**RESOLUTION 2024-04**

**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 APRIL 8, 2024**

**1.** **Definitions**. For the purposes of this policy, the following terms shall have the meaning

given them in this section.

* 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 $400. per month; Treasurer $400. per month; Clerk $600. The Deputy Clerk and Deputy Treasurer are not eligible for a stipend.

**2.2.** **Meetings**. Town Officers shall be compensated $200 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 $30. 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.** **R**e**imbursement 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.

**3.3**. **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 \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

by the Oronoco Township Board.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ken Mergen, Chairperson

Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jody Schroeder, Clerk