

RESOLUTION 2022-11

BOARD COMPENSATION POLICY

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

WHEREAS, Minnesota Statute 367.05 indicates the above-mentioned persons are entitled to reimbursement for authorized expenses and mileage for the use of their own automobiles 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, Benton County, state of Minnesota hereby adopts the following policy regarding compensation and reimbursement of Town Officers and employees:

1. **Definitions.** For the purposes of this policy the following terms shall have the meaning given them in this section.
 - a. **Town.** "Town" means Watab Township in Benton County, state of Minnesota.
 - b. **Town Board or Board.** "Town Board" or "Board" means the Town Board of Supervisors, Clerk, and Treasurer in Watab Township, Benton County, state, of Minnesota.
 - c. **Town Officers.** "Town Officers" means the Supervisors, Clerk, Treasurer and Deputy Clerk and Deputy Treasurer in Watab Township, Benton County, state of Minnesota.

2. **Compensation.** The following establishes the basis on which Town Officers shall be compensated for performing services within the scope of the duties for the Town.
 - a. **Regular Monthly Board Meeting.** Town Officers shall be compensated \$75 to attend for attending all regular monthly board meetings, or special town board meetings, annual meeting, Board of Audit, Board of Canvass, and Board of Equalization. Exception: if "special" meetings last less than 2 hours, the rate of compensation is \$25 per hour. If meetings last more than 3 hours, meeting rate applies.
 - b. **Other Meetings.** Other meetings shall be compensated at a rate of \$25 per hour + mileage if 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.
 - c. **Hourly Rate.** Town Officers who are authorized by the Board to perform work for the Town outside of meetings shall be compensated at \$25 per hour (e.g., training).
 - d. **Monthly Rates.** The Town Clerk and Town Treasurer shall be compensated for at-home work in the amount of \$25/hour.
 - e. **Opening and Closing the Town Hall.** Fifteen minutes shall be claimed for opening and 15 minutes for closing of the Town Hall for each rental event. Extra cleaning of the Town Hall is limited to the time necessary to prepare it for the next rental.

RESOLUTION 2022-11 (continued)

6. **Amendments.** The Board may amend this policy at any Board meeting by Resolution.

APPROVED AND ADOPTED THIS 12th DAY OF APRIL, 2022:

Board Chairman and Supervisor

Supervisor

Supervisor

Deborah O'Keefe, Treasurer

Kathy Sauer, Clerk