

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2021-009

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;

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, the Township Board determined that they would like to conduct an annual review of Township Officers compensation in conjunction with the employee compensation at the same time each year via Resolution #2016-006;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 19, 2021

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

BE IT FURTHER RESOLVED that these rates will be used in calculating all pay requests paid during the May 2021 check run, and there forward until the next annual review of Township Officer compensation in January 2022:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2021- February 2022

Township Board Supervisor	
Serving as Chairman:	\$450.00 per month, plus \$ 19.00* per hour for allocated pre-approved 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 pre-approved labor, and \$ 60.00 per regularly scheduled, or legally required, Township meetings

**NOTE:** If Treasurer has questions on a pay request, Treasurer will review with Chair, and if changes need to be made, the Chair will discuss with said individual.

If questions arise regarding a pay request, and the person is not available/not present to confirm question(s), said pay request will be pulled from bill list until such time questions are answered. All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

\* There was no change to the allocated labor rates for 2021

Annual Town Meeting

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

Newsletter

The township newsletter is prepared by volunteers of the township. Printing, labeling, and mailing is completed by the printer. The Board approves the newsletter, prior to printing.

Website Updates

The Town Clerk maintains and update the website.

Mileage Reimbursement:

When it is necessary 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 miles traveled at a rate equal to the Federal standard mileage reimbursement rate in effect at the time of travel. Town Officers 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 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. Pay requests for the Supervisors, Clerk, and Treasurer will be on a one month (EX: May 1-May31) basis. The pay requests will be scanned in by the clerk and sent to the supervisors with the monthly bills to allow the Treasurer, more time to process the requests. All pay requests must also be submitted by the 3<sup>rd</sup> of the month to the treasurer to allow time to scan, send to the supervisors. If questions arise regarding a pay request, and the officer is not available/not present to respond to question(s), said pay request shall be pulled from bill list until such time questions are answered. 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, Treasurer, Maintenance Staff, Caretaker, and Sexton.

Adopted this 11th day of January, 2021.

Attest: Roxanne Christie  
Roxanne Christie, Clerk

By the Board Chairman,  
Peggy Clayton  
Peggy Clayton, Chair