

RESOLUTION #2009-7
LYNDEN TOWNSHIP
Stearns County, Minnesota

WHEREAS, the Lynden Township Board of Supervisors (“Board”) is the governing body of Lynden Township (“Town”) charged by law with certain powers and duties to conduct the affairs of the Town;

WHEREAS, pursuant to Lynden Township Ordinance 2.1 § 4.2 & 4.5, the Board is authorized to appoint a Planning Commission Administrator and Planning Commission (“Commission”); and,

WHEREAS, at a minimum, the Open Meeting Law requires that the minutes reflect all official action taken by the governing body pursuant to Minnesota Statute (“M.S.”) § 471.705 and M.S. § 13D.01, Subd. 4; and,

WHEREAS, in accordance with M.S § 367.11 “It shall be the duty of the town clerk: (1) to act as clerk of the town board and keep in the clerk's office a true record of all of its proceedings; (3) to record minutes of the proceedings of every town meeting”; and,

WHEREAS, the Town is required by §15.17 Subd. 1, to "... make and preserve all records necessary to a full and accurate knowledge of their official activities." and,

WHEREAS, the power to decide the content and level of detail of the minutes is vested in the Board; and,

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Lynden Township, Stearns County, Minnesota hereby adopts the following:

Any audio recordings made of meetings by the Commission are solely for the purpose of assisting the Town Clerk or Planning Commission Administrator to develop accurate minutes. Such recordings are not part of the Town’s official records and, after approval of the minutes of the meeting to which a recording applies, will be recycled for use at future meetings. If the Commission is recording a meeting, the Commission may make a motion at the meeting to make the recording part of the official record of the meeting. If a motion is passed to make a recording a part of the official record, the Town Clerk or Planning Commission Administrator shall preserve the recording as part of the official record and make it available in the same manner as written minutes.

	Yes	No	Other
Supervisor Anne Ackerman	___	___	___
Supervisor Jerry Finch	___	___	___
Supervisor Dave Johnson	___	___	___

Adopted this 14th day of September, 2009.

Attest: _____
Del Moeller
Township Clerk

Anne Ackerman
Town Chair