

**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 Clitherall Township, Otter Tail 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 Clitherall Township, Otter Tail County, Minnesota.
 - 1.2. **Town Board or Board.** "Town Board" or "Board" means the Town Board of supervisors of Clitherall Township, Otter Tail County, Minnesota.
 - 1.3. **Town Officers.** "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, deputy treasurer, and zoning officer of Clitherall Township, Otter Tail 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, and annual or special town meetings: Supervisors \$100.00 per meeting; Clerk \$100.00 per meeting; Treasurer \$100.00 per meeting; Deputy Clerk \$100.00 per meeting; Deputy Treasurer \$100.00 per meeting; and Zoning Administrator \$100.00 per meeting. Town Officers shall be compensated at a rate of \$15.00 per hour for other meetings, attendance at which has been specifically authorized by the Board; in addition, if any such meeting exceeds a total of four hours, then the meeting rate of \$100.00 shall apply. The hourly rate of \$15.00 shall also apply to attendance at recessed meetings. 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.** Supervisors and the Zoning Administrator, in the performance of work authorized by the Board for the town outside of a meeting, shall be compensated at a rate of \$15.00 per hour.
 - 2.3. **Training.** Town Officers shall be compensated for attending training sessions at the daily rate of \$100.00 per session.
 - 2.4. **Quarterly Salaries.** In addition to receiving compensation for attendance at meetings and training sessions authorized by the Board, the Clerk and Treasurer shall receive quarterly salaries for performing the official duties of such offices: Clerk \$400.00 per quarter; Treasurer \$250.00 per quarter. Quarterly salaries shall be paid to the Clerk and Treasurer in each of the months of March, June, September, and December.
 - 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 reasonable and 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.
- 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 22 day of March 2012.

BY THE BOARD

/s/ Dallas Grewe
Chairperson

Attest:

/s/ Jan Eitzen
Clerk