

**PRINCETON TOWNSHIP
MILLE LACS COUNTY, MINNESOTA
Resolution No. 2022-1**

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

WHEREAS, Minnesota Statutes, section 367.05 directs the Board of Supervisors (“Town Board”) to set the compensation of supervisors, township assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and other employees of Princeton Township (“Town”);

WHEREAS, Minnesota Statutes, section 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, Minnesota Statutes, section 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, Minnesota Statutes, section 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;

WHEREAS, Minnesota Statutes, section 367.05 allows the Town Board to fix the hours of employment for Town employees;

WHEREAS, Minnesota Statutes, section 471.38 provides an exclusion to the usual claim review and approval procedure for claims for the salary or wages of any employee whose salary or wages have been fixed on an hourly, daily, weekly or monthly basis by the Town Board and which are authorized by law to be paid on a payroll basis;

WHEREAS, the Town Board fixes the wages of its employees, including the appointed Clerk-Treasurer, on an hourly basis;

WHEREAS, on December 21, 2021, the Town Board updated and revised the Town’s existing pay scale, which included compensation for Town officers, Town Planning Commission members, election judges and all other Town employees;

WHEREAS, in order to adopt a policy for Town officer compensation, the Town Board adopted Resolution No. 2020-03, “Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers” (“Resolution No. 2020-03”) on April 14, 2020;

WHEREAS, Resolution No. 2020-03 did not include the pay scale previously established for Town Planning Commission members, election judges and all other Town employees;

WHEREAS, on December 15, 2020, the Town Board reviewed and updated its pay schedule and determined that it would establish a unified policy for the compensation of Town officers, Town Planning Commission members, election judges, and all other Town employees.

NOW, 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 and employees:

PRINCETON TOWNSHIP 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. **Employee.** “Employee” means those persons appointed or hired by the Town Board to perform services for the Town for a set wage including, but not limited to, the Clerk-Treasurer, Deputy Clerk-Treasurer, Planning Commission members, election judges, secretarial workers, road maintenance workers, general maintenance workers, and seasonal workers. For the purposes of this policy, Employee does not include Town Supervisors or those hired as independent contractors.
 - 1.2. **Planning Commission.** “Planning Commission” means the Princeton Township Planning Commission, Mille Lacs County, Minnesota.
 - 1.3. **Town.** “Town” means Princeton Township, Mille Lacs County, Minnesota.
 - 1.4. **Town Board or Board.** “Town Board” or “Board” means the Town Board of supervisors of Princeton Township, Mille Lacs County, Minnesota.
 - 1.5. **Town Officers.** “Town Officers” mean the supervisors of Princeton Township, Mille Lacs County, Minnesota.
2. **Compensation.** The following establishes the basis on which Town Officers and certain Employees shall be compensated for performing services within the scope of their duties for the Town:
 - 2.1. **Meetings.** Town Officers, the Clerk-Treasurer, and Planning Commission members shall be compensated for attending regular or special meetings, public hearings, emergency meetings, annual or special town meetings, or other meetings as authorized by the Board as follows. The Deputy Clerk-Treasurer shall

be eligible for compensation if attending to perform official duties of the Town Clerk-Treasurer in the Town Clerk-Treasurer's absence:

- a. Town Meeting:
 - 1. Town Board Chair: \$150/meeting
 - 2. All other Town Officers: \$125/meeting
 - 3. Clerk-Treasurer: \$55/first 2 hours; hourly rate thereafter
- b. Town Officer Working Meetings with Advisory Boards/Liaisons (Planning Commission, Airport, City, Fire, Weed): \$55/meeting
- c. Planning Commission Meeting:
 - 1. Planning Commission Chair: \$125/meeting
 - 2. All other Planning Commission Members: \$125/meeting
 - 3. Clerk-Treasurer: \$55/first two hours; hourly rate thereafter

2.2. **Hourly Rate:** Town Officers authorized by the Board to perform work for the Town outside of a meeting shall be compensated at a rate of \$25 per hour. For work outside of meetings, as set forth above, the Clerk-Treasurer shall be compensated at an hourly rate of \$22-\$28, which rate shall be fixed by the Town Board by motion at a Board meeting.

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.

2.4. **Other Employees:** Hourly rates for all other employees shall be fixed by the Town Board by motion at a Board meeting in accordance with the ranges set forth below:

- a. Deputy Clerk-Treasurer: \$17-\$22/hour
- b. Secretarial (Includes, but is not limited to, typing, word processing, mailings, filings, phone messages, assistance, town hall scheduling): \$15-\$20/hour
- c. Road Maintenance (Includes, but is not limited to, snow plowing and sanding with the Town truck, grader operator, patching pavement, brushing, ditch mowing, sign maintenance, maintaining an inventory of road conditions and equipment): \$25-\$30/hour

- d. General Maintenance (Includes, but is not limited to town hall custodial duties, town hall mowing, weed whipping, snow removal and general building maintenance): \$20-\$25/hour
- e. Seasonal/Temporary (Includes assistants for road maintenance and general maintenance): Minimum Wage
- f. Head Election Judges: \$25/hour
- g. All Other Election Judges: \$20/hour

3. **Reimbursement of Expenses.** The following establishes the rates at which Town Officers, the Clerk-Treasurer, and the Deputy Clerk-Treasurer 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, the Clerk-Treasurer, or the Deputy Clerk-Treasurer to use personal automobiles to perform their duties on behalf of the Town, they 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, the Clerk-Treasurer, and the Deputy Clerk-Treasurer 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, the Clerk-Treasurer, or the Deputy Clerk-Treasurer 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, the Clerk-Treasurer, or Deputy Clerk-Treasurer 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. **Clerk-Treasurer Vacation, Holidays, and Medical Coverage.** The Clerk-Treasurer shall be entitled to paid vacation, paid holidays, and medical coverage reimbursement as follows:
 - a. Sixty (60) hours of paid vacation/year.
 - b. Nine (9) paid holidays/year (New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day).
 - c. Health insurance coverage reimbursement of up to \$150/month.
5. **Employee Hours.** The Town Board may establish, by motion at a Board meeting, a limit on the number of hours an Employee may work within a certain period. All hourly rates of compensation set forth in this policy shall be compensated in quarter-hour increments, rounded up to the nearest quarter hour.
6. **Detailed Claims.** Town Officers, the Clerk-Treasurer, and the Deputy Clerk-Treasurer shall not 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.
 - 6.1 **Receipts:** Reimbursement requests for purchases must be supported by original receipts or, if not available, other supporting documentation found sufficient by the Board.
7. **Ratification.** The Town Board hereby approves and ratifies claims of Town Officers and the Clerk-Treasurer previously submitted for compensation and expenses.
8. **Amendments.** The Town Board may amend this policy by resolution.

Adopted this 18th day of January 2022.

BY THE BOARD


Chairperson

Attest:


Clerk-Treasurer