

## **RESOLUTION 2021-15**

### **Kandiyohi County Guidelines for Requested Resolutions and Proclamations**

The Kandiyohi County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets. This policy provides the County Administration with guidelines in responding to requests for Resolutions. It outlines, in general, the reasons for Board proclamations and resolutions.

**Ceremonial Proclamations and Resolutions are documents signed by the Board Chair and issued for:**

- Public awareness
- Arts and cultural celebrations
- Special honors

#### **Resolutions:**

##### **1. Resolutions for the County Board to take affirmative action on an item of County business such as:**

- Approval of Board minutes, County policies, procedures, and guidelines
- Approval of the annual budget, budget amendments, to establish funds, to make large purchases
- Approval to advertise for bids and proposals, to enter into contracts and agreements
- Approval of interim or ad hoc committees to analyze issues
- Approval of appointments of some employees and appointments to various boards and committees
- Approval of comprehensive plan, rezoning, conditional use permits, findings of facts, and other zoning issues
- Approval of employment policies and union agreements
- Approval of commissioner's salaries, approval of official newspaper, approval of official website, and other annual requirements
- Establishing or dissolution of Joint Powers Agreements
- Enacting a State of Emergency
- Other actions required by State or Federal law or policy

##### **2. Statements to Influence State and Federal Policy.**

- Resolutions about State policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the Association of Minnesota Counties and funding of local projects and initiatives.
- Resolutions about Federal policy that are directly and explicitly related to the County budget, programs and services. For example, issues of importance raised by the National Association of Counties and funding of local projects and initiatives.

**Proclamations and Resolutions will not be issued for:**

- Issues in which the County Board is not required by Federal law or policy, State law or policy, or local law or policy to act upon unless identified above. For example:
  - Expressing an opinion on matters of political or ideological controversy
  - Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
  - Expressing an opinion or position on topics that have no direct, unambiguous and explicit relationship to the County's programs, services, policies, or budgets
  - Events or organizations with no explicit and unambiguous relationship to the County's programs, services, policies, or budgets
  - Campaigns or events contrary to County policies

**Administration of the Guidelines:**

Requests for County Board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply the guidelines and provide a reply to the requestor. This policy or the administration of this policy does not prevent anyone from meeting with their commissioner to voice their concerns.

Approved and Adopted this 2<sup>nd</sup> day of March, 2021

BY THE BOARD:

ATTEST:

---

George "Corky" Berg, Chairman  
Board of Commissioners

---

Mark Thompson  
Auditor/Treasurer