

**PRINCETON TOWNSHIP  
MILLE LACS COUNTY, MINNESOTA  
RESOLUTION NO. 2020-03**

**RESOLUTION ESTABLISHING A POLICY FOR THE COMPENSATION AND  
REIMBURSEMENT OF TOWN OFFICERS**

**WHEREAS**, Minnesota Statute § 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the clerk, the treasurer, deputy clerk if one is employed, deputy treasurer if one is employed; and other employees of the town;

**WHEREAS**, Minnesota Statute § 367.05 indicates the above-mentioned persons are entitled to mileage reimbursement for the use of their personal automobiles at a rate determined by the Town Board for necessary travel on official town business;

**WHEREAS**, Minnesota Statute § 471.665, subdivision 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 personal automobiles in the performance of their duties for the town;

**WHEREAS**, Minnesota Statute § 471.665, subdivision 3, allows the Town Board to establish a monthly or periodic allowance for use by officers or employees of their personal automobiles in the performance of their duties for the town in lieu of a mileage allowance;

**THEREFORE, BE IT RESOLVED**, that the Town Board of Princeton Township, Mille Lacs County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of town officers:

**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 Princeton Township, Mille Lacs County, Minnesota.

1.2. Town Board or Board. "Town Board" or "Board" means the Town Board of Supervisors of Princeton Township, Mille Lacs County, Minnesota.

1.3. Town Officers. "Town Officers" means the supervisors, clerk-treasurer, and deputy clerk-treasurer of Princeton Township, Mille Lacs County, Minnesota.

**2. Compensation.** The following establishes the basis of which town officers shall be compensated for performing services within the scope of their duties for the town:

2.1. Meetings. Town supervisors, clerk-treasurer, and deputy clerk-treasurer shall be compensated \$55.00 per meeting for attending regular or special meetings, town hearings, annual or special town meetings, or other meetings as authorized by the Board. The deputy clerk-treasurer shall only be eligible for compensation if the deputy is

attending the meeting to perform the official duties of the clerk-treasurer in the clerk-treasurer's absence.

2.2. Hourly rate. Town officers who are authorized by the Board to perform work for the town outside of a meeting shall be compensated at the rate of \$25 per hour. The clerk-treasurer and deputy clerk-treasurer shall be compensated at their regular hourly rate for normal duties.

2.3. Taxes and Withholding. 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 personal 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 personal automobile shall be allowed.

3.2. Telephone. Town officers 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 phone to make long-distance calls are not eligible for reimbursement unless specifically authorized by the Board.

3.3. Meals. There shall be no compensation for meals consumed by town officers while on Board-authorized town business except those meals which are included as part of the registration fees for official meetings and events approved by the Board.

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 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, clearly-identifiable copies, or other supporting documentation found sufficient by the Board.

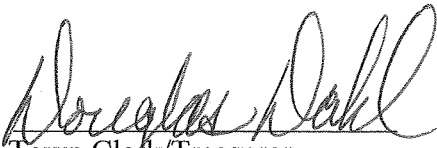
**5. Amendments.** The Board may amend this policy by resolution at a properly-called regular or special meeting.

Adopted this 14<sup>th</sup> Day of April, 2020.

BY THE TOWN BOARD

  
Town Chairperson

Attest:

  
Town Clerk/Treasurer