

AGENDA  
TOWN BOARD MEETING  
March 17, 2021 at 7:00pm

IN KEEPING WITH THE INTENT OF THE OPEN MEETING LAW:

**THE BOARD WILL PROVIDE AN OPPORTUNITY FOR PUBLIC COMMENT,  
DURING THE OPEN FORUM PORTION OF THIS MEETING BUT THIS IS AT THE BOARD'S DISCRETION AND NOT MANDAT-  
ED BY STATUTE**

**NOTE: All issues discussed during the board meeting, including visitor business, are subject to publication in the board minutes, by the media or by other methods.**

Call to order

Pledge of Allegiance

New Business:

Board Behavior at Meetings

Board Chair Position

Resolution 2021-005, Approving \_\_\_\_\_ as Town Clerk to Perform the Approved  
Clerk Job Functions

Resolution 2021-006, Approving Diane Palmstein & Mary Skafte to Provide Consulting  
Services as Required by the Treasurer and/or Town Clerk

Open Forum

5. Old Business

- a. Resolution 2021-004, Resolution 2021-004, To Amend the Fredenberg Township Administrative Policy
- b. Township Moratorium on Gravel Pits—Resolution 2021-003, Repealing of Temporary Moratorium on Gravel Pits, Borrow Pits & Crushing or Batch Plants in Fredenberg Township

Adjournment

**RESOLUTION #2021-005**  
**TOWN OF FREDENBERG**  
**ST. LOUIS COUNTY, MINNESOTA**  
**RESOLUTION OF THE TOWN OF FREDENBERG APPROVING**  
**AS TOWN CLERK TO PERFORM**  
**THE APPROVED TOWN CLERK JOB FUNCTIONS**

WHEREAS, the Town Clerk position of the Town of Fredenberg ("Town") became vacant; and

WHEREAS, the Board of Supervisors analyzed the job duties and salary of that of the Town Clerk position and prepared the proposed Job Description attached hereto as Exhibit A; and

WHEREAS, the Board of Supervisors recruited for Town Clerk to fill the vacancy and reviewed applications submitted for such position; and

WHEREAS, the Board of Supervisors believes that it is in the best interest of the Town of Fredenberg to appoint \_\_\_\_\_ as Town Clerk to fill the vacancy and perform the duties attached hereto as Exhibit A.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS**  
**OF FREDENBERG TOWNSHIP, MINNESOTA:**

The job description and hourly pay rate of the Town Clerk attached hereto as Exhibit A is hereby approved.

\_\_\_\_\_ is hereby appointed as Town Clerk.

This Motion was adopted by the Board of Supervisors on this 17 day of March, 2021, upon the following votes: **YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_ **MOTION** \_\_\_\_\_.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk

EXHIBIT A

**FREDENBERG TOWNSHIP  
TOWN CLERK**

**Position Description:** Town Clerk

**Pay Plan:** Hourly Wage - \$20.00

**Kind of Work:** Administrative

**DISTINGUISHING FEATURE OF WORK:** Clerk(s) administer the day-to-day business of governmental unit described in Minnesota Statutes, receiving day-to-day direction and policy direction by majority vote of the Town Board of Supervisors.

**ILLUSTRATIVE EXAMPLES OF WORK:** in conjunction with Assistant Town Clerk/Deputy Clerk and working together to insure smooth and continuous operation of township government

Review, distribute, answers and files all correspondence.

Prepares agendas for all meetings by reviewing previous minutes and by communicating with the Town Board.

Records minutes of the proceedings of every Town meeting.

Maintains custody of all records, books and papers of the Town.

Files, records and preserves all accounts audited by the Town Board or allowed at Town Board meeting.

Records every request for any special vote or special Town Board meeting and properly posts notices of them.

Posts and records all Bylaws and Ordinances created by the Town Board.

Maintains and documents all information pertaining to the Town's Fiscal affairs and has them available for audit.

Administer all elections as provided by law.

Perform duties with Deputy Town Clerk as the Town's payroll officer for the Town's officers and employees.

Does general office work, such as typing, dictation, maintaining office supplies and insuring office machines are operational.

Attends Minnesota Association of Township MAT training meetings.

Serves along with Deputy Town Clerk as the property custodian by maintaining records of rental, loan agreements, and real estate records.

Schedule, coordinate, attend and provide minutes and records for the Local Board of Review.

Performs any other duties as required by law.

**REQUIREMENTS OF WORK:**

- Be a notary public.
- Be bonded.
- Required to attend a minimum of six (6) hours of refresher training per year.
- Be available to respond to the Town’s needs when required.
- Attend MAT Short Course on Clerks Responsibilities before June 1.

**MINIMUM QUALIFICATIONS FOR WORK**

- Be a U.S. Citizen.
- Be skilled in use of office machines.
- Have a working knowledge of computers and word processing software.
- Have a high school diploma

**TOWN REQUIREMENTS:**

**Clerk’s Office**

- Re-keyed, new keys provided to Clerk(s) and Treasurer only.
- Access to computer password protected.
- Computers reviewed by an IT professional and back-up plan developed and implemented.
- Locking file cabinet for Town Clerk(s) and financial records.

**Clerk’s Actions**

- Authorized and directed to develop the following policies and procedures:
  - Logging and distribution of correspondence
  - For contracting and purchasing, including obtained W-9s and Certificates of Insurance and IC-134
  - For purchasing supplies
  - Credit card
  - Sam’s Club card
  - Responsible for making open meeting law determinations
  - Authorized to contact MAT and Town Attorney for answers to questions

**3. Audit of Town Financials**

- Recommended when major change in organizational structure is done.

Signature of Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION #2021-006**  
**TOWN OF FREDENBERG**  
**ST. LOUIS COUNTY, MINNESOTA**  
**RESOLUTION OF THE TOWN OF FREDENBERG APPROVING**  
**DIANE PALMSTEIN AND MARY SKAFTE TO PROVIDE**  
**CONSULTING SERVICES AS REQUIRED BY THE**  
**TREASURER AND/OR TOWN CLERK**

WHEREAS, Diane Palmstein and Mary Skafte (collectively referred to as "Consultants") previously acted as co-Town Clerks for the Town of Fredenberg ("Town"); and

WHEREAS, during their tenure with the Town, the Consultants have a wealth of knowledge of the day-to-day functions of the Town; and

WHEREAS, the Board of Supervisors of the Town desire to obtain consulting services at a pay rate to be agreed upon by Town for services performed by the Consultants as requested by the Treasurer and/or Town Clerk; and

WHEREAS, the Board of Supervisors believes that it is in the best interest of the Town of Fredenberg to have Consultants provide consulting services to the Town on as needed basis.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS**  
**OF FREDENBERG TOWNSHIP, MINNESOTA:**

The Treasurer and Town Clerk are hereby authorized to obtain consulting services from Diane Palmstein and Mary Skafte as and when such services are needed by the Treasurer and Town Clerk.

Diane Palmstein and Mary Skafte shall submit any statements for their services, whether individually or collectively, to the Town for reimbursement at a rate of \$\_\_\_\_\_.

This Motion was adopted by the Board of Supervisors on this 17 day of March, 2021, upon the following votes: **YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_ **MOTION** \_\_\_\_\_.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk

**RESOLUTION #2021- 004  
TOWN OF FREDENBERG  
ST. LOUIS COUNTY, MINNESOTA  
RESOLUTION TO AMEND THE  
FREDENBERG TOWNSHIP ADMINISTRATIVE POLICY**

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

WHEREAS, the Town’s Administrative Policy (“Policy”) was adopted by the Town Board on August 5, 2009; and

WHEREAS, the Town Board amended the Policy by Resolution No. 2021-004; and

WHEREAS, the Town Board desires to amend the Policy to provide for the recording, if determined by the Town Board, before a meeting.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FREDENBERG TOWNSHIP, MINNESOTA** that the Town Board hereby amends Section 9.1 of the Policy to reach as follows”

“9.1 **Audio Recording.** The Town Board shall determine, as the first item of business for each meeting, by majority vote of the supervisors who are present if the meeting will be audio recorded. Unless the Board expressly states otherwise in the minutes of a particular meeting, any tape recordings made of meetings by the Board are solely for the purpose of assisting the clerk to develop accurate minutes. Such tapes are not part of the Town’s official record and after approval of the minutes of the meeting to which a tape applies will be recycled for use at future meetings. If the Board determines to audio record a meeting the Board may make a motion at the meeting to make the tape part of the official record of the meeting. If a motion is passed to make tape a part of the official records, the Town clerk shall preserve the tape as part of the official record and make it available in the same manner as written minutes.”

**BE IT FINALLY RESOLVED,** the Town Clerk is hereby authorized to incorporate these amendments into the text of the Policy, including making non-substantive corrections as needed.

This Motion was adopted by the Board of Supervisors on this 17th day of March, 2021, upon the following votes: **YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_ **MOTION** \_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:  
  
\_\_\_\_\_

Clerk

**FREDENBERG TOWNSHIP  
ST. LOUIS COUNTY, MINNESOTA  
RESOLUTION NO. 2021-003**

**RESOLUTION REPEALING THE TEMPORARY MORATORIUM  
ON GRAVEL PITS, BORROW PITS AND CRUSHING OR BATCH PLANTS WITHIN FREDENBERG TOWNSHIP**

**WHEREAS**, the board of supervisors (“Town Board”) of Fredenberg Township (“Town”), at a meeting held on April 1, 2020, adopted “An Ordinance Declaring a Temporary Moratorium on Gravel Pits, Borrow Pits and Crushing or Batch Plants within Fredenberg Township - Ordinance No. 2020-01” imposing a moratorium on gravel pits, borrow pits, and crushing or batch plants (“Interim Ordinance”);

**WHEREAS**, the Interim Ordinance was amended on October 21, 2020 (“Amended Interim Ordinance”) in the public interest to extend the period of the moratorium imposed by the Interim Ordinance to April 1, 2021, to make some clarifying edits, and to provide for the establishment of a study committee (“Study Committee”) to further protect the planning process and the health, safety and welfare of its citizens;

**WHEREAS**, the Amended Interim Ordinance took effect on the first date of publication and remains in effect until April 1, 2021 or the effective date of zoning regulations relating to extractive uses unless expressly repealed earlier by Town Board resolution;

**WHEREAS**, the Study Committee completed its study as outlined in the Amended Interim Ordinance and presented its report to the Town Board on February 3, 2021;

**WHEREAS**, the Town Board considered the Study Committee’s report and took action authorizing the Town Attorney to prepare a resolution repealing the Amended Interim Ordinance;

**WHEREAS**, the Town Board determines that it no longer desires to maintain the moratorium and regulations imposed under the Amended Interim Ordinance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board does hereby expressly repeal the Amended Interim Ordinance effective March 17, 2021.

Adopted this 17th day of March, 2021. **BY THE TOWN BOARD BY THE FOLLOWING VOTES:**   \_\_\_ YEAS   \_\_\_ NAYS

Attest: \_\_\_\_\_

\_\_\_\_\_

Board Chair

\_\_\_\_\_

Clerk