

**RESOLUTION
ESTABLISHING A POLICY FOR THE
COMPENSATION AND REIMBURSEMENT OF
TOWN OFFICERS FOR THE YEAR 2018**

WHEREAS, Minn. Stat § 365.05 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 indicated 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 performance of their duties for the town in lieu of a mileage allowance;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Salem Township, Olmsted 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 purpose of this policy, the following terms shall have the meaning given them in this section.
 - 1.1 **Town.** “Town” means Salem Township, Olmsted County, Minnesota
 - 1.2 **Town Board or Board.** “Town Board” or “Board” means the Town Board of supervisors of Salem Township, Olmsted County, Minnesota.
 - 1.3 **Town Officers.** “Town Officers” means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of Salem Township, Olmsted 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 **Monthly Compensation.** Town Officers shall be compensated for

regular town board meetings and associated duties of their office as authorized by the Board. Supervisors \$300.00 per month, Clerk \$550.00 per month, Treasurer \$330.00 per month.

- 2.2 Meetings.** Town Officers shall be compensated as follows for attending special board meetings, town hearings, annual or special town meetings, or other meetings as authorized by the Board. Supervisors \$60.00 per meeting; Clerk \$60.00 per meeting; Treasurer \$60.00 per meeting; Deputy Clerk \$60.00 per meeting; Deputy Treasurer \$60.00 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. For meetings lasting more than three hours will be paid the meeting rate for the first three hours and \$20.00 per hour after three hours.
 - 2.3 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 \$20.00 per hour; Clerk \$20.00 per hour; Treasurer \$20.00 per hour; Deputy Clerk \$20.00 per hour; Deputy Treasurer \$20.00 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.
 - 2.4 Election Judges.** Election judges shall be compensated as follows: Head Judge \$15.00 per hour. Regular Election Judge \$10.00 per hour.
 - 2.5 Taxes & Withholdings.** All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.
 - 2.6 Planning and Zoning and Board of Adjustment Members.** Members of these boards shall be compensated as follows: Chairman and Secretary \$60.00 per meeting. Other members \$40.00 per meeting. Alternates to these boards in attendance shall be compensated at a rate of \$40.00 if they serve and \$20.00 per meeting if they attend the meeting and are not needed to serve that night.
- 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 is 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.
- 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: \$10.00 for breakfast; \$12.00 for lunch; and \$16.00 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.
- 4.0 **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 the 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 Third Day of January, 2018

BY THE BOARD

Chairperson

Attest _____
Clerk

Resolution 2018-4