

OR 10217B

**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, the treasurer, the clerk, and deputy clerk, if employed and deputy treasurer, if 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 Oronoco Township, Olmsted County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

**TOWN OFFICER COMPENSATION AND REIMBURSEMENT POLICY,  
EFFECTIVE SEPTEMBER 1, 2017**

**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 Oronoco Township, Olmsted County, Minnesota.

**1.2. Town Board or Board.** "Town Board" or "Board" means the Town Board of supervisors of Oronoco Township, Olmsted County, Minnesota.

**1.3. Town Officers.** "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of Oronoco 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 Stipend.** Town Officers shall be compensated with a monthly stipend as follows: Supervisors \$300. per month; Treasurer \$350. per month; Clerk \$400. per month. The Deputy Clerk and Deputy Treasurer are not eligible for a stipend. clerk stipend changed to \$600/month 4/6/2020, Reorg Meeting.

**2.2. Meetings.** Town Officers shall be compensated \$150 for attending regular monthly Town Board 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.

**2.3. Hourly Rate.** Town Officers shall be compensated \$20. an hour, door to door, for attending meetings other than the regular monthly Town Board meeting, for attending training events, and for time spent managing Township issues. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are performing the official duties of the Clerk or Treasurer in their absence.

**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 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: \$10 for breakfast; \$15 for lunch; and \$20 for dinner.

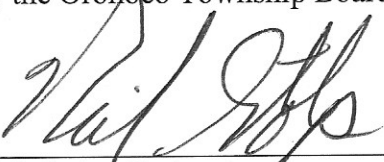
**3.4. Other Expenses.** Any other expenses actually incurred by Town Officers in the performance of their duties for the Town, but which are not addressed in this policy, shall only be eligible for reimbursement if the Board authorized the activity and the expenses were necessary to and arose out of properly conducting Town business. Expenses for more than \$200 should have preapproval by 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.

**5. Amendments.** The Board may amend this policy by resolution.

Adopted this 2 day of Oct, 2017  
by the Oronoco Township Board.

  
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Neil Stolp, Chairperson

Attest:   
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Lucy Shonyo, Clerk

