

Madam Chair Clayton introduced the following resolution, and Supervisor _____ moved for its adoption:

**Town of Harris, County of Itasca, State of Minnesota
Resolution No. 2020-004**

**A RESOLUTION DESIGNATING THE COMPENSATION
FOR OFFICERS OF THE HARRIS TOWN BOARD**

WHEREAS, Minn Stat. 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk/deputy treasurer if employed, and other employees of the town; AND

WHEREAS, Minn Stat 367.05 indicates the above mentioned persons are entitled to mileage for the use of their own automobile at a rated determined by the Town Board for necessary travel on official town business; AND

WHEREAS, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation each year; AND

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 15, 2020; AND

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of Harris Township, Itasca County, Minnesota hereby adopts the following schedule of compensation and reimbursement of Town Officers; AND

BE IT FURTHER RESOLVED that these rates will be used in calculating all claims paid from February 1, 2020 check run, until the next annual review of Township Officer compensation to be held prior to January 31, 2021.

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – January 1, 2020 – January 31, 2021

Township Board Supervisor	
Serving as Chairman:	\$ 450.00 per month, plus \$ 19.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings
Township Board Supervisors (non-chairman)	\$ 400.00 per month, plus \$ 19.00 per hour for allocated labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

Annual Town Meeting

The Town Board requires that the Treasurer and Clerk are to be at the Annual Meeting, and therefore is entitled to be paid the per diem meeting rate for attending this meeting.

Newsletter and Website Updates

Newsletters are completed by volunteers.

Website is updated by the Clerk and is part of the stipend for that employee.

Mileage Reimbursement:

When it is necessary for Town Officers, and/ or employees to use private automobiles to perform their duties on behalf of the town, they shall be eligible to have their mileage reimbursed for the miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers, and/or employees are not eligible for mileage reimbursement for attending regular or special board meetings, hearing or annual or special town meetings held within the Town. The reimbursement is on an "as needed" basis, to be determined by the Officer, and would include, but is not limited to, the township annual road inspections, out-of-town meetings, education as approved by the Board, and resident calls for inspections.

Detailed Claims:

No Officer or employee 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 for supervisors shall be made on Board approved format at the next following Regular board meeting. Pay requests for the Supervisors will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the treasurer and will become part of the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3rd of the month to the treasurer to allow time to scan, send to the supervisors.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

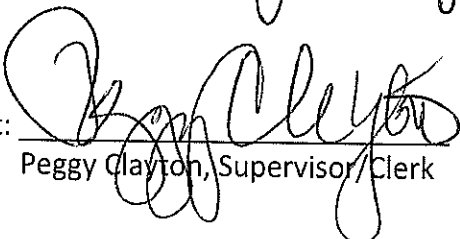
All other employees of the township must turn in their pay requests the Friday before each Regular Board Meeting, and P & D Meeting. The pay requests will be scanned in by the treasurer and will become part of the monthly bills to allow the Treasurer, more time to process the requests.

Reimbursement requests for purchases must be supported by original receipts, or, if not available, other supporting documentation found sufficient by the Board.

Retirement

The Public Employees Retirement Association of Minnesota (PERA) plan is used for each Town Supervisor, Clerk and Treasurer (Deputies are not included)

Adopted this 22 day of January, 2020.

Attest: 
Peggy Clayton, Supervisor/Clerk

By the Board Chairman,

Ken Haubrich