

RESOLUTION 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, town assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and other employees of the town;

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;

WHEREAS, Minn. Stat. § 471.665, subd. 1 directs the Town Board to set the maximum amount which the town shall pay to any officer or employee as compensation or reimbursement for the use of their own automobile in the performance of their duties for the town;

WHEREAS, Minn. Stat. § 471.665, subd. 3 allows the Town Board to establish a monthly or periodic allowance for use by officers or employee of their own automobile in the performance of their duties for the town in lieu of a mileage allowance;

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

TOWN OFFICER COMPENSATION AND REIMBURSEMENT POLICY

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 _____ Township, _____ County, Minnesota.

1.2. **Town Board or Board.** “Town Board” or “Board” means the Town Board of supervisors of _____ Township, _____ County, Minnesota.

1.3. **Town Officers.** “Town Officers” means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of _____ Township, _____ County, 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 board meetings, town hearings, annual or special town meetings, or other meetings as authorized by the Board: Supervisors \$___ per meeting; Clerk \$___ per meeting; Treasurer \$___ per meeting; Deputy Clerk \$___ per meeting; Deputy Treasurer \$___ 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: Supervisors \$___ per hour; Clerk \$___ per hour; Treasurer \$___ per hour; Deputy Clerk \$___ per hour; Deputy Treasurer \$___ per hour. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation for work done outside of a meeting if the work directly relates to official duties and is necessitated by the absence of the Clerk or Treasurer.
 - 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, hearings, or annual or special town 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 authorized 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: \$_____ for breakfast; \$_____ for lunch; and \$_____ 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 the reimbursement of expenses shall be made on Board approved forms at the next following 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 _____ day of _____, 20__.

BY THE BOARD

Chairperson

Attest: _____

Clerk