

RESOLUTION SETTING THE COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS

New Haven Township, Olmsted County, Minnesota – Resolution #2017- 10

WHEREAS, Minn. Stat. § 367.05 directs the Town Board to set the compensation of supervisors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and 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

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; and

WHEREAS, Minn. Stat. § 367.05 and Minn. Stat. § 471.665, subd. 1, set no requirements for timely renewal;

NOW THEREFORE LET IT BE RESOLVED, the Town Board for the Town of New Haven 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 New Haven Township, Olmsted County, Minnesota.
 - 1.2. **Town Board or Board.** “Town Board” or “Board” means the Town Board of Supervisors of New Haven Township, Olmsted County, Minnesota.
 - 1.3. **Town Officers.** “Town Officers” means the Supervisors, Clerk, Treasurer, Deputy Clerk, and Deputy Treasurer of New Haven 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. **Annual Wage.** Town Supervisors, the Town Treasurer, and the Town Clerk each shall be compensated with a stipend. The monthly stipend is set at \$150 per month for Town Supervisors, \$250 per month for Town Treasurer, and \$350 per month for Town Clerk. A Deputy Treasurer and Deputy Clerk and are not eligible for a stipend.

- 2.2. **Meetings.** Town Officers shall be compensated at a per-meeting rate for attending regular or special board meetings, town public hearings, annual or special town meetings, and representing New Haven Township at Olmsted County Township Officers Association (“OCTOA”) meetings, Minnesota Association of Townships meetings, Rural Fire Association meetings, and other meetings as authorized by the Board. Town Officers attending meetings lasting longer than 3 hours may submit for compensation at either the per-meeting rate or the hourly rate, at the Town Officer’s discretion. 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, and shall be compensated at the same rate as Town Officers. The per-meeting rate is set at \$75 per meeting.
- 2.3. **Hourly Rate.** Town Officers performing town-officer duties outside of an above meeting and beyond regular officer duties shall be compensated at an hourly rate, set by the Board. Town Officers attending election judge training or education seminars directly related to township duties shall be compensated at the hourly rate. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation at the hourly rate 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. The hourly rate for Town Officers performing election judge duties shall be the same hourly rate as set by the Board for all election judges. The hourly rate is set at \$20 per hour.
- 2.3. **Burning Permits.** Town Supervisors shall be eligible to receive compensation for each burning permit they issue for a fee outside of regular town board meetings or the annual meeting. The burning permit rate is set at \$5 per permit issued.
- 2.4. **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 this resolution or the Board are eligible for reimbursement.
- 3.1. **Mileage.** When it is necessary to use private automobiles to perform their duties on behalf of the town, Town Officers may request to have their mileage reimbursed for the actual miles traveled at the established federal standard mileage rate (currently 53.5 cents per mile) 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, with the exception of road inspection meetings for a vehicle with at least two Town Officers on board. 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 making long-distance calls from their private phone to conduct town business may request reimbursement of the actual costs for making the calls with proper documentation. 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 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 an amount per meal; \$10 for breakfast, \$15 lunch, \$20 and 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, may be eligible for reimbursement with Board approval of the expenses and the expenses were necessary to and arose out of properly conducting Town business. Expenses for more than \$200 should have preapproval of the Board.

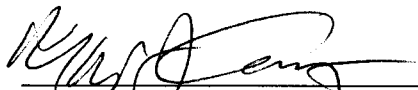
4. **Detailed Claims.** No officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for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

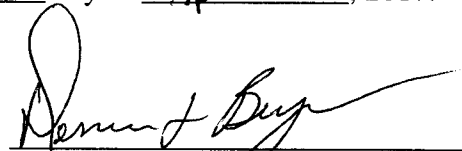
4.1. **Receipts.** Reimbursement requests for purchases must be supported by original receipts or, if not available, other supporting documentation found sufficient by the Board.

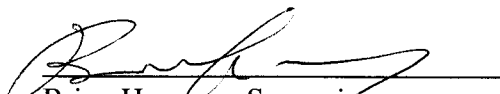
4.2 **Reimbursements.** Per IRS regulations, reimbursement requests should be made within 60 days of purchases to avoid being taxable as income.

5. **Amendments.** The Board may amend this policy and rates at any time by resolution. This resolution and rates shall remain in force unless revoked, amended, or replaced by the Town Board in place at that time.

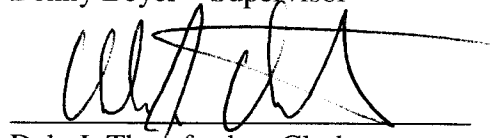
Adopted by the New Haven Town Board on this 4th day of Apr. 1, 2017.


Mary Andrist – Supervisor


Denny Beyer – Supervisor


Brian Hervey – Supervisor

Attest,


Dale J. Thomforde – Clerk

