**Reorganization Meeting Minutes**

April 1, 2020

1. Current chair calls meeting to order
2. Adopt Resolution #2020-4: Authorizing Virtual Meetings; Discuss relevant procedural issues with virtual meetings including signing of documents and checks
3. Select a Town Board Chair and Vice-Chair: Note: The established policy is to rotate the chair on an annual basis, with the chair preferably being in (at least) the third year of his/her term.
4. Designate representatives to Airport Zoning and Fire Relief
5. Designate Supervisors’ areas of responsibilities:
	1. Town Admin (typically the chair), Roads, Rec Area, Fire Department, Cemetery, Recycle Shed, and AIS Inspections
	2. Discuss scope of responsibilities and between meeting spending limits for **routine purchases and emergencies.** Background: In July of 2016, the board decided the road supervisor, between meetings, can authorize up to $5,000 for emergencies and routine maintenance projects that do not warrant an RFP. For other departments (besides the FD), the between-meeting spending limit is $1,000. **However, all depts. still strive to come before the board for pre-approval on major expenditures whenever possible.**
	3. **Decide between-meeting spending limits (for routine maintenance and emergencies) for each department**
6. Adopt 2020 Town Board Schedule
7. Set compensation for town officers and employees
8. Designate an official newspaper (Current: Duluth News Tribune)
9. Designate a bank (Current: North Shore Bank)
10. Annual Designation of Treasurer as Electronic Funds Transfer Administrator (state requirement)
11. Adjourn