

RESOLUTION 2023-11

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 of 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, \$75 meeting rate applies.
 - b. **Other Meetings.** Other meetings shall be compensated at a rate of \$25 per hour plus 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 attend 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 \$30 per 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.

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- f. **Taxes and Withholding.** All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.
3. **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 assigned duties for the Town.
 - a. **Mileage.** When it is necessary for Town Officers to use their private vehicles to perform their duties on behalf of the Town Officers shall be eligible to have their mileage reimbursed for the actual miles traveled at the established federal standard mileage rate for business gravel that is in effect at the time of the travel. 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, training, election matters, etc.). For the 2023-2024, year the rate of mileage will be set at: .655 per mile.
 - b. **Telephone.** The costs of using cellular or mobile phones are not eligible for reimbursement unless specifically authorized by the Town Board.
 - c. **Meals.** Town Officers may request reimbursement of the actual cost of necessary meals consumed while on Board authorized Town business which is 30 miles from the Town. Alcohol is not a reimbursable expense and shall not be consumed while engaged on Town Business. The request for reimbursement must be accompanied by the receipt and the amount of the reimbursement shall not exceed an amount of more than \$50 per day. Town Board members may not receive reimbursement for non-board members' meals which they have purchased. Actual receipts must be submitted within 60 days.
 - d. **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 expense in advance, and the activity was incurred when conducting Town business.
4. **Detailed Claims.** No officers shall receive compensation or be reimbursed for expenses incurred until they submit a written claim report to the Town Clerk detailing the activities and rationale supporting the claim for compensation. Claims requesting reimbursement for expenses shall be made on approved claim forms (electronic or paper) no later than the next two regular Board meetings. Each claim must include original receipts or documentation.
5. **Township Credit Card.** Currently, the Township carries one credit card in the name of the Clerk. The card is used for routine transactions required for Township business including payment of the state Building Permit Surcharge and routine purchases 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 statement are presented prior to payment being made. The credit card will be paid off monthly.

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

APPROVED AND ADOPTED THIS 11th DAY OF APRIL, 2023:

Board Chairperson and Supervisor

Supervisor

Supervisor

Mary Shearer, Treasurer

Kathy Sauer, Clerk