

# Ordinance No. 59.1 Town Officer Compensation

## AN ORDINANCE 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 township;

**WHEREAS**; Minn. Stat. §367.05 indicates the above mentioned persons are entitled for mileage for the use of their own automobile at a rate determined annually by the Internal Revenue Service;

**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 township;

**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 ORDAINED**, that the Town Board of Grey Cloud Island Township, Washington County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

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**1. Definitions.** For the purposes of this Ordinance, the following terms shall have the meaning given them in this section.

**1.1 Town.** “Town” means Grey Cloud Island Township, Washington County, Minnesota.

**1.2 Town Board or Board.** “Town Board” or “Board” means the Town Board of Supervisors of Grey Cloud Island Township, Washington County, Minnesota.

**1.3 Town Officers.** “Town Officers” means the supervisors, clerk, treasurer, deputy clerk and deputy treasurer of Grey Cloud Island Township, Washington County, Minnesota.

**1.4 Meeting.** A gathering of two or more supervisors (quorum) to conduct township business which has been officially posted by the town clerk.

**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, annual or special town meetings, or other meetings as authorized by the Board: Chairman \$185 per month; Supervisors \$175 per month; Clerk \$1300 per month; Treasurer \$495 per month. 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. In this case, the Deputy Clerk or Deputy Treasurer will receive \$50 per meeting.

**2.2 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.

**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 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 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: \$15 for breakfast; \$20 for lunch; and \$25 for dinner.

**3.3 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 and the Town Board expressly authorizes reimbursement at a public meeting.

**3.4** Town Officers may be compensated in addition to the amounts listed in section 2.1 for performing duties not listed in section 2.1. Additional compensation shall only be paid if the duties and amount of compensation are approved by the Town 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 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. Effective Date.** This Ordinance shall be in full force and effect from and after its adoption and publication according to law.

**6. Severability.** Every section, provision, or part of this Ordinance is declared separable from every section, provision, or part of this ordinance. If any section, provision, or part of this ordinance is adjudged to be invalid by a court of competent jurisdiction, such judgment shall not invalidate any other section, provision, or part of this ordinance.

**7. References.** Any reference to any statute made herein shall mean to include its amendments and successors.