

## **Animals - Bounties**

### **Animal Bounties**

Carlos Township assists in gopher control by paying a bounty of \$3.00 for pocket gophers and \$.50 for striped gophers. The bounty amount will be reviewed annually by the board. Two front feet of any captured gophers must be presented to a town board member before receipt of any payments.

Adopted June 28, 2018

## **Animals - Strays Dogs**

### **Stray Animal Control:**

Upon an alert, a township supervisor or Douglas County Sheriff's deputy will pick up the animal (dogs but not cats) and deliver to the local humane society shelter. The shelter will keep the animal for one week before destroying the animal. The dog owner will be responsible for all costs incurred for the pickup and sheltering of the dog, when they pick up their dog at the humane society. If no owner shows up, the township will take responsibility for all costs.

## **CARLOS TOWNSHIP ORDINANCE NO 2011-1A DOG AND CAT ANIMAL CONTROL ORDINANCE**

### **CARLOS TOWNSHIP – AMENDED**

#### **SUBDIVISION 1. LIMITATIONS IN OWNERSHIP**

No family, group of person or business entity, residing in Carlos Township, or conducting business in Carlos Township shall have in custody, at any one time, more than three dogs over the age of six months and three cats over the age of six months on the premises where said family group of persons or business entity reside and or conduct business.

#### **SUBDIVISION 2. RUNNING AT LARGE AND IMPOUNDING**

- 2.1 **RUNNING AT LARGE:** It shall be unlawful for any person who is the owner or custodian of a dog or cat to permit such animal to run at large, provided, that such animal shall not be deemed to be running at large if it is on a leash or under physical and/or voice control of an accompanying person or if it is upon the property of the owner or custodian.
- 2.2 **IMPOUNDING OF ANIMAL:** It shall be the duty of the Carlos Township Board along with the Douglas County Sheriff's Department to impound any dog running at large. The township will not impound cats.
- 2.3 **HOLDING OF IMPOUNDED ANIMALS:** Every dog will be impounded at the Lakes Area Humane Society and will be held under the policy of that entity.
- 2.4 **RELEASE FROM ANIMAL POUND:** Animals shall be released to their owners upon payment of all fees, impounding or otherwise, incurred for the period of which the animal was impounded.
- 2.5 **UNCLAIMED ANIMALS:** If unclaimed, an impounded animal may be disposed of or humanely destroyed, pursuant to Minnesota Statute, Section 35.71., or the animal may be adopted according the same adoption practice as the local humane society.

### SUBDIVISION 3. NUISANCE DOGS AND CATS

- 3.1 The owner of custodian of any dog or cat shall prevent the animal from committing in the township any act which constitutes a nuisance. Failure of the owner or custodian of the animal to prevent the animal from committing such nuisance is a violation of the ordinance.
- 3.2 NOISE: It is a nuisance for any dog or cat to habitually or frequently bark or cry so as to unreasonably disturb the comfort and repose of persons in the vicinity of said animal.
- 3.3 DAMAGE OR TRESPASS: It is a nuisance for any dog or cat to damage any lawn, garden or other property or to trespass on the property of someone other than the owner or custodian of said animal.
- 3.4 LITTER: The owner of any dog or cat or person having custody of said animal shall be responsible for cleaning up any feces of the animal and disposing of the feces in a sanitary manner. It is a nuisance for any owner or person in control of a dog or cat to fail to clean any feces of the animal.
- 3.5 INJURY OR ATTACKS: It is a nuisance for any dog or cat at any time to attack or bite a person or another animal.
- 3.6 VICIOUS HABITS: It is a nuisance for any dog or cat to be vicious, show vicious habits, molest pedestrians or interfere with vehicles on public streets.

### SUBDIVISION 4. ENFORCEMENT DUTIES

The Douglas County Sheriff's Department shall enforce the provisions of this ordinance.

### SUBDIVISION 5. PENALTIES

- 5.1 Violation of this Ordinance shall be a petty misdemeanor and shall be punishable by payment of a fine to the Carlos Township Clerk in addition to the payment of impounding fees along with any fines imposed by the court.
- 5.2 The Township Clerk will keep a schedule of fines, which may be adjusted from time to time.
- 5.3 Applicable fines set at the time of the adoption of this ordinance are the following:  
First offense within a period of 12 consecutive months will be given a written notification:  
All Subsequent offenses within a period of 12 consecutive months will be responsible for all fines imposed by the Court of Douglas County, along with a \$300 fee payable to the township.

Adopted by the Carlos Township Board of Supervisors on this 26<sup>th</sup> day of January, 2012.

This ordinance becomes effective upon publication and supersedes any previous animal control ordinance and amendments.

Dwayne Waldorf, Chairman  
Rebecca Anderson, Clerk

## **Meetings -Rules and Procedures**

### **Carlos Township Rules and Procedures for Board Meetings**

#### **1. Date, Time and Place:**

Carlos Township shall hold regular meetings on the second and fourth Thursday's of each month, at 7:00 P. M. at the Carlos Elementary School in Carlos, Minnesota. The exception would be in November and December when there will be only one meeting which will be on the second Thursday of the month. Special meetings may be called if the need arises.

#### **2. Open Meeting Law:**

All meetings will abide by the open meeting law (MN Statute, Chapter 13D) with proper notice being given by public notice in the newspaper that has been established every year as the place for publication of its public notices.

#### **3. Convening and Running the Meeting:**

A quorum of 2 supervisors is required for the meeting to be held. The town chairperson will convene and run the meeting. In the absence of the chair, the vice-chairman will chair the meeting. The chairperson has the same authority to participate in the meeting as does any other supervisor and thus can make motions and vote on any issue. The chair recognizes speakers, makes sure everyone is clear on the issues by allowing for complete discussion, calls for the vote and keeps the meeting moving at a good pace.

#### **4. Agenda:**

The town clerk will prepare an agenda for each meeting. The agenda is helpful to keep the meeting proceeding in an orderly manner and to track routine business and special items. The board is not limited to acting on only those items listed on the agenda at regular scheduled meetings. When special meetings are called, the board can only discuss and act on those items that are included in the public notice that was given.

#### **5. Conducting Business:**

While no official formal process is adopted, meetings will generally follow the guidelines of the Roberts Rules of Order system. The business of the regular town meeting will be comprised of reports, discussions, motions, resolutions, and ordinances. Visitors will be invited to speak on concerns at the time of public comments and along with the clerk and treasurer may be recognized during the discussion on motions. Motions are the process by which action is requested. Motions can be made by any supervisor; motions require a second and need to be passed by a simple majority. Only Supervisors may vote and will vote by voice unless a member of the board calls for a written ballot vote. The clerk may cast a vote to appoint a supervisor to fill out the remaining term of a supervisor that has either left office due to resigning or death. This is the only time a board member other than a supervisor may vote on a motion.

Resolutions are generally used to make official appointments, to recognize special issues, and to adopt administrative policies such as by-laws. Ordinances are generally reserved for official regulations that will be enforced and for which penalties may be imposed for violations. Ordinances must be adopted pursuant to formal statutory procedures.

## **6. Keeping Records:**

The Open Meeting Law requires that all actions be recorded in a journal and that the votes of each board member be recorded when approving the expenditure of funds except for court ordered payments and routine bills. The clerk shall keep the meeting records with the final minutes approved by the board constituting the official public record. Visitors may also record the meeting proceedings so long as they do not disrupt the meeting.

## **7. Managing the Meeting (especially when conflicting issues are addressed):**

The Open Meeting Law gives people the right to attend town board meetings but not the right to participate and certainly not to disrupt the proceedings. Disrupting a public meeting is actually a criminal offense punishable as a misdemeanor. The following rules of procedures are adopted in order to facilitate the orderly movement of meetings.

- a. A fixed time is given on the agenda for public input.
- b. For issues of major concern, the board may require that those desiring to speak submit a request in writing to address the board or to raise a new issue.
- c. All speakers must be recognized by the chair before speaking. Speakers must address the board when speaking. They are to give their name, whom they represent if they are representing a group, and their location in the township.
- d. Any questions raised will be answered by the board after the speaker has completed his/her comments. Public comment time is not a time for debate between public and board nor between public members.
- e. A time limit of 5 minutes is given per speaker on an issue or concern. A limit of 3 speakers (pro) and 3 speakers (con) per issue will be permitted, with pro and con speakers alternating. After discussion, a follow up limit of 3 minutes per speaker may also be given. If a large group is present, the group is to identify no more than 3 spokespersons (pro) and 3 spokespersons (con) speaking for a total of 10 minutes on each side of an issue. A follow up limit of 6 minutes may be given to the spokespersons.
- f. Comments must be restricted to issues of public concern. Any comments that stray from public concern or make personal accusations will not be tolerated and the speaker may be asked to leave the meeting.
- g. If a discussion period begins to get unruly, a recess may be declared by the chair. If there is a concern about the physical safety of any person at a meeting, law enforcement will be asked to be present during the meeting.

**8. Adjournment:** When all the business has been brought forward and acted upon, the meeting will be adjourned by a motion and no more business may be conducted.

Adopted June 28, 2018

## **Building Permits**

### **Building Permits**

All building permits for building construction in Carlos Township must be attained from Douglas County. Carlos Township supervisors review all building permits at the monthly township meeting.

**Adopted June 28, 2018**



## **Elections - Administration**

### **Election Administration: local, state and national**

The Carlos Township Clerk is responsible for administering all elections in the precinct of Carlos Township. On the recommendation of the township clerk, the town board appoints the head judge and all assisting judges for each election. Carlos Township uses voting equipment including the AutoMark and the DS-200 Tabulator for primary and general elections. The polling place for elections is held at the Carlos Town Hall at 210 Victoria Street, Carlos, MN.

As of March 13, 2018, due to the passage of a ballot question at that election, the Carlos Township residents voted to move the March annual township election from every year to coincide in conjunction with the state and national general elections to be held on the first Tuesday after the first Monday in November of even numbered years.

Board Members are elected for 4 year terms.

Adopted June 28, 2018

## **Laws, Minnesota State Township**

### **Minnesota Township Laws.**

Carlos Township laws follow the state of Minnesota law. Township laws may be the Minnesota Association of Townships web site: [www.mntownships.org](http://www.mntownships.org).

**Adopted June 28, 2018**



## **Meetings - Annual Business Meeting**

Carlos Township holds its annual meeting on Minnesota Township Day, the second Tuesday of March every year. Public notices will announce the day, time, and location of the annual meeting. The Annual meeting agenda will be noted on the township's website.

Currently posting locations are: Herby's in Carlos, Gas Mart at the intersection of St Hwy 29 and CR 9 (four corners) and Sunnies on North Nokomis/CR 42.

**Adopted June 28, 2018.**

## **Services - Fire Protection**

**Fire Protection:** Carlos Township has two fire districts. Residents are either located in the Alexandria or Carlos districts. Carlos Township contracts with the Cities of Alexandria and Carlos Fire Departments for fire protection throughout Carlos Township.

Residents whose property is located in the Carlos Fire District will pay the levy for the Carlos Fire Department, and those properties in the Alexandria Fire District will pay the levy for the City of Carlos.

Adopted July 12, 2018

## **Wages and Reimbursement Policy for the Township of Carlos.**

**Wages/Salary:** to be determined at each reorganization meeting to be held the first meeting in April which will be noted in that meeting minutes.

**Per Diem** – board members to be reimbursed for food and lodging. The board member is to pay expenses at the time of use, then submit expenses with receipts into the clerk for reimbursement. All costs are to be reasonable and will not include any alcohol beverages.

**Hourly** – This rate is determined at the reorganization meeting. The rate will include an hourly rate, with a minimum of 2 ½ hours. It is up to the board member on how they remit their work. I.E. if the board member feels his work is worth 1 hour, he may submit that amount. However, if he feels to remit 2 ½ for a viewing to include travel time, etc, that will also be paid.

**Meeting-** Is defined as when the town board meets to conduct township business.

Two meetings in one day on which the clerk takes minutes: The board will pay for two meetings.

If a meeting requires the clerk to take minutes, the board will be paid the meeting rate. If a meeting does not require the clerk to take minutes, the pay will be hourly.

**Road Tour:** The board will pay the meeting rate.

**Mileage** – Any mileage to or from regular, special or emergency meetings, along with mileage for training purposes, viewing township issues, etc. to be submitted to the clerk for the reimbursement rate decided at the re-organization meeting. The rate will not exceed the federal reimbursement rate.

**Expenses:** Supervisors - Any expenses paid out to vendors will be reimbursed by remitting receipts to the township clerk. Any additional work that is separate from the normal duties of a supervisor, such as mowing public right of way, will be paid with the supervisor providing the township with a Certificate of Liability and a signed affidavit for those costs incurred. Any hours spent on special projects are to be turned into the clerk for reimbursement.

Treasurer- Any expenses paid out to vendors will be reimbursed by remitting receipts to the township clerk. Clerk - Any expenses paid out to vendors will be reimbursed by remitting receipts to the township clerk to include office supplies, postage, newsletter printing costs, etc.

Newsletter preparation: the board will pay the clerk the amount of \$100.00 for the preparation of this document.

Additional work for special projects, i.e. road assessments, sewer projects: The clerk will remit his/her time for hours worked at the hourly rate set up at the reorganization meeting.

Internet access: The board will reimburse the clerk at a rate of 50% of his/her cost for internet service with proof of the internet bill.

Elections: any hours spent on administrating elections, will be at the hourly rate determined at the reorganization meeting.

Adopted July 12, 2018