

RESOLUTION 2021-11

BOARD COMPENSATION POLICY

WHEREAS, Minnesota Statute 367.05 directs the ton 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 ow 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 companion 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 ad 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 the regularly scheduled monthly Board Meeting. Special Town Board Meetings, e.g., Board of Audit, Board of Canvass, and Board of Equalization will be paid at the rate of \$25 per hour. Exception: if a Special meeting lasts less than 2 hours, the rate of compensation is \$25 per hour. Other than the Clerk, Board members are not compensated to attend the Annual Meeting.
 - b. **Special Meetings.** Special meetings shall be compensated at a rate of \$25 per hour. Upon pre-approval by the Board, attendance and mileage may be paid for meetings requiring Town Board representation for meetings outside the Township upon pre-approval by the Board. 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.** A monthly stipend will be paid to the Clerk and Treasurer for errands and work at home in the amounts of \$250/Treasurer and \$300/Clerk.

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- 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. If additional cleaning is necessary after the renters' use, the Township will bill the renter at a rate of \$25/hour.
 - 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 I 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 2021-2022, year the rate of mileage will be set at: .56 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 consume 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 sub mitted 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.

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5. **Township Credit Card.** Currently, the Township carries two credit cards (one account) in the names of the Treasurer and 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 is presented prior to payment being made. The credit card will be paid off monthly.

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

APPROVED AND ADOPTED THIS 6th DAY OF APRIL, 2021:

Board Chairman and Supervisor

Supervisor

Supervisor

Deborah O'Keefe, Treasurer

Kathy Sauer, Clerk