

RESOLUTION 2017-6: BOARD COMPENSATION POLICY

WHEREAS, Minn. Stat. 367.05 directs the Town Board to set the compensation of Supervisors, Treasurer, Clerk, Deputy Treasurer, Deputy Clerk, Deputy Treasurer, and any other employees of the town; and

WHEREAS, Minn. Stat. 367.05 indicates the above-mentioned persons are entitled to reimbursement for authorized expenses & mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Board of Watab Township, Benton County, State of Minnesota hereby adopts the following policy regarding compensation and reimbursement of Town Officers and employees:

- I. **Definitions.** For the purposes of this policy, the following terms shall have the meaning given them in this section.
 - 1.1. **Town.** "Town" means Watab Township in Benton County, State of Minnesota
 - 1.2. **Town Board or Board.** "Town Board" or "Board" means the Town Board of Supervisors, Clerk & Treasurer in Watab Township, Benton County, State of Minnesota
 - 1.3. **Town Officers.** "Town Officers" means the Supervisors, Clerk, Treasurer and Deputy Clerk and Deputy Treasurer in Watab Township, Benton County, State of Minnesota
- II. **Compensation.** The following establishes the basis on which Town Officers shall be compensated for performing services within the scope of their duties for the town.
 - 2.1. **Meetings.** Town Officers shall be compensated at \$75 per meeting for attending all Regular or Special Town Board Meetings, Annual Meeting, Board of Audit, Board of Canvass, and Board of Equalization. Other meetings shall be compensated at \$75 per meeting if they are pre-approved by the board such as town board representation at a meeting outside the township. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the meeting to perform the official duties of the Clerk or Treasurer in his or her absence.
 - 2.2. **Hourly Rate.** Town Officers that are authorized by the Board to perform work for the town outside of meetings shall be compensated at \$25 per hour. This includes training sessions for board members by outside organizations.
 - 2.3. **Monthly Rate.** The Town Clerk will receive a monthly stipend of \$300 to cover duties carried out from home. The Treasurer will receive a monthly stipend of \$250 to cover duties carried out from home. The monthly stipend includes the

monthly reconciliation of accounts and preparation of claims and payroll for the monthly board meeting.

- 2.4. **Opening and Closing Town Hall.** Fifteen minutes shall be claimed for opening and fifteen minutes for closing of the town hall for each event. Extra cleaning of the hall is limited to the time necessary to prepare it for the next rental when one rental immediately follows another.
- 2.5. **Taxes and Withholdings.** All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

III. **Reimbursement of Expenses.** The following establishes the rates at which Town Officers shall be reimbursed for expenses they need to incur on behalf of and within the scope of their duties for the Town.

- 3.1. **Mileage.** When it is necessary for Town Officers to use their private vehicles to perform their duties on behalf of the Town, Town Officers shall be eligible to have their mileage reimbursement for the actual miles traveled at the established federal standard mileage rate for business travel that is in effect at the time of the travel. Town Officers are not eligible for mileage reimbursement for attending meetings held within the Town. Town Officers are eligible for mileage reimbursement when driving for the Annual Road Tour or working as an Employee of the Town (sign installation, tree trimming, road inspection, etc.).
- 3.2. **Telephone.** The costs of using cellular or mobile phones are not eligible for reimbursement unless specifically authorized by the Town Board.
- 3.3. **Meals.** Town Officers may request reimbursement of the actual cost of necessary meals consumed while on Board authorized town business which is more than 30 miles from the town. Alcohol is not a reimbursable expense and shall not be consumed while engaged in town business. The request for reimbursement must be accompanied by the receipt and the amount of the reimbursement shall not exceed the following amount of \$50 per day. Town board members may not receive reimbursement for non-board member's meals which they have purchased. Actual receipts must be submitted within 60 days.
- 3.4. **Other Expenses.** Any other expenses incurred by Town Officers in the performance of their duties for the Town, but which are not addressed in this policy, such as parking and registration fees, purchase of operating supplies, hotel fees, and equipment shall only be eligible for reimbursement if the Board authorized the activity and the expenses were necessary to and arose out of properly conducting Town business.

IV. **Detailed Claims.** No officers shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Town Clerk detailing the activities supporting the claim for compensation and the specific basis for all expenses reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Town Board-approved claim forms at one of the next two regular Board meetings. Each claim must have an accompanying original receipt.

- V. **Township Charge Card.** The credit card issued to Watab Township is in the Clerk's name. The card is to be used for routine transactions required for township business including payment of the State Building Permit Surcharge and routine purchase of office and operating supplies that benefit the township. Other purchases can be authorized by the Town Board Chair. No personal use of the credit card is permitted. Receipts showing the use of the credit card must accompany the credit card statement prior to payment being made. The credit card will be paid off monthly.
- VI. **Amendments.** The Board may amend this policy at any Board meeting by resolution of the board.

Adopted this fourth day of April in the Year of Our Lord Two Thousand and Seventeen by the Watab Town Board.

Chairperson:

Craig Conner

Supervisor:

Sheryl Enders

Supervisor:

Tim White

Treasurer:

Maureen Haher

Clerk:

Pat Spence