

**THE HAMPTON TOWNSHIP BOARD
SPECIAL MEETING
MINUTES**

June 13, 2011 8:00 A.M.

Attendance

Chair	Doug Wille
Supervisor	Donna Otto
Supervisor	Bob Leifeld
Clerk	Jeanne Werner

This meeting was called to order by Doug Wille, Chair at 8:05 A.M.

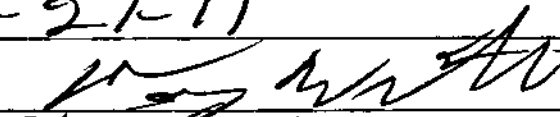
This special meeting was called to review the Administrative Policy which Troy Gilchrist had drafted up for the township. After lengthy review of the policy, the board decided to only adopt article four "Town Records and Access". They feel that they already follow the parliamentary procedure. The agenda request form also was discussed. The board feels that there has not been a problem with residents not calling in to be on the agenda so we are not in need of this form at this time. If the resident needs copies and research done, it will be a fee of \$25.00 with a copying fee of \$.50 per page. If the estimation is over \$30.00 of fees, the fees are due up front. This policy can be amended by resolution at anytime. Postage will be charged at the going rate. No charge will apply to a resident that would like to review the records at the hall. This is limited to one visit per month. If there is more than one visit, the one requesting the information will be on the hourly rate. See attached Schedule A.

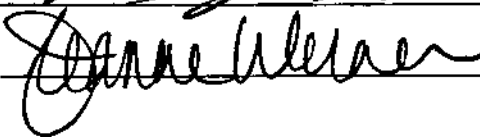
Bob Leifeld made a motion to adopt the "Policy for Town Records and Access", seconded by Donna Otto and unanimously passed. The resolution for adopting the new policy was signed by Chair Doug Wille.

Doug Wille made a motion to adjourn the meeting, seconded by Donna Otto and unanimously passed.

Meeting was adjourned at 8:50 am

DATE SIGNED: 6-21-11

DOUG WILLE (CHAIR): 

JEANNE WERNER, CLERK: 

POLICY FOR TOWN RECORDS AND ACCESS

1. **Town Records.** The Town shall make and preserve all records necessary to full and accurate knowledge of its official activities as required in Minnesota Statutes, Sections 15.17, 138.17, and 367.11.
2. **Records Retention and Destruction.** Information created or received in fulfillment of the Town's work is considered a record, and is subject to the State's records management statutes. Records will be retained and disposed of as set forth in the Hampton Township Records Retention Schedule and as may be required by Minnesota Statutes, section 138.17, subdivision 7. The Town shall retain of list of disposed records.
3. **Access to Public Information.** It is the intent of the Town Board to provide reasonable access to public information held by the Town. Information in the possession of the Town shall be considered public unless the Town Board determines before or after a request is made, the information is non-public. If the Town Clerk is uncertain as to whether a particular item of information is non-public, he or she may forward the issue to the next regular Town Board meeting for a determination. Access to information determined by the Town Board to be non-public shall be limited to Town officers and those who have a right to access the information by law.
4. **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 Town Board meeting or at such other time as may be mutually convenient. Based upon the Town Clerk's availability, the Town will attempt to reasonably accommodate requests to inspect public information. No charge shall apply for inspecting public information at the Town Hall unless the requestor wishes to conduct more than one inspection a month by appointment or the appointment exceeds one hour. The costs for such additional or lengthy inspections shall be at the hourly rate established by the Town Board for the Clerk. Those wishing to obtain photocopies of public documents shall complete an Information Request Form (Exhibit B) detailing the information requested. Those requesting access to public information shall not be required to explain the reason for their request. Non-public information, as determined by the Town Board, shall not be made available for public inspection or copying.
5. **Fees for Photocopies.** Persons requesting public information from the Town shall be charged a fee. The fee must be paid in full before receiving the photocopies. The fees shall be set from time to time by motion of the Town Board.

**HAMPTON TOWNSHIP
DAKOTA COUNTY, MINNESOTA
Resolution No. 2011-**

**RESOLUTION ADOPTING AN
TOWN RECORDS AND ACCESS POLICY FOR THE TOWN**


WHEREAS, the Town Board of Hampton Township regularly conducts meetings, is responsible for protecting and properly handling Town records, and must respond to a variety of issues that arise concerning to both activities;

WHEREAS, the Town Board determines it is in the best interests of the Town and the public to adopt a policy establishing certain uniform procedures for addressing a variety of access issues associated with conducting its meetings, public participation at meetings, town records, and public access to Town records;

NOW, THEREFORE, BE IT RESOLVED, the Town Board hereby adopts the attached as the Hampton Township Administrative Policy.

Adopted this 13 day of June, 2011.

BY THE TOWN BOARD


Town Chairperson

Attest: 
Town Clerk


6. (1) **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 an hourly rate.
 - (2) **Photocopying:** The fee for photocopying shall be charged at a per page rate together with applicable labor costs to retrieve and copy the requested information. The Town Clerk may, in his or her discretion, waive charging labor costs for filling a photocopying request if he or she determines those costs are de minimis.
 - (3) **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.
 - (4) **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 that need to be used to satisfy the request.
7. **Prepayment of Fees.** If the total estimated amount of the fees to satisfy a request for photocopies exceeds \$30.00, 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 a requestor wishes to arrange more than one appointment in a month to inspect public information, and the Clerk is able to accommodate the request, the requestor must prepay the fee as estimated by the Clerk. If the actual fees incurred to provide the photocopies or to conduct the inspection are more than the estimated fee amount, the person making the request must pay the Town the difference before receiving the photocopies or within 10 days of having conducted the inspection.

MISCELLANEOUS

1. **Amending the Policy.** The Town Board may amend this policy by resolution.
2. **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.

Adopted this 13 day of June, 2011.

Attest:


Town Clerk


Town Chairperson