

**RESOLUTION 2014-5: ESTABLISHING A POLICY FOR THE COMPENSATION AND
REIMBURSEMENT OF TOWN OFFICERS**

WHEREAS, Minn. Stat. 367.05 directs the Town Board to set the compensation of supervisors, the treasurer, clerk, 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 mileage for the use of their own automobile at a rate determined by the Town Board for necessary travel on official town business; and

NOW, THEREFORE BE IT 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:

1. **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, Benton County, State of Minnesota.
 - 1.2. Town Board or Board. "Town Board" or "Board" means the Town Board of supervisors of Watab Township, Benton County, State of Minnesota.
 - 1.3. Town Officers. "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of 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 their duties for the town.
 - 2.1. Meetings. Town Officers shall be compensated as follows for attending regular or special town board meetings, hearings, annual or special town meetings, or other meetings as pre-authorized by the Board: Town Officers: \$_____ per meeting. 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 their absence.
 - 2.2. Hourly Rate. Town Officers that are authorized by the Board to perform work for the town outside of a meeting shall be compensated as follows: Town Officers: \$ _____ per hour.
 - 2.3. Taxes & Withholdings. 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 are authorized by the Board to incur and actually incur on behalf of, and within the scope of their duties, for the Town. Only expenses authorized by the Board are eligible for reimbursement.
 - 3.1. Mileage. When it is necessary and authorized by the Board for Town Officers to use private automobiles to perform their duties on behalf of the Town, Town

Officers shall be eligible to have their mileage reimbursed for the actual miles traveled at the established federal standard mileage rate for the use of privately owned vehicles in effect at the time of travel. Town Officers are not eligible for mileage reimbursement for attending regular or special board meetings held within the Town. The mileage reimbursement is inclusive of all direct and indirect automobile related expenses and no other reimbursement for the use of a private automobile shall be allowed.

3.2. Telephone. A Town Officer authorized by the Board to make long-distance calls from their private phone to conduct town business shall be eligible to seek reimbursement of the actual costs of making the calls. The costs of using cellular or mobile phones to make long-distance calls are not eligible for reimbursement unless specifically authorize by the Board.

3.3. Meals. Town Officers may request reimbursement of the actual cost of necessary meals consumed while on Board authorized town business 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 a receipt and the amount of the reimbursement shall not exceed the following amount per meal: \$10 for breakfast; \$15 for lunch; and \$25 for dinner.

3.4. Other Expenses. Any other expenses actually incurred by Town Officers in the performance of their duties for the Town, but which are not addressed in this policy, 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.

4. **Detailed Claims.** No officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved claim forms at the next regular board meeting.

4.1. Receipts. Reimbursement requests for purchases must be supported by original receipts or, if not available, other supporting documentation found sufficient by the Board.

5. **Amendments.** The Board may amend this policy by resolution.

Adopted this first day of April, 2014 by the Watab Town Board.

Chair: _____

Clerk: _____