

INFORMATION LIBRARY INDEX

This Index lists documents developed by MAT Staff for the Association's members, and links to resources provided by third-parties. Town officers can request copies of individual documents produced by MAT from the Library using the document numbers listed in this Index. MAT cannot provide copies of documents from links to third-party web-sites. All the documents below are available on our web site: (www.mntownships.org).

Requests for documents can be made by phone, mail, fax, or through the Association's web page (www.mntownships.org). In turn, we can send the documents to you by mail, fax (if under 15 pages), or by email. Please note that a charge may apply if many documents are requested. You will be notified if a charge does apply before the documents are sent.

TOWNSHIPS – GENERAL INFORMATION

Optional Township Plans (Document Number: GI 1000)

Describes the optional forms of town government that can be adopted in a town. Options include combining the clerk and treasurer positions, making the clerk and/or treasurer positions appointed, and adopting a five-supervisor board. (10 pages) (Revised: February 2020)

Urban Town Powers – An Overview (Document Number: GI 2000)

A brief discussion of the exercise of expanded town powers often called urban powers and how towns obtain urban powers. (2 pages) (Reviewed: December 2017)

Contact Information Notification List (Document Number: GI 3000)

Provides a list of agencies to which new officers should provide their contact information; provides a list of agencies and parties that town officers should be aware of and for which they should have contact information. (1 Page) (Revised: February 2019)

How to Sign-up for and Use SeminarWeb (Document Number: GI 4000)

SeminarWeb is a tool being utilized by the Minnesota Association of Townships (MAT) to provide year-round trainings. This article will look at how to access these trainings from entering MAT's website to the beginning of the training, and a few points afterward. (8 Pages) (Revised: July 2020)

Getting a Township Email Account (Document Number: GI 5000)

Email is becoming a more common form of communication every day; because of this, towns should establish an email account specific to the township. This article details the basic structure of an email and details several methods on how to obtain one. (16 Pages) (Revised: October 2020)

ELECTIONS

For the most current information regarding elections, please refer to the Secretary of State's website:

<http://www.sos.state.mn.us/>

Affidavit of Candidacy: Link to Secretary of State Website

Form can be filed out electronically, printed and presented to township clerk.

Campaign Financial Report / Certification of Filing: Link to Secretary of State Website

Form can be filled out electronically and filed with the township clerk.

2018 Absentee Ballot Application from Minnesota's Secretary of State Office

Form can be filed out electronically, printed and presented appropriate election official.

Certificate of Election-November Election (Document Number: EL 1000A)

Certificate of Election template. (1 page) (Revised: November 2020)

- Certificate of Election-March Election** (Document Number: EL 1000B)
Certificate of Election template. (1 page) (Revised: November 2020)
- Certificate of Appointment to Fill Town Supervisor Vacancy** (Document Number: EL 1100)
Certificate of Supervisor Appointment template. (1 page) (Revised: November 2020)
- Certificate of Appointment to Fill Town Clerk or Treasurer Vacancy** (Document Number: EL 1200)
Certificate of Town Clerk or Treasurer Appointment template. (1 page) (Revised: November 2020)
- Certificate of Appointment of Deputy Town Clerk** (Document Number: EL 1300)
Certificate of Appointment of Deputy Town Clerk template. (1 page) (Revised: June 2020)
- Certificate of Appointment of Deputy Town Treasurer** (Document Number: EL 1350)
Certificate of Appointment of Deputy Town Treasurer template. (1 page) (Revised: June 2020)
- Oath of Office** (Document Number: EL 2000)
Oath of Office template. (2 pages meant to be printed back to back) (Reviewed: May 2019)
- Campaign Financial Report Certification Filing** (Document Number: EL3000)
Campaign Financial Report / Certification of Filing Template. (1 Page) (Revised November 2020)
- Guide to Moving the Town Election to November** (Document Number: EL 4000)
A general overview of the procedure to move the town's election to November. Includes a sample resolution.
(4 pages) (Revised: June 2016)
- Guide to Returning to March Elections** (Document Number: EL 4100)
A general overview of the procedure to move the town's election back to March. (3 pages) (Revised: June 2016)
- Guide to Adopting Optional 6 Year Terms** (Document Number: EL 4200)
A general overview of the procedure to change supervisors' terms to 6 years. (3 Pages) (Revised: June 2016)
- Resolution on Designating Annual Polling Place - One Place** (Document Number EL 5000)
Resolution adopting one polling place for the township annually. (1 page) (Produced November 2020)
- Resolution on Designating Annual Polling Place - Two Places** (Document Number EL 5100)
Resolution adopting more than one polling place – one for township elections and one for state and federal elections -- for the township annually. (2 pages) (Produced: November 2020)
- Resolution on Designating Annual Polling Place – Mail Ballot** (Document Number EL 5200)
Resolution designating polling place for towns that conduct their elections by mail ballot – either all elections or only state and federal elections. (2 pages) (Produced: November 2020)
- Election Judges Wages Flowchart** (Document Number EL 6000)
How to deal with compensation paid to election workers: categories include wage earner (citizen or town officer) income thresholds, taxes due (Social Security and Medicare) and end of year reporting (W-2s) (2 pages) (Revised: February 2020)
- Board of Canvass** (Document Number EL 7000)
Information on the town board serving as the Board of Canvass after township elections. Sample agenda and Election Summary included. (6 pages) (Revised: December 2020)
- Resolution Authorizing Mail Balloting** (Document Number EL 8000)
A sample resolution for your town to adopt mail balloting (1 Page) (Revised: May 2020)
Appendix A – Resolution Repealing Mail Balloting (1 Page) (EL 8000A)
- Resolution Appointing Election Judges** (Document Number EL 9000)
A sample resolution adopting election judges for the town election (2 Pages) (Revised: July 2020)

TOWNSHIP OFFICERS

- Resolution – Creating a Vice-Chair Position** (Document Number: TO 1000)
Sample resolution used to create a vice-chair position on the board. Once created, one of the supervisors is appointed to the position and serves in the absence of the chair. (1 page) (Revised: November 2020)

Appointing a Deputy Clerk or Treasurer (Document Number: TO 2000)

Describes the deputy clerk and treasurer positions and the related rules. (3 pages) (Revised: May 2019)

Compatibility of Offices (Document Number: TO 3000)

Discusses the prohibition against public officers holding two public offices that are considered incompatible with each other. (2 pages) (Revised: October 2017)

Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers (Document Number: TO 4000)

Sample resolution and sample reimbursement policy. (3 pages) (Revised: July 2020)

Clerks as Ex-Officio Notaries (Document Number: TO 5000)

Information on clerks as Ex Officio Notaries and stamp required. (4 pages) (Revised: December 2020)

TOWNSHIP MEETINGS

Township Hearings – A General Overview (Document Number: TM 1000)

An overview of the statutory and informational types of hearings conducted by towns with recommendations, worksheets, and samples. (22 pages) (Revised: May 2012)

Calling and Conducting a Special Town Meeting (Document Number: TM 2000)

An explanation of why and how to call a special town meeting with sample forms. (7 pages) (Revised: September 2020)

Conducting and Controlling Town Board Meetings (Document Number: TM 2100)

Summarizes legal requirements and provides practical tips for conducting efficient and effect town board meetings. (5 pages) (Revised: February 2020)

Basic Parliamentary Procedure for Town Boards (Document Number: TM 3000)

Gives a general overview of parliamentary procedure, briefly describes some of the most used motions, and raises points to consider before adopting rules of procedure. (5 pages) (Revised: February 2020)

By-laws, Motions, Resolutions and Ordinances (Document Number: TM 4000)

Describes the differences between by-laws, motions, resolutions, and ordinances and the proper use of each for conducting township business. (2 pages) (Revised: October 2014)

Overview of the Minnesota Government Data Practices Act (Document Number: TM 5000)

Provides brief overview of what metropolitan townships exercising urban powers must do to comply with the Minnesota Government Data Practices Act. Resource list for additional information included. (4 pages) (Revised: August 2001)

Preparing for and Conducting the Annual Town Meeting (Document Number: TM 6000)

Checklist overview of the steps that must be considered for calling and conducting the annual town meeting. (9 pages) (Revised: February 2018)

Establishing an Administrative Policy for Town Board Meeting (Document Number: TM 7000)

The following is a sample administrative policy written to help boards develop a uniform method for addressing the conduct of town board meetings, citizen participation, and access to town records. (8 Pages) (Revised February 2020)

RECORD RETENTION

Records Retention Filing System for Townships (Document Number: RR 1000)

Details what type of documents need to be filed, how they are filed, how long to file them, and if they need to be archived. Developed in 1985. (13 pages) (October 2017)

Resolution Adopting the Townships' General Records Retention Schedule (Document Number: RR 2000)

Sample resolution adopting the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the town's possession. (1 page) (November 2020)

 [Minnesota Historical Society \(MNHS\)](#)

Minnesota Historical Society (MNHAS) website.

 [Records Destruction Report \(MNHS\)](#)

Whenever township records are destroyed, a MNHS Records Destruction Report must be filled.

 [Government Records Information Leaflet No. 1 Township Records](#)

Link to MNHS for the Government Records Information Leaflet No. 1 Township Records.

 [Contact the State Archives of the MNHS](#)

Questions? Contact the State Archives of the MNHS using this email link or call 651.259.3260..

 [Notification of Adoption of Township General Retention Schedule](#)

To adopt the Schedule, the township must pass a Resolution adopting the Records Retention Schedule (RR2000). After adoption, send two copies of the completed notification form to the State Archives. One copy will be signed by State Archives staff and returned to the township; the State Archives permanently preserves the other copy.

TOWNSHIP POWERS

Meshing of State and Local Regulations (Document Number: TP 1000)

Discusses in some detail the interaction of regulations at the state and local levels. The concepts of preemption and conflict are discussed along with how town, city, and county ordinances interact. (11 pages) (Revised: October 2001)

Comparison Chart of Urban and Non-Urban Town Powers (Document Number: TP 2000)

A side-by-side comparison and description of the powers shared by urban towns and non-urban towns and a listing of powers unique to urban towns. (12 pages) (Revised: November 2020)

Joint Exercise of Powers Act (Document Number: TP 3000)

Provides an overview of the joint power act, which allows local governments to jointly undertake an activity. (5 pages) (Revised: October 2020)

Developing a Findings of Fact (Document Number: TP 4000)

A thorough explanation of the importance of findings of fact as a tool to explain the reasons behind board decisions with the goal of avoiding litigation. (12 pages with a sample set of findings) (Revised: February 2020)

Taking Action by Resolution (Document Number: TP 5000)

Describes resolutions and discusses when they should be used by the board to take an action. (4 pages including a sample resolution) (Revised: January 2014)

Town Ordinances (Document Number: TP 6000)

This document was expanded to include a list of issues to consider before adopting ordinances and a comparison of the procedures to adopt ordinances. (11 pages) (Revised: January 2002)

Drafting Ordinances and Resolutions (Document Number: TP 6100)

Summarizes the difference between ordinances and resolutions, the statutory authority to adopt each, outlines the standard content of each, and provides drafting tips to ensure that the proposed ordinance or resolution is easily understood and is enforceable, thus resulting in the desired effects of the town board. (9 pages) (October 2014)

Appendix A – Model Ordinance Format (TP 6100A)

Common Law Conflicts of Interest (Document Number: TP 7000)

A detailed discussion of the court created rules surrounding the issue of when a supervisor should not participate in a vote because of a personal interest in the outcome of the vote. (7 pages) (Revised: June 2018)

Common Law Conflicts of Interest Quick Reference (Document Number: TP 7010)

A one-page summary of common law conflicts of interest. (1 page) (Created: June 2018)

Adopting a Basic Town Road Administration Ordinance (Document Number: TP 8000)

An explanation of why a town may need to adopt a town ordinance protecting the right-of-way on roads maintained by the township. A sample ordinance is included. (7 pages) (Revised: October 2020)

Regulating Utilities in Town Road Rights-of-Way (Document Number: TP 8000A)

This document is meant to serve as an optional add-on to the basic road administration ordinance contained in Document Number TP8000. (8 pages) (Revised: November 2020)

Temporary Health Care Dwelling Law – Opting-Out (Document Number: TP 9000)

This sample ordinance allows the town to opt-out of the Temporary Health Care Dwelling Law, otherwise known as the “Granny Pod” law. (1 Page) (Created: August 2016)

EMPLOYMENT

Hiring, Working With, and Evaluating a Township Attorney (Document Number: E 1000)

Provides a discussion of the how to find an attorney to represent a township; the questions to ask before hiring an attorney; and the factors to consider when choosing between multiple attorneys. Identifies techniques for maximizing the benefit of retaining a township attorney and for evaluating whether the township is getting services it needs for the money it is paying to the attorney. (7 pages) (Revised: July 2020)

Resolution – Establishing an Employee Firearm Policy (Document Number: E 2000)

This sample resolution authorizes the employer to establish policies that restrict the carry or possession of firearms by employees while working. (2 Pages) (Revised: April 2020)

Workplace Accident and Injury Reduction Program (Document Number: E 3000)

A sample program policy promoting safe and healthful working conditions to be adopted by a town board. Also includes an Annual Review form for the Workplace Accident and Injury Reduction Program (AWAIR). (5 Pages) (Revised: March 2020)

Unique Issues in Hiring and Firing Seasonal Employees (Document Number: E 4000)

This memorandum discusses topics related to seasonal or temporary employment, such as advertising job openings, termination and re-hiring, collective bargaining rights, retirement benefits, and other topics. A Termination Checklist is included. (6 Pages) (Revised: October 2020)

Employee Versus Independent Contractor: What’s the Difference? (Document Number: E 5000)

Discusses the differences between an employee of the town and an independent contractor and who is responsible for aspects such as insurance, taxes, and performance. (4 Pages) (Revised: April 2014)

Local Government Pay Equity (Document Number: E 6000)

Describes what is Pay Equity and impermissible inequities and who is required to report to DOER. Definition of what an employee is and information to assist in proper filing of reports sent to DOER are discussed. Contact information for DOER also included. (4 Pages) (Revised: November 2020)

Veteran’s Preference Issues in Hiring and Firing Public Employees (Document Number: E 7000)

The Minnesota Veterans’ Preference Act provides veterans of military service certain rights in public employment. This document discusses the rights given to veterans during the hiring process and termination process. (5 Pages) (Revised: June 2005)

Employment References by a Public Employer (Document Number: E 8000)

This document discusses the changes in the law that help employers limit liability related to employment references. A list of employment practices a town should use is included. (2 Pages) (Revised: March 2020)

Mileage Reimbursement for Township Officers (Document Number: E 9000)

An overview of the IRS regulations that apply to reimbursement for mileage expenses for employees, which would cover township officers. (3 pages) (Revised October 2017)

SPECIFIC TOWNSHIP DUTIES

Animal Bounties (Document Number: TD 1000)

An overview of the authority to impose animal bounties (5 pages & Sample Resolution) (Revised: November 2020)

Town Board Licensing Authority (Document Number: TD 2000)

A brief overview of the various types of licenses towns have the authority to issue. (5 pages) (Revised: February 2020)

Liquor Licenses in Towns (Document Number: TD 3000)

Discusses the authority of towns to approve liquor licenses and to impose an additional fee on liquor licenses. (3 pages) (Revised: June 2017)

Local Weed Inspection Duties (Document Number: TD 4000)

A brief overview of the duties supervisors must perform in their role as local weed inspectors in their towns. (3 pages) (Revised: July 2019)

Understanding and Administering the Minnesota Fence Law (Document Number: TD5000)

Examines the fence law and the various types of disputes that can arise under it. (24 pages, including worksheets and sample forms) (Revised: June 2019)

EMERGENCY SERVICES

Imposing a Service Charge for Emergency Services (Document Number: ES 1000)

A description of the authority to impose a service charge for providing certain emergency services (fire call fee) (3 pages) (Revised: November 2019)

Resolution – Conducting Open Meeting by Telephone (Document Number: ES 2000)

A sample resolution for your town to adopt to conduct open meetings through telephone during emergencies declared under Minn. Stat. Ch. 12 or Health Pandemics (2 Pages) (Revised: March 2020)

Appendix A – Modifiable Microsoft Word Copy (Document Number: ES 2000A) (2 Pages) (Revised March 2020)

Township Options for Meeting Remotely (Document Number: ES 3000)

A guide on how to conduct meetings remotely, notifying residents of the town's intent, what services are out there, and how to set up a teleconference service or other electronic means of meeting. (7 Pages) (Revised: March 2020)

Appendix A – Guide to Setting-up a Teleconference Meeting (Document Number: ES 3000A)

A guide to setting-up a town's first teleconference meeting, from opening the website for the first time to the end of the first meeting. (9 Pages) (Revised: April 2020)

Township Preparedness Plan for Employees (Document Number: ES 4000)

A generic sample preparedness plan for township employees (2 Pages) (Revised: June 2020)

Appendix A – Township Preparedness Plan for Officers (Document Number: ES 4000A)

A generic sample preparedness plan for township officers (2 Pages) (Revised: June 2020)

CONTRACTS

Lowest Responsible Bidder Requirement (Document Number: C 1000)

A detailed discussion of the lowest responsible bidder requirement that applies when the sealed bid procedure is used to let a contract. (4 pages) (Revised: February 2020)

Responsible Contractor Law (Document Number: C 1500)

A discussion of the responsible contractor law that applies for public construction contracts. With Sample Forms. (6 pages) (Revised: September 2015)

Towns are Required to Obtain IC-134 Forms from Contractors (Document Number: C 2000)

Brief description of the requirement to obtain IC-134 from contractors performing work for the town. (1 page) (Revised: July 2020)

Contracts and RFPs (Document Number: C 4000)

Provides a discussion of the requirements of Minnesota public contracting laws, including competitive bidding requirements, notice requirements, bid specifications, and the use of Requests for Proposals (RFPs). Penalties for violations are also covered, as is contracting with an interested public official (i.e. conflicts-of-interest). (14 pages) (Revised: February 2020)

Contract for Service (Short Form for Small Contracts) (Document Number: C 5000A)

This sample contract is for small service contracts. It contains basic contract provisions and must be modified and supplemented by the town board to fit its needs. (4 pages) (Revised: March 2020)

Road Contractor Services Agreement (Long Form Summer Season Contract) (Document Number: C 5000B)

This sample contract covers a wide range of summer road maintenance and repair services. Boards must supplement the form with specifications, performance expectations, and a fee schedule. (17 pages) (Revised: March 2020)

Mowing Services Contract (Document Number: C 5200)

This sample contract covers mowing services provided by a contractor for a township. (3 pages) (Revised: November 2020)

Sample Fire Contract (Document Number: C 5700)

Since Fire Protection is commonly contracted between cities and towns, the Minnesota Association of Township worked with the League of Minnesota Cities to develop a sample fire contract. (6 pages) (Revised: March 2020)

Statutory Conflicts of Interest - Contracting with your own Town (Document Number C 6000)

Provides information about the statutory conflicts of interest prohibition and when a contract can be allowed. Includes sample resolutions and affidavits. (11 pages) (Revised: April 2019)

Work Completion Certificate for Town Road Projects (Document Number: C 7000)

Provides information on final payments on road contracts. Includes sample Town Road Work Completion Certificate. (2 pages) (Revised: August 2020)

Contract for Health, Social, or Recreational Services (Document Number: C 8000)

Sample Contract authorizing a township to contract services from a nonprofit organization for health, social, and recreational services found to be good for the town. (4 pages) (Revised: June 2019)

Contracting Issues and Reminders (Document Number: C 9000)

Provides an overview of issues and reminders that town officers should consider during the contracting process. (9 pages) (Revised: May 2019)

FINANCES

Contributions & Donations by Townships (Document Number: F 1000)

A description of the need for statutory authority to make contributions and a list of authorized contributions. (6 pages) (Revised: May 2019)

Resolution – Accepting Donations (Document Number: F 1500)

Sample Resolution for a Township to accept donations. (1 pages) (Revised: May 2020)

Claim Form (Document Number: F 2000)

Sample of the form that can be used to make a claim for payment against the town. (1 page) (Revised: April 2020)

Statutory Financial Requirements (Document Number: F 3000)

An overview of the statutes towns must follow in dealing with banks, making investments, and paying claims. (13 pages) (Revised: June 2018)

Special Assessments: Procedures and Financing (Document Number: F 4000)

This guide provides an overview of the special assessment process as set forth in Minnesota Statutes, Chapter 429. An outline of the steps required to be followed, a discussion of financing options, and sample forms are included. (25 pages) (Revised: November 2013)

Public Finance and Borrowing (Document Number: F 6000)

An overview of the types of financing and borrowing available to townships. (13 pages) (Revised: October 2020)

Township Chart of Accounts Including Detail Account Definitions (Document Number: F 7000)

Intended to be used with the CTAS program, this list describes different fund types, revenues, assets, expenses, and other items. Document available on the State Auditor's Website.(1 page) (Revised: February 2012)

Township Investment Issues (Document Number: F 8000)

Presentation regarding investments for Townships. (27 pages) (Revised: June 2010)

Township Indebtedness Issues (Document Number: F 9000)

Presentation regarding indebtedness issues common to townships. (27 pages) (Revised: June 2010)

PLANNING, ZONING & LAND USE

Township Planning and Zoning - A General Overview (Document Number: PZ 1000)

Provides a discussion on the advantages and disadvantages of local planning and zoning and questions that should be asked before proceeding. This paper also provides an overview of the players involved with township planning and zoning, a description of the types of documents and regulations involved with planning and zoning, and a summary of the process to adopt planning and zoning. A discussion on how to administer and enforce regulations is also included. (19 pages) (Revised November 12, 2001)

Zoning Decisions – Limitations and Pitfalls (Document Number: PZ 2000)

Explains the various legal limitations imposed on a town's zoning authority by the legislature and the courts. (19 pages) (Revised: December 3, 2001)

A Practical Guide to the 60-Day Rule (Document Number: PZ 3000)

A review of the requirements under Minn. Stat. § 15.99 to handle zoning requests within 60 days. (10 pages) (Revised: January 2004)

TOWNSHIP ROADS

Overview of Township Roads (Document Number: TR 0050)

Describes common terms and lists statutes related to township roads and their regulation & maintenance. (4 pages) (Produced: June 2019)

Understanding Minimum Maintenance Roads (Document Number: TR 1000)

Explains what minimum maintenance roads are, how to make the designation, and discusses other issues such as the level of maintenance on these roads. (9 pages) (Revised: September 2020)

Owner Obligation to Maintain Town Road Ditches (Document Number: TR 2000)

Discusses the authority under Minn. Stat. § 366.015 to make owners responsible for mowing and removing rocks from the road ditches adjacent to their property. (7 pages with sample forms) (Revised: June 2020)

Owner Obligation to Remove Snow and Ice From Town Roads (Document Number: TR 2500)

Discusses the authority under Minn. Stat. § 366.016 to make owners who place snow and ice onto a road or right-of-way responsible for removing the snow and ice. (13 pages with sample forms) (Revised: June 2020)

Recording Town Roads (Document Number: TR 3000)

Discusses the legal background to recording roads and reviews the various method for recording existing town roads. Provides a brief list of the advantages and disadvantages of the different methods. (17 pages) (Revised: November 2020)

An Overview of the Creation and Extinguishment of Town Roads (Document Number: TR 4000)

Discusses the various methods used to create or get rid of a town road. After providing a brief discussion on the legal basis for each, the document moves into a series of worksheets that discuss the procedures involved for the methods discussed. (14 pages) (Revised: November 2020)

To reduce the size of the request, town officers may request the primary document and then select the worksheet they are interested from the following:

Appendix A – Worksheet & Sample Documents for Establishing, Altering, or Vacating Roads (TR 4000A)

Appendix B – Accepting Dedication of Land for a Town Road (TR 4000B)

Appendix C – Accepting a Platted Road For Maintenance by the Town (TR 4000C)

Appendix D – Worksheet for Extinguishing a Town's Interest in "Abandoned Roads" (TR 4000D)

Appendix E – Dedicating Land for a Town Road (TR 4000E)

Is This a Town Road and Do We Have to Maintain It? (Document Number: TR 5000)

A flowchart with descriptions the reader uses to work through the various considerations to determine if a particular road was ever created as a town road or lost as a town road. (4 pages) (Revised: August 2020)

Tree and Vegetation Control in Town Road Rights-of-Way (Document Number: TR 6000)

Outlines the various statutes and issues association with mowing, weed control, tree trimming, tree removal, and other roadside vegetation control issues. (10 pages) (Revised: August 2020)

Resolution – Placing 35 m.p.h. speed limit signs (Document Number: TR 7000)

Sample resolution deciding to place 35 M.P.H. speed limit signs on town platted roads that qualify as being within a “rural residential district.” (1 page) (Revised: May 2020)

Resolution – Placing 25 m.p.h. speed limit signs (Document Number: TR 7500)

Sample resolution deciding to place 25 M.P.H. speed limit signs on town platted roads that qualify as being within a “rural residential district.” (1 page) (Revised: May 2020)

Resolution – Reaffirming Minimum-Maintenance Designations (Document Number: TR 8000)

Sample resolution used to reconfirm the designation of existing minimum-maintenance roads. Used if the original resolutions making the designations are difficult to locate. (1 page) (Revised: May 2020)

Ditches and Drainage (Document Number: TR 9000)

Reviews some of the disputes that can arise over the handling of surface water and discusses the statutes town boards must consider when dealing with such disputes and when performing work on road ditches. (4 pages) (Revised: November 2020)

Resolution – Town Line Road Agreement (Document Number: TR 11000)

Sample resolution used by towns to agree on the division of maintenance on a town line road. (3 pages) (Revised: May 2020)

Understanding Cartways (Document Number: TR 12000)

A description of cartways and the circumstances under which they can be created. Refers the reader to the town road establishment procedure in the Creation and Extinguishment document. (13 pages) (Revised: April 2014)

Cartways: A Discussion of Town Board Cartway Proceedings from Inception through Conclusion (Document Number: TR 12500)

After a brief discussion of what cartways are, this paper walks through the usual steps of a typical cartway proceeding, from the initial inquiry about a cartway to the filing of the final documents establishing it. (41 pages) (Revised: October 2005)

Culverts and Approaches (Document Number: TR 13000)

A brief description of the law applying to the question of who pays for culverts and approaches. (2 pages) (Revised: November 2017)

Resolution Establishing A Snow and Ice Control Policy (For Towns with Personnel and Equipment) (Document Number: TR 15000A)

A sample resolution boards with snowplowing personnel and equipment can use to establish a snowplowing policy. Only those boards willing to require strict compliance with the policy should use this form. Boards will need to modify the form to fit their circumstances. (9 pages) (Revised: August 2020)

Resolution Establishing A Snow and Ice Control Policy (For Towns that Contract for Services) (Document Number: TR 15000B)

A sample resolution boards that contract for snowplowing services can use to establish a snowplowing policy. Only those boards willing to require their contractor to comply with the policy should use this form. Boards will need to modify the form to fit their circumstances. (8 pages) (Revised: August 2020)

Resolution to Temporarily Closing Certain Town Roads During Winter Months (Document Number: TR 16000)

A sample resolution to temporarily close certain town roads during the winter. (1 page) (Revised: May 2020)

Voters’ Resolution Authorizing Manure Line Regulation (Document Number: TR 17000)

An explanation of the voters’ option to authorize the town board to regulate the placement pressurized flexible force mains, often called ‘manure lines’, and a sample resolution for use at the Annual Township Meeting. (2 pages) (Created: November 2020)

RISK MANAGEMENT

Risk Management for Supervisors (Document Number: RM 2000)

A brief outline of a session presented at the 2000 Summer Short Courses highlighting issues supervisors should consider when making decisions on behalf of the town to help reduce liability. (2 pages) (Revised: July 2000)

Procedural Safeguards for Township Officers (Document Number: RM 3000)

Provides a number of recommendations that town boards can use to avoid litigation. The issues raised are supported with real life town examples. The document was presented at the 2000 Legal Seminar. (11 pages)
(Revised: February 2020)

Township Hall Rental Policy (Document Number: RM 4000)

A sample policy and rental application for the rental of a Township Town Hall. (6 pages) (Revised: July 2020)

Work Comp Basics (Document Number: RM 5000)

A basic explanation about Workers Compensation and what it is, elements of a claim, and what constitutes an injury. (9 pages) (Revised: February 2020)

Volunteer Services Agreement (Document Number: RM 6000)

A sample statement and agreement for volunteer services performed by an individual for a township. (1 page)
(Revised: April 2020)

GENERAL FORMS

Affidavit of Personal Service (Document Number: GF 1000)

Form used to document the personal delivery of notice to a person (e.g., delivery of notice of road establishment hearing to affected owner) (1 page) (Revised: October 2017)

Affidavit of Mailing (Document Number: GF 2000)

Form used to document the mailing of an item. The location of where it was mailed, who mailed it, who it was sent to, and the signature swearing that it was done are in this form. (1 page) (Revised: October 2017)

Affidavit of Posting (Document Number: GF 3000)

Form used to document the personal posting of a notice at listed town posting places. (1 page) (Revised: October 2017)