

Township of Breitung Agenda-Regular Board Meeting

Township of Breitung Board Meeting 05/27/2021

Breitung Town Hall 12noon and via teleconference

Call in information (701) 802-5299, Access Code 8973797#

- Call the meeting to order/Roll Call
- Acceptance of Agenda
- Approval of Minutes
 - 04/22/21-Regular Board Meeting
 - 05/18/21-LBAE Meeting
- Approval of April 2021 Treasurers Report
 - Checks Written 45431 thru 45497
 - Total Disbursements \$81,271.30
 - Fund Balance-\$181,783.66
 - Voided Checks-45412
- Correspondence In File Folder
- Public Input

Reports:

- Police-None
- Fire-See Attached
- Road and Bridge
- McKinley Park
- Recreation
 - Donation of Hockey Boards
- Wastewater Board
- Ambulance Commission

Old Business

- Township Operations
 - Community Picnic
 - Office
 - Hours
 - Mask Requirements (Fully Vaccinated vs Non-Vaccinated)
 - Recommend if Sick stay at home
 - Social Distance

- Update on Police Department
 - Committee Meetings
 - Applications and Postings
 - Records-Clerk continues to gather information on this
- Ordinance 2016-15A-Outdoor Wood Burning Furnace-Amendment
Motion to Approve
Motion to print full ordinance or summary in the paper
- Proposed Sale of Tax Forfeited Land

New Business

- Pay Bills as Presented
- Fire Department
 - Quote from Alex Air Apparatus
 - New Job Descriptions
- Gravel
- Blight
- Resolution 2021-13 General Records Retention Schedule
- 2021 Deer Hunt
- 2020 Breitung Drinking Water Report (Placed on Website)
- Speeders (4 Wheelers, Dirt Bikes, etc)

Next Regular Meeting Date-June 24th, 2021

Adjourn

Township of Breitung Regular Board Meeting 04/22/2021-12:00PM. In Person Meeting at the Community Center & Via Teleconference

Present In Person:

Board Members: Chairman Tim Tomsich, Supervisor Chuck Tekautz, Supervisor Greg Dostert arrived at 12:20pm, Clerk Dianna Sundahl, Treasurer Jorgine Gornick

Public: Stephanie Ukkola-Timberjay, Sarah Carling-CEDA

Phone In:

Unidentified Caller(s)

Call to Order @ 12:00pm by Chairman Tomsich, Roll call taken

Acceptance of Agenda:

Motion by Supervisor Tekautz to accept the agenda as presented
2nd by Chairman Tomsich

Motion Passed 2-0

Approval of Minutes:

Motion by Supervisor Tekautz to accept the Special Meeting Minutes from 03/23/21 and 04/08/21 as presented
2nd by Chairman Tomsich

Motion Passed 2-0

Approval of Treasurers Report:

Motion by Supervisor Tekautz to accept the Treasurers Report as presented
2nd by Chairman Tomsich

Motion Passed 2-0

Correspondence:

- Arrowhead Area Agency on Aging-so noted
- St. Louis County Environmental Services-so noted, Clerk Sundahl forgot 1 page in public packet regarding pharmaceuticals, will place on website
- CTC-so noted

Public Input:

None

Reports:

- Police-no report
- Fire-written report
- Road and Bridge-None
- McKinley Park-Will order 4 more tables, and 1 handicapped table. Looking to buy another Lily Pad as well as looking into screen door repairs

Recreation

- Donation of Hockey Boards-Our visitor Sarah Carling stated she had a project in Bovey that may be interested in taking, will get back to the Township
- Wastewater Board-Meeting 04/21/21, continue to wait on the State's Bonding Bill as the Filtration Project has gone up in cost. Supervisor Dostert is now the Chairman of the WWB and the City of Tower is currently working on updated their Ordinances.
- Ambulance Commission-see notes in Public Packet. Cost remains at \$15 per capita. The City of Tower is currently awaiting estimates on their '05 and '13 ambulances to keep in service for a few more years

Old Business:

- Township Operations
 - Community Picnic-The Events Board is meeting later today to discuss 4th of July Parade. Deadline is May 8th for applicants, will discuss picnic at a later date
 - Clean Up Days-Consensus to make Clean Up Days for Breitung Township on May 10th and 12th, will put in the papers
 - Office-remain closed as there are cases of Covid-19 in current cities and townships that have opened up their offices-review next month.
- Projects
 - Change Order #4-so noted
 - Final Pay Estimate to Mesabi Bituminous-\$10,801.58
Motion by Supervisor Tekautz to approve the final pay estimate
2nd by Supervisor Dostert
Motion passed 3-0
- Purchase of Land from St. Louis County-next to Transfer Station-JPJ will come out later in spring/summer to survey
- Update on Police Department
 - Short Term Goals-a schedule for June and July was presented to Chairman Tomsich to send to St. Louis County Sheriff's for coverage
 - Committee Meetings-Continue to meet on a weekly basis, continue to gather information and data, liability is a big unknown right now, next meeting May 4th, 2021 @ 8:30am at the Breitung Community Center
 - Termination Agreement between Breitung and Tower-so noted
 - Applications and Postings for CLEO-Application posted on the MN Police Post Board and on the Township Website. Received quotes from 2 newspapers, but will put that on hold for now unless the Board decides to move forward with hiring a CLEO to save money
 - Records Retention-Received info from MAT that records belong to the Township, and follow the Records Retention Policy. Currently Breitung Township does not have a Records Retention Policy-Clerk Sundahl to look at suggested template and follow up on a Policy. Clerk Sundahl to follow up with Pike Township to see how

Police Records may differ from Township Records and then may follow up with legal.

- First Net Wireless-suspend service of 2 Police designated Cell Phones, and 2 wireless cards for computers in the squad vehicles.

- Ordinance 2016-15-Clerk to continue to work on Amendment

New Business:

- Pay bills as presented

Motion made by Supervisor Dostert to pay bills as presented

2nd by Supervisor Tekautz

Motion passed 3-0

- CEDA Presentation-Sarah Carling

Sarah presented handout of the NE Minnesota Mine Tour today. The project is to help identify areas of interest in the community and raise awareness of local things to do in the community while visiting the different mining areas and drive tourism. Sarah is asking for a letter of support and contribution to the Project. The project will help identify the natural beauty left by the mining industry.

Motion made by Supervisor Tekautz to support the Minnesota Mine Tour Project with \$1000.00 and a letter of support from the Breitung Township.

2nd by Supervisor Dostert

Motion passed 3-0

- Election Equipment Upgrade

Breitung Township has 1 of the oldest ballot machines for ballot tabulation and will no longer be compatible with the new software beginning in 2022.

Motion by Supervisor Tekautz to buy the new DS200 ballot machines for a cost of \$5,095 after \$500 rebate for old machine

2nd by Supervisor Dostert

Motion passed 3-0

- Green Again Lawn and Landscape

3 different cost estimates from Green Again Lawn and Landscape.

Motion by Supervisor Dostert to accept the bid for the Baseball Field, Monument Area and Volleyball Court, Pavilion and surrounding area.

2nd by Supervisor Tekautz

Motion Passed 3-0

- Reclassification of State Tax Forfeited land-so noted, no action

LBAE Meeting: Tuesday, May 18th, 2021 at 1:00pm-2:00pm

Next Regular Board Meeting: Thursday, May 27th, 2021 at 12:00pm

Adjourn:

Motion by Supervisor Dostert to Adjourn the Meeting at 1:16pm

2nd by Supervisor Tekautz

Motion Passed 3-0

Respectfully Submitted

Dianna Sunsdahl

Clerk, Breitung Township

DRAFT

Township of Breitung LBAE Meeting 05/18/2021 1:00PM In Person and via Teleconference

In Person

Present: Chairman Tim Tomsich, Supervisor Chuck Tekautz, Supervisor Greg Dostert, Treasurer Jorgine Gornick, Clerk Dianna Sundahl

Absent: None

Public: Ted Stefanich

Phone In

Andrew Olson-St Louis County Assessor

Meeting called to order by Chairman Tomsich at 1:00pm

Property Discussion (walk in):

Ted Stefanich- Property 270-0010-01264

Discussion started with Ted Stefanich. Ted explained that he owns 2 adjoining properties. The one he is disputing the valuation price is in Breitung Township, and the adjoining property is in Eagles Nest Township. Ted stated he owns partial interest in property, and is looking for both properties to be assessed at the same value. For 2021 the Eagles Nest Property is assessed at \$21,300 and for 2021 The Breitung Township Property is assessed at \$31,500. Andrew explained the valuation process, and Ted stated also that the valuation should be assessed lower on a partial interest property. Discussion by the Board to reduce the valuation of the Breitung Township Property (270-0010-01264) from \$31,500 to \$21,300 and agreement by the Board Members to do this was unanimous.

SLC Spreadsheet on file in the Clerk's Office.

No other callers on the phone, phone line stayed open until 2:00pm

Meeting Adjourned @ 2:00 pm

Respectfully Submitted,

Dianna Sundahl
Clerk, Breitung Township

TOWNSHIP OF BREITUNG

Apr-21

GENERAL	43,370.60
ROAD & BRIDGE	4,977.75
FIRE	6,421.18
PARK	24,730.39
RECREATION	4,458.81
POLICE	8,580.59
PROJECTS	29,021.07
WATER DEPT	60,223.27
CARES	0.00
TOTALS	181,783.66

Breitung Fire & Rescue
Box 337
33 1st Ave.
Soudan, Mn. 55782

May Fire Dept Report

Regular monthly fire dept meeting was held on 4/14/21. Highlights were review and discussion of fire calls, assigned members for monthly apparatus checks and equipment checks, SOG refinement by Minnesota Public Safety group is in progress with officer group, discussion of new on line fire dept training, discussion of purchasing new thermo imaging camera, fire and rescue boat now in service, received one new membership application and a meal was served by fire dept personal.

Hands on training conducted on fire and rescue boat.

Since last regular meeting in April we responded to following emergency calls and Fire Dept events:

- Fire dept work nights and activities on 4/18, 4/22 and 5/12
- 5/1 fire alarm Breitung Township
- 5/1 stranded boat Breitung Township

Breitung/Tower Police Committee

May 18th, 2021, 8:30a.m.

Tower- Dave Setterberg, Joe Morin,

Breitung- Dianna Sundsahl, Renee Pearson, Stephanie Ukkola, Chuck Tekautz, James Battin, Denise Osterholm

Absent-Randy Semo, Dena Suihkonen

No PowerPoint Presentation for this meeting, mostly discussion. Dave presented High Priority Call list just as reference if others were interested. There were a lot of medical calls on the high priority list. Breitung has received two (2) interest checks for the Breitung Chief of Police. Applications are due May 21, 2021.

Discussion and Updates:

- Continued discussion on liability. Bottom line is if we have a police department or contract, we will have liability insurance and could be liable.
- Dave has had no further communication with Ely
- Joe has had some communication with East Range, but continues to try to reach out to the Chief without success at this time.
- It was decided by the group to move forward with a decision and Public Input and look closer at contracting with Ely at a later date, and continue to gather information on East Range-noting that this might be an alternative way to run a department with a "Joint Powers" Committee
- Renee asked if we contract with SLC, could we give suggestions on "focus areas" (Echo Point, Campgrounds, etc.) being that there may be an increase in property protection and deterrence of crime with increased presence.
- Dianna to work on a PowerPoint Presentation for an Open House to the Public. We will break it up into three (3) categories:
 - No Policing-911 only
 - Contract Policing
 - Community Policing

Noting that for contracting SLC Sheriff is probably the most consistent and trained

Things to Do and Follow Up:

Insurance-Dianna to follow up on liability question with Donna

PowerPoint-Dianna to put together to present at the next meeting

Joe and Dave to continue to gather information on Ely and East Range.

Our next meeting is Wednesday June 9th, 2021 @ 8:30am

Breitung/Tower Police Committee

May 4th, 2021, 8:30a.m.

Tower- Dave Setterberg, Joe Morin, Dena Suihkonen

Breitung- Dianna Sundahl, Renee Pearson, Stephanie Ukkola, Chuck Tekautz, James Battin

Absent-Randy Semo, Denise Osterholm

Went over the Power Point Presentation

- Continue to await more information from the following entities:
 - East Range Department
 - Ely Police Department
 - Clarification on Liability

Discussion and Updates:

- Discussion on Liability and Insurance. Discussed briefly the article in the Star Tribune regarding Brooklyn Center and liability issues. Dianna spoke with Donna at Tower Soudan agency, and to increase our liability insurance from 2M to 4M it would be an extra \$5,500 (rider policy). Joe spoke with the City Attorney and submitted (2) pdf's on Minnesota Statutes of Maximum Liability. (see below) According to the attorney the tort liability is capped at 1.5M, except when a crime goes from State to Federal, there are no limits. Jim Battin explained this is when there are a Human Rights or Constitutional Rights violation. I googled this topic, and found the following link, (it's just one that popped up, so no claim to accuracy) [State vs Federal Crimes](#). Joe thought that we could definitely negotiate from a 4M to 2M liability coverage with the Sheriff due to the 1.5M cap.



Minnesota Statutes
on Maximum Liability.

- Dianna to continue to work with Insurance Agent to get a "close as accurate" cost of Workman's Comp and Liability Insurance. It's somewhat challenging because Workman's Comp is based on payroll, and Liability Insurance is based on Exposure. Our Workman's Comp Deductible is \$1000 per occurrence and our Liability Insurance is \$5000 per occurrence.
- Supervisor Tekautz mentioned that the cheapest isn't always the best
- East Range Police-Joe continuing to gather data
- Ely Police-Dave reached out to ensure they are potentially still interested. The committee felt this may be a good option and potentially a more cost effective alternative than the Sherriff or our own Police Department. Ely is potentially closer as well. Dena expressed concern as to response time.
- Dianna to update the Cost Comparison to include the cost of a full time officer. The committee's thinking was that this may be a better use of funds instead of the higher cost of a Lieutenant.
- Noted that there could be a potential 15K + cost difference in our favor if contracting with the Sheriff and they could use our vehicles. On a downside, the miles that would be put on our vehicle by the Sheriff would be a lot more than with our own Police Department. Possibly could sell vehicle to help defer cost of whatever option is chosen if not going with our own policing.
- The committee previously removed "No Police" 911 only as an option. A committee member asked if this is still an option. The committee will reevaluate and can place back on the list if necessary.

Things to Do and Follow Up:

Insurance-Dianna to get more information

Success rate of crimes solved-Dianna sent a list to Dave to see what crimes could be looked at

Exact costs and information to present-Dianna to start a draft and will present and update for next meeting

East Range Police Department-Joe will continue to gather data

Contracting with Ely-Dave

Run 2 more ads in the papers around fishing opener and Memorial Day-Dianna

Our next meeting is Tuesday May 18thth @ 8:30am

ORDINANCE NO 2016-15A
Amendment to Ordinance No 2016-15
OUTDOOR WOODBURNING FURNACES

The Board of Supervisors of the Township of Breitung ordains:

Section 4 of Ordinance No 2016-15 is replaced to read as follows according to the Township Board Minutes dated October 25th, 2016.

4. Existing outdoor furnaces.

Any outdoor furnace in existence on the effective date of this chapter shall be permitted to remain, provided that the owner applies for and receives a permit from the Town Board within one year of such effective date; provided, however, that upon the effective date of this chapter all the provisions hereof shall immediately apply to existing outdoor furnaces. All of the provisions of this chapter shall continue to apply to existing outdoor furnaces which receive permits. If the owner of an existing outdoor furnace does not receive a permit within one year of the effective date of this chapter, the outdoor furnace shall be removed. "Existing" or "in existence" means that the outdoor furnace is in place and in use on the site. Residents may replace or fix their OWB but must follow current EPA standards and manufacturer's standards.

Ordinance No 2016-15A was passed by the Township Board of the Township of Breitung, St. Louis County Minnesota on the 27th Day of May, 2021

Ayes:

Nays:

Chairman, Breitung Town Board
Timothy Tomsich

Attest:

Deputy Town Clerk
Renee Pearson

Published in the Tower News on:



Saint Louis County

Land and Minerals Dept. • www.stlouiscountymn.gov • landdept@stlouiscountymn.gov

Mark Weber
Land Commissioner

May 5, 2021

Town of Breitung
Dianna Sunsdahl, Clerk
PO Box 56
Soudan, MN 55782

Re: Proposed Sale of State Tax Forfeited Land

Dear Clerk:

The St. Louis County Board has approved the following property for sale at our (date) auction:

270-0020-00550,560 - LOT 3 and LOT 4 EX PART PLATTED AS RLS #126, Sec 5 Twp 62 Rge 15

270-0090-01770,1830 - LOTS 177 THRU 182 INC and LOT: 0183 BLOCK:000, NE-NA MIK-KA-TA

270-0090-01840,1850,1860,1870,1880,1890,1900 - LOT: 0184, 185, 186, 187, 188, 189 and 190, BLOCK:000, NE-NA MIK-KA-TA

270-0090-02030 - LOTS 203 THRU 214 INC, NE-NA MIK-KA-TA

270-0090-02760,2770,2780 - Lot 276, INCLUDING that part of vacated Pine Road adjacent and Lot 277, INCLUDING that part of vacated Pine Road adjacent and Lot 278, INCLUDING that part of vacated Pine Road adjacent, NE-NA MIK-KA-TA

This letter is being sent to you as a courtesy.

Please visit our website www.stlouiscountymn.gov/landsales for full listings of properties for sale.

Feel free to call or email if you have any questions or comments.

Sincerely,

Stacy Caldwell Melcher
Senior Planner
melchers@stlouiscountymn.gov

SCM/pb

cc: File

☒ Land Commissioner's Office
320 West 2nd Street, GSC 302
Duluth, MN 55802
(218) 726-2606
Fax: (218) 726-2600

☐ Pike Lake Area Office
5713 Old Miller Trunk Hwy
Duluth, MN 55811
(218) 625-3700
Fax: (218) 625-3733

☐ Virginia Area Office
7820 Highway 135
Virginia, MN 55792
(218) 742-9898
Fax: (218) 742-9870

"Trust Lands, Managed For The People Of This County"

Authorized Signature of Approval

BREITUNG FIRE and RESCUE
JOB DESCRIPTION
FIREFIGHTER-1/1/2019

PURPOSE OF THE JOB:

Firefighters will assist the fire department officers in areas fire suppression, fire prevention and rescue activities of the department as authorized by the Breitung Township Board in accordance with fire department regulations, policies and procedures

SUPERVISOR:

Chain of Command

RESPONSIBILITIES:

- Responsible to follow all safety regulations, policies and procedures that have been established by Breitung Fire and Rescue and to correct unsafe conditions
- Responsible for the maintenance of personally issued PPE
- Practice effective communication with fire department staff
- Respond to alarms/pages and direct activities on scene, perform firefighting activities, drive apparatus, operate equipment, and participate in drills and training, when able
- Other duties assigned by Fire Chief and or Breitung Township Board

REQUIREMENTS

- Must be 18 years of age or older at the time of hire.
- Must possess or be able to obtain by time of hire a valid State Driver's License.
- Must not have any felony convictions or disqualifying criminal histories.
- Must be able to read and write the English Language
- Must complete a medical examination as established by the Breitung Township Board

EDUCATION AND EXPERIENCE:

- Must have a High School Diploma or GED equivalent
- Completion of NFPA 1001 Firefighter 1 and Firefighter II trainings and any further Firefighter Certifications trainings established within 5 years of hire (if hired before 12/31/18). If hired after 1/1/19 requirement is 3 years.
- Must have completed NIMS 100, 200 and 700 within 3 years of hire date

PHYSICAL DEMANDS

- Frequent sitting, talking, hearing, standing, walking, hand/finger use.
- Operated objects, tools, or controls, and reach with hands and arms.
- Occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and smell.
- Frequently lift and/or move up to 10 pounds.
- Occasionally lift and/or move up to 100 pounds.
- Frequently utilize eye sight to see up close, see from a distance, see colors, see peripherally, and depth perception.
- Work is primarily carried out in offices, vehicles, and outdoor settings, in all weather conditions including temperature extremes, day and night.
- Work is performed primarily in emergent and stressful situations.

- Exposure to hearing alarms, hazards associated with fighting fire including but not limited to noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- Exposure to moving mechanical parts, high precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Noise levels can be changing and loud

**BREITUNG FIRE and RESCUE
JOB DESCRIPTION
FIREFIGHTER**

DRAFT

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- Respond to alarms/pages and direct activities on scene, perform firefighting activities, drive apparatus, operate equipment, and participate in drills and training, when able
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- Must complete a medical examination as established by the Breitung Township Board

EDUCATION AND EXPERIENCE:

- Must have a High School Diploma or GED equivalent
- Completion of NFPA 1001 Firefighter 1 and Firefighter II trainings and any further Firefighter Certifications trainings established within 3 years of hire if hired after 1/1/19.
- Must have completed NIMS 100, 200 and 700 within 3 years of hire date

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- Operated objects, tools, or controls, and reach with hands and arms.
- Occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and smell.
- Frequently lift and/or move up to 10 pounds.
- Occasionally lift and/or move up to 100 pounds.
- Frequently utilize eye sight to see up close, see from a distance, see colors, see peripherally, and depth perception.
- Work is primarily carried out in offices, vehicles, and outdoor settings, in all weather conditions including temperature extremes, day and night.
- Work is performed primarily in emergent and stressful situations.

- Exposure to hearing alarms, hazards associated with fighting fire including but not limited to noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- Exposure to moving mechanical parts, high precarious places, and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Noise levels can be changing and loud

RESOLUTION 2021-13

Breitung Township
St. Louis County, Minnesota

RESOLUTION ADOPTING THE MINNESOTA TOWNSHIPS GENERAL RECORDS RETENTION SCHEDULE

WHEREAS, the town has possession of, and continues to receive, a wide range of records in the normal course of conducting the town's business;

WHEREAS, the retention of records in the town's possession are regulated by Minn. Stat. § 138.17, which prohibits the destruction of records unless the town has adopted the records retention schedule and destroys the records according to the procedures and schedule mandated by the statute; and

WHEREAS, the town board desires to comply with the requirements of the records retention law and to manage the town's records in an efficient and appropriate way, including being able to destroy records that no longer need to be retained under the schedule;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Breitung Township, St. Louis County, Minnesota hereby adopts the Minnesota Township General Records Retention Schedule for the management and destruction of the records in the town's possession; and

BE IT FINALLY RESOLVED, that the town board will send notice of its decision to adopt the schedule to the Government Records Archivist at the Minnesota Historical Society on the form provided for such notification.

Passed and Adopted this 27th day of May, 2021.

For:

Against:

BY THE BOARD

Town Chairperson
Timothy Tomsich

Attest: _____
Deputy Town Clerk
Renee Pearson

WHAT, WHY, & HOW DO I SAVE TOWNSHIP RECORDS?

Records Retention Schedules and How to Use Them

- **WHO KEEPS THE RECORDS?**

All Elected Officials of Township Responsible for Town Records

Usually the Clerk, as the "Chief Administrative Officer" Is the Keeper of the Records.

Records are Public

- Public may request to review records
- Public may request copies of records (residents & non- residents)
- Charges for copies

- **WHAT RECORDS HAVE TO BE KEPT?**

Records Retention Schedule –

- MN Historical Society
- Adopt resolution to follow RRS & submitted to MNHS
- Permanent/Archival Records kept in cool dark place
- County historical society
- Electronic Storage
- Pass records to successor

- **WHAT ARE TOWNSHIP RECORDS?**

Minutes of all town board and town meetings

- MN STAT. 365.55: Annual meeting minutes must be filed in clerk's office within 2 days after the meeting
- Town Board Minutes should be approved at the next regular town board meeting.
- Permanent and Archival

- **RESOLUTIONS**

- Are Recorded in a Resolutions Book
- Must Be Adopted by Town Board By Motion
- Minutes Reflect the Adoption of Resolution
- Resolutions Set Policy
- Permanent & Archival

- **ORDINANCES**

- Ordinances
- Record in Ordinance Book
- Be able to enforce
- file with county recorder
- county law library
- Permanent and archival

- **CORRESPONDENCE**

It Depends

- Contents needing board action
- Advertising – lay on table for examination
- Have basket close to chairperson for throw-a-ways
- Letters from residents

- **FINANCIAL RECORDS**

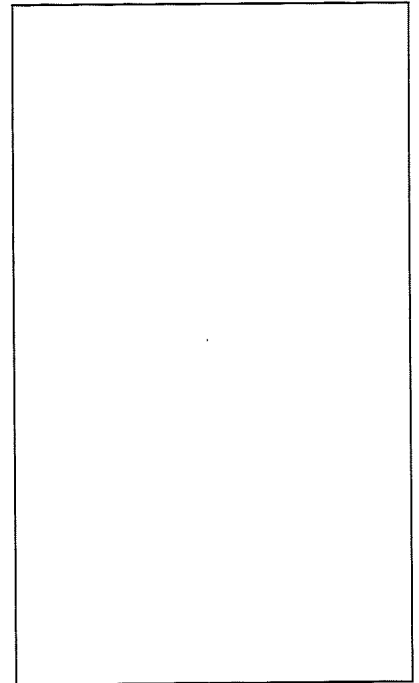
Receipts, Claims & Cancelled Checks

- 6 years, if registered with MN Historical Society
- Forever if not registered with MN Historical Society
- Receipts Registers & Ledgers

- Disbursements Registers & Ledgers
 - Permanent Records & Archival
- PAYROLL RECORDS
 - Federal Withholding – Income Tax, FICA & Medicare
 - 941/944 Reports: 10 years
 - State Withholding- Income Tax
 - MN Withholding Reports: 10 years
 - Payroll Ledgers – 6 years
 - Payroll Registers - Permanent
- PLANNING & ZONING
 - Committee Minutes – Permanent & Archival
 - Comprehensive Plan – Permanent & Archival
 - Site Plans – Permanent
 - Easements - Permanent
- PUBLICATION & POSTING AFFIDAVITS
 - Affidavits of Publication – 6 years
 - Affidavits of Posting - 6 years
- ROADS
 - Permanent & Archival
 - Annual Reports, Petitions, Road Lists, Entrance Signs
 - (not Archival), Supervisor's Reports, Survey Sheets
 - 10 years (not archival)
 - Gravel Hauled
 - Road inspection Reports
 - Sanding
 - Sign Inventory
- ROADS, CONT.
 - 6 Years
 - Applications
 - Contracts
 - Grading Agreements
 - Notices & Publications
 - Petitions
 - Snowplowing
- TOWN PROPERTY/TOWN HALL
 - Property-
 - Real Estate (township owned)- Permanent
 - Equipment Inventory -10 years
 - Vehicle Licenses 6- years
 - Township Hall
 - Correspondence -3 years
 - Construction- permanent & Archival
 - Inventory -10 years
- TOWNSHIP ACTIVITIES
 - 6 YEARS
 - Dues & Subscription
 - Officer Lists – To County
 - 3 Years
 - State & National News
 - Local News 3 years/permanent – some archival
 - State Association Correspondence
 - Officer Recognition permanent
- WEEDS

- Meeting Minutes – permanent
- Reports – 10 years
- Inspector's Records – 3 years
- ZONING
 - Permanent
 - Comprehensive Plan, County Ordinances, Local Ordinances, Variances, Zoning Books/Files
 - 6 Years
 - Conditional Use Permits After Revocation
 - (MAT Attorneys recommend permanent)
 - Day Care and Foster Care Intent
- RESOURCE AND FILING
 - Minnesota Historical Society
 - Government Records Archivist
 - 345 Kellogg Blvd W
 - St. Paul, MN 55102
 - www.mnhs.org
- HOW/WHERE TO KEEP TOWNSHIP RECORDS
 - Suggestions
 - Locked Fire Proof Cabinets
 - Copy of Permanent Records Off Site
 - Rented Storage Unit
 - **County Historical Society
 - I Cloud Storage – several options
- Avoid
 - Plastic Bins/Cardboard Boxes
 - Piles on Floor and Tables
 - Officer's Home, Barn, Basement, Garage, etc.
- What Does Permanent/Archival Mean?
 - Forever in Pristine Condition
- ACCESSIBILITY TO PUBLIC
 - Who Is Public?
 - Residents
 - Non Residents
 - Examine Records
 - At Clerk's Convenience, but be Reasonable
 - Not to Leave Clerk's Possession
- ACCESSIBILITY TO PUBLIC, CONT.
 - Copies
 - Actual Cost vs. 25 cents per copy
 - Mileage, cost of copies, time spent
 - Should be reasonable
 - Data Privacy (Urban Townships) – 25 cents per copy
 - Electronic Transmission
 - E-Mail
 - Township Website
 - Fax
 - Other (new forms of media)
- Clerk & Treasurer Leave Office
 - All Township Records are Given to Successor
 - Township Records are not clerk or treasurers' personal property
 - Have Township Records Neatly Organized
 - Includes Computer Databases & All Other Township Records on Computer

- **DISPOSAL OF TOWNSHIP RECORDS**
 - Adopted MN Historical Society Records Retention Schedule
 - Signed Resolution on File with the MNHS
- Use Records Retention Schedule
 - Saving Items for Historical Purposes
 - Check Schedule Before Tossing
- List Applicable Items Being Thrown/Shredded
 - Keep List on File
 - Have list noted in the minutes of next meeting
- **RESOURCES**
 - Mn Historical Society Archives Division
 - www.mnhs.org/statearchives
 - Application, Resolution
 - 800-657-3773
 - Mn STATUTES: 138.17, 138.225, 15.17, 13.02, 13.05, 325L.12
 - Info.ipad@state.mn.us
 - Google MN Statute numbers
- **RESOURCES, CONT.**
- Office of State Auditor
 - Avoiding Pitfalls – Friday publication
 - Position Papers – “Maintenance of Town Records”
 - www.osa.state.mn.us
- MN Association of Townships
 - Records Retention Schedule
 - Links to State Offices
 - www.mntownships.org



2021 Special Deer Hunt Recommendation Form

- Regular Firearms/Muzzleloader

This form is to be used for city, park, and SNA firearms and muzzleloader hunts. This form should be sent to non-DNR hunt coordinators to fill out and return to Area Managers. Area Managers must input the information on this form into the WDRIS system by April 26, 2021.

Hunt Area Name

City of Tower: Muzzleloader

Hunt Administrator/Contact

City of Tower: Deputy Clerk Terri S. Joki-Martin

Address

602 Main St, PO Box 576, Tower, MN 55790

Phone

218-753-4070

E-mail

deputyclerk@cityoftower.com

Hunt Type (check one)

☐ Regular Firearms ☒ Muzzleloader

Website address with hunt information (if applicable)

Zone/Type Option

- | | |
|--|---|
| <input type="radio"/> Statewide A 100 (Nov. 6-21) | <input type="radio"/> Statewide A 200 (Nov. 6-14) |
| <input type="radio"/> Statewide A 300 (Nov. 6-14) | <input type="radio"/> Southeast B (Nov. 20-28) |
| <input checked="" type="radio"/> Muzzleloader (11/27- 12/12) | <input type="radio"/> Early Antlerless (Oct. 21-24) |
| <input type="radio"/> Youth Season (Oct. 21-24) | <input type="radio"/> Metro (Nov. 6- 28) |

Dates of Hunt (From/to; e.g. Nov. 6-7)

11/27/2021 - 12/12/2021

GPS location of hunt (latitude, longitude)

Additional Hunt Dates (from/to...only if part of the same hunt)

Number of Permits (the number of hunters participating in the hunt)

20

With rare exception, hunters participating in a special hunt will be allowed to use any combination of licenses/permits to take deer in a special hunt regardless of bag limit. Legal bucks must be tagged with a license but bonus permits may be used to take any antlerless deer. If an exception is needed, please contact Barb Keller, barbara.keller@state.mn.us

Bag Limit (Select from drop-down menu) *Note: this is specific to this hunt and may be different from the surrounding permit areas. For example, if a special hunt falls within a permit area that is under lottery management and "2 deer" is selected, an individual hunter can tag both deer taken during the special hunt with bonus permits and use his/her license in the deer permit area.*

5 deer

Special Management Strategy

- ☐ Antlerless only ☐ Antler Point Restriction ☐ Earn-a-buck
☒ Either-Sex ☐ NA ☐ Other

Reason for Special Permit Hunt (check all that apply)

- ☒ Deer are causing substantial damage to Ag or Forest Crops
☒ Unacceptable level of deer vehicle accidents are occurring adjacent or in the unit
☒ Deer are causing a significant negative impact to native plant communities and/or forest regen. in the unit
☒ Deer are causing significant negative impact to adjacent landowner's vegetation
☐ Other

Additional comments (e.g., are accessible facilities available for disabled hunters?)

5 deer limit

Any questions regarding this form should be directed to Barb Keller, Big Game Program Leader, 651-259-5198 or barbara.keller@state.mn.us

Approvals by Area Manager, Regional Manager, and Big Game Program Leader will occur via the WDRIS application.

☒ Park Manager/Hunt Administrator Terri S. Joki-Martin

2021 Special Deer Hunt Recommendation Form - Archery

This form is to be used for city, park, and SNA archery hunts. This form should be sent to non-DNR hunt coordinators to fill out and return to Area Managers. Area Managers must input the information on this form into the WDRIS system by April 26, 2021.

Hunt Area Name

Hunt Administrator/Contact

Address

Phone

E-mail

Website address with hunt information (if applicable)

Dates of Hunt (From/to; e.g. Oct. 7-8)

GPS coordinates of hunt location (lat, long)

Additional Hunt Dates (from/to...only if part of the same hunt)

Application Deadline *Note: Applications and permitting for most archery special hunts are processed by the hunt administrator. Application dates and methods vary by special hunt.*

Application Fee (if applicable)

Number of Permits (the number of hunters participating in the hunt)

With rare exception, hunters participating in a special hunt will be allowed to use any combination of licenses/permits to take deer in a special hunt regardless of bag limit. Legal bucks must be tagged with a license but bonus permits may be used to take any antlerless deer. If an exception is needed, please contact Barb Keller, barbara.keller@state.mn.us

Bag Limit (Select from drop-down menu) *Note: this is specific to this hunt and may be different from the surrounding permit areas. For example, if a special hunt falls within a permit area that is under lottery management and "2 deer" is selected, an individual hunter can tag both deer during the special hunt with bonus permits and use his/her license in the deer permit area.*

1 deer

Special Management Strategy

- ☐ Antlerless only ☐ Antler Point Restriction ☐ Earn-a-buck
☒ Either sex ☐ Other

Reason for Special Permit Hunt (check all that apply)

- ☐ Deer are causing substantial damage to Ag or Forest Crops
☐ Unacceptable level of deer vehicle accidents are occurring adjacent or in the unit
☐ Deer are causing a significant negative impact to native plant communities and/or forest regen. in the unit
☐ Deer are causing significant negative impact to adjacent landowner's vegetation
☐ Other

Additional comments (e.g., are facilities are available for disabled hunters?)

Any questions regarding this form should be directed to Barb Keller, Big Game Program Leader, 651-259-5198 or barbara.keller@state.mn.us

Approvals by Area Manager, Regional Manager, and Big Game Program Leader will occur via the WDRIS application.

☐ Hunt Administrator Approval

Breitung 2020 Drinking Water Report

Making Safe Drinking Water

Your drinking water comes from a groundwater source: two wells ranging from 52 to 62 feet deep, that draw water from the Quaternary Buried Artesian and Quaternary Water Table aquifers.

Breitung works hard to provide you with safe and reliable drinking water that meets federal and state water quality requirements. The purpose of this report is to provide you with information on your drinking water and how to protect our precious water resources.

Contact Matt Tuchel, Water Supervisor, at (218) 780-2560 or towersoudanwater@accessmn.com if you have questions about Breitung's drinking water. You can also ask for information about how you can take part in decisions that may affect water quality.

The U.S. Environmental Protection Agency sets safe drinking water standards. These standards limit the amounts of specific contaminants allowed in drinking water. This ensures that tap water is safe to drink for most people. The U.S. Food and Drug Administration regulates the amount of certain contaminants in bottled water. Bottled water must provide the same public health protection as public tap water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

Breitung Monitoring Results

This report contains our monitoring results from January 1 to December 31, 2020.

We work with the Minnesota Department of Health to test drinking water for more than 100 contaminants. It is not unusual to detect contaminants in small amounts. No water supply is ever completely free of contaminants. Drinking water standards protect Minnesotans from substances that may be harmful to their health.

Learn more by visiting the Minnesota Department of Health's webpage [Basics of Monitoring and testing of Drinking Water in Minnesota](https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/sampling.html>).

How to Read the Water Quality Data Tables

The tables below show the contaminants we found last year or the most recent time we sampled for that contaminant. They also show the levels of those contaminants and the Environmental Protection Agency's limits. Substances that we tested for but did not find are not included in the tables.

We sample for some contaminants less than once a year because their levels in water are not expected to change from year to year. If we found any of these contaminants the last time we sampled for them, we included them in the tables below with the detection date.

We may have done additional monitoring for contaminants that are not included in the Safe Drinking Water Act. To request a copy of these results, call the Minnesota Department of Health at 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Some contaminants are monitored regularly throughout the year, and rolling (or moving) annual averages are used to manage compliance. Because of this averaging, there are times where the Range of Detected Test Results for the calendar year is lower than the Highest Average or Highest Single Test Result, because it occurred in the previous calendar year.

Definitions

- **AL (Action Level):** The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.
- **EPA:** Environmental Protection Agency
- **MCL (Maximum contaminant level):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **MCLG (Maximum contaminant level goal):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **MRDL (Maximum residual disinfectant level):** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- **MRDLG (Maximum residual disinfectant level goal):** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **N/A (Not applicable):** Does not apply.
- **ppb (parts per billion):** One part per billion in water is like one drop in one billion drops of water, or about one drop in a swimming pool. ppb is the same as micrograms per liter ($\mu\text{g/l}$).
- **ppm (parts per million):** One part per million is like one drop in one million drops of water, or about one cup in a swimming pool. ppm is the same as milligrams per liter (mg/l).
- **PWSID:** Public water system identification.

Monitoring Results – Regulated Substances**LEAD AND COPPER – Tested at customer taps.**

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Action Level	90% of Results Were Less Than	Number of Homes with High Levels	Violation	Typical Sources
Lead	0 ppb	90% of homes less than 15 ppb	0.28 ppb	0 out of 5	NO	Corrosion of household plumbing.
Copper	0 ppm	90% of homes less than 1.3 ppm	0.24 ppm	0 out of 5	NO	Corrosion of household plumbing.

INORGANIC & ORGANIC CONTAMINANTS – Tested in drinking water.

Contaminant (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Nitrate	10 ppm	10.4 ppm	0.08 ppm	N/A	NO	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits.

CONTAMINANTS RELATED TO DISINFECTION – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG or MRDLG)	EPA's Limit (MCL or MRDL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Total Trihalomethanes (TTHMs)	N/A	80 ppb	55.3 ppb	22.90 - 56.70 ppb	NO	By-product of drinking water disinfection.
Total Chlorine	4.0 ppm	4.0 ppm	0.04 ppm	0.00 - 0.06 ppm	NO	Water additive used to control microbes.
Total Haloacetic Acids (HAA)	N/A	60 ppb	48.3 ppb	26.00 - 53.00 ppb	NO	By-product of drinking water disinfection.

Total HAA refers to HAA5

OTHER SUBSTANCES – Tested in drinking water.

Substance (Date, if sampled in previous year)	EPA's Ideal Goal (MCLG)	EPA's Limit (MCL)	Highest Average or Highest Single Test Result	Range of Detected Test Results	Violation	Typical Sources
Fluoride	4.0 ppm	4.0 ppm	1.01 ppm	0.46 - 0.56 ppm	NO	Erosion of natural deposits; Water additive to promote strong teeth.

Potential Health Effects and Corrective Actions (If Applicable)

Fluoride: Fluoride is nature's cavity fighter, with small amounts present naturally in many drinking water sources. There is an overwhelming weight of credible, peer-reviewed, scientific evidence that fluoridation reduces tooth decay and cavities in children and adults, even when there is availability of fluoride from other sources, such as fluoride toothpaste and mouth rinses. Since studies show that optimal fluoride levels in drinking water benefit public health, municipal community water systems adjust the level of fluoride in the water to an optimal concentration between 0.5 to 0.9 parts per million (ppm) to protect your teeth. Fluoride levels below 2.0 ppm are not expected to increase the risk of a cosmetic condition known as enamel fluorosis.

Some People Are More Vulnerable to Contaminants in Drinking Water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. The developing fetus and therefore pregnant women may also be more vulnerable to contaminants in drinking water. These people or their caregivers should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline at 1-800-426-4791.

Learn More about Your Drinking Water

Drinking Water Sources

Minnesota's primary drinking water sources are groundwater and surface water. Groundwater is the water found in aquifers beneath the surface of the land. Groundwater supplies 75 percent of Minnesota's drinking water. Surface water is the water in lakes, rivers, and streams above the surface of the land. Surface water supplies 25 percent of Minnesota's drinking water.

Contaminants can get in drinking water sources from the natural environment and from people's daily activities. There are five main types of contaminants in drinking water sources.

- **Microbial contaminants**, such as viruses, bacteria, and parasites. Sources include sewage treatment plants, septic systems, agricultural livestock operations, pets, and wildlife.
- **Inorganic contaminants** include salts and metals from natural sources (e.g. rock and soil), oil and gas production, mining and farming operations, urban stormwater runoff, and wastewater discharges.
- **Pesticides and herbicides** are chemicals used to reduce or kill unwanted plants and pests. Sources include agriculture, urban stormwater runoff, and commercial and residential properties.
- **Organic chemical contaminants** include synthetic and volatile organic compounds. Sources include industrial processes and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- **Radioactive contaminants** such as radium, thorium, and uranium isotopes come from natural sources (e.g. radon gas from soils and rock), mining operations, and oil and gas production.

The Minnesota Department of Health provides information about your drinking water source(s) in a source water assessment, including:

- How Breitung is protecting your drinking water source(s);
- Nearby threats to your drinking water sources;
- How easily water and pollution can move from the surface of the land into drinking water sources, based on natural geology and the way wells are constructed.

Find your source water assessment at [Source Water Assessments](https://www.health.state.mn.us/communities/environment/water/swp/swa) (<https://www.health.state.mn.us/communities/environment/water/swp/swa>) or call 651-201-4700 or 1-800-818-9318 between 8:00 a.m. and 4:30 p.m., Monday through Friday.

Lead in Drinking Water

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk.

Lead is rarely in a drinking water source, but it can get in your drinking water as it passes through lead service lines and your household plumbing system. Breitung is responsible for providing high quality drinking water, but it cannot control the plumbing materials used in private buildings.

Read below to learn how you can protect yourself from lead in drinking water.

1. **Let the water run** for 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer. A service line is the underground pipe that brings water from the main water pipe under the street to your home.
 - You can find out if you have a lead service line by contacting your public water system, or you can check by following the steps at: <https://www.mprnews.org/story/2016/06/24/npr-find-lead-pipes-in-your-home>
 - The only way to know if lead has been reduced by letting it run is to check with a test. If letting the water run does not reduce lead, consider other options to reduce your exposure.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water.
 - Contact a Minnesota Department of Health accredited laboratory to get a sample container and instructions on how to submit a sample:
[Environmental Laboratory Accreditation Program](https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam)
<https://eldo.web.health.state.mn.us/public/accreditedlabs/labsearch.seam>
 The Minnesota Department of Health can help you understand your test results.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run.
 - Read about water treatment units:
[Point-of-Use Water Treatment Units for Lead Reduction](https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html)
<https://www.health.state.mn.us/communities/environment/water/factsheet/poulead.html>

Learn more:

- Visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>)

- Visit Basic Information about Lead in Drinking Water (<http://www.epa.gov/safewater/lead>)
- Call the EPA Safe Drinking Water Hotline at 1-800-426-4791. To learn about how to reduce your contact with lead from sources other than your drinking water, visit Lead Poisoning Prevention: Common Sources (<https://www.health.state.mn.us/communities/environment/lead/sources.html>).

Help Protect Our Most Precious Resource – Water

The Value of Water

Drinking water is a precious resource, yet we often take it for granted.

Throughout history, civilizations have risen and fallen based on access to a plentiful, safe water supply. That's still the case today. Water is key to healthy people and healthy communities.

Water is also vital to our economy. We need water for manufacturing, agriculture, energy production, and more. One-fifth of the U.S. economy would come to a stop without a reliable and clean source of water.

Systems are in place to provide you with safe drinking water. The state of Minnesota and local water systems work to protect drinking water sources. For example, we might work to seal an unused well to prevent contamination of the groundwater. We treat water to remove harmful contaminants. And we do extensive testing to ensure the safety of drinking water.

If we detect a problem, we take corrective action and notify the public. Water from a public water system like yours is tested more thoroughly and regulated more closely than water from any other source, including bottled water.