursday of each month, at 7:00 p.m., at the Grant Valley Town Hall, 5408 Boot Lake Road SW, Bemidji, 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 Thursday at the same time and place unless notice is posted indicating the meeting will be held on a different date, time, or place.
4. **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. Public business may be conducted on statutorily designated holidays only in cases of necessity, which shall be presumed if the Town Board does conduct business on a holiday.

5. **Calling a Special Board Meeting.** The Town Board chairperson may, upon his or her own initiative, call a special Town Board meeting to address an issue or issues that require consideration before the next regular Town Board meeting. The chairperson shall contact the town clerk with regard to the need for a special Town 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.

6. **Committees.** Boards, committees, or subcommittees of the Town Board may only be established by resolution or ordinance adopted by the Town Board. Working groups and other similar types of groups that may come together to assist the Town Board in conducting the business of the Town shall not constitute a formal board, committee, or subcommittee of the Town Board and shall not be subject to the requirements of the open meeting law.

7. **Conducting Town Business.** The following rules and procedures shall apply to the Town Board's conducting of its business at meetings:

a. **Presiding Officer.** The Town Board chairperson shall be the presiding officer of Town 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 appeal as provided herein, all questions of procedure and order. The presiding officer is a full member of the Town 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 supervisor.

b. **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 Town Board shall then proceed with its business as provided in the agenda if one was developed for the meeting. The clerk is authorized to prepare an agenda for the meeting in consultation with the chairperson. Any dispute regarding the agenda shall be decided by a majority vote of the supervisors.

c. **Varying Order of Business.** The presiding officer may vary or alter the order of business at a meeting.

d. **Effect of Tie Votes.** A tie vote shall, for all purposes, mean the motion fails and shall constitute a denial of any request or directive to which the motion applies.

e. **Record.** Minutes of all public board meetings shall be kept in a journal. The vote of each supervisor shall be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute. Requests for copies of minutes or other public documents must be made in accordance with the Town's policy

profane or abusive 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 any other town officer may contact law enforcement to have the person removed from the meeting. Anyone who intentionally disturbs a meeting is guilty of a misdemeanor for disorderly conduct and may be jailed for up to 90 days, required to pay a fine of up to \$1,000, or both. Minn. Stat. § 609.72.

d. **Spokesperson.** The presiding officer may ask a group attending a meeting that wishes to address the Town 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.

e. **Audio or Video Taping.** 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.

f. **Written Materials.** Citizens may submit written comments or materials to the Town Board before or at a meeting and may ask that they be added to the record. Those submitting written information should provide at least one additional copy of the materials to be made available to the public in the meeting room. The Town Board shall enter the information into the record as requested unless doing so would be unduly burdensome.

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. 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 detailing the information requested.

b. **Fees for Photocopies.** The following fees shall be charged 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 \$12.00 per hour.

ii. **Photocopying:** The fee for photocopying shall be charged at a rate of 25 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 used to satisfy the request.

c. **Prepayment of Fees.** If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30, 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. **Access to Town Property.** In order to protect the public safety, maintain a safe workplace for the Town's employees, and to reduce the potential for the theft or destruction of the Town's property and records, the public shall not be allowed to enter the Town's shop or storage building, or to enter or climb on the Town's equipment. Access to the Town's shop, storage building and equipment is limited to Town employees and Town officers. Anyone else entering the buildings or equipment without permission may be charged with trespass and prosecuted in accordance with law. Access to Town records stored in the buildings will be provided in accordance with this Policy.

11. **Town Hall Rental.** Rental of the Town Hall is subject to the terms of the Town's Town Hall Rental Policy and execution of a rental agreement on a form approved by the Town Board.

12. **Amending this Policy.** The Town Board may amend this policy at any time by resolution.

13. **Previous Policies.** This policy replaces the provisions of any previously adopted policies on the same subjects and such provisions are hereby repealed. This policy shall be controlling on the subjects addressed herein.

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.

regarding such requests and are subject to the applicable costs as established by the Town Board.

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

g. **Continuing Meetings.** The Town 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 Town Board. If a quorum of the Town Board is lost after a meeting was called to order, the remaining supervisors shall either adjourn the meeting or continue it to a later time.

8. **Public Attendance and Participation at Meetings.** The following rules and procedures apply to those attending a Town Board meeting and to those wishing to speak at a meeting.

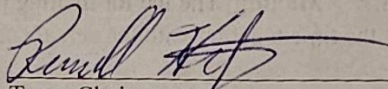
a. **Sign-in Sheet.** The Town Board sets out a sign-in sheet for its meetings and asks those in attendance to sign it to help ensure the accuracy of the public record developed for the meeting. Signing the sheet is not required to attend the meeting. The Town Board will attempt to note the names of those who attend a meeting, but that did not sign the sign-in sheet.

b. **Public Participation.** Members of the public may address the Town 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 Town Board. Those speaking during a meeting may be required to identify themselves before speaking. Unless further time is granted by a vote of the Town Board, remarks from the public shall be limited to five minutes per speaker, the Town Board may extend the time if needed. Citizens addressing the Town Board shall confine their remarks to the specific matter under debate. Matters under negotiation or that are the subject of pending or existing litigation will not be discussed during the public comment portion of the meeting.

c. **Decorum.** The presiding officer shall enforce the requirement that everyone who attends a meeting shall at all times conduct themselves in a respectful manner and those in attendance 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 Town Board; use

Adopted this 11 day of January, 2024.

BY THE TOWN BOARD


Town Chairperson

Attest: Kim Stevens
Town Clerk