

Chair Clayton introduced the following resolution. Supervisor ~~Kelly~~ moved for its adoption and was seconded by Supervisor Davies:

**Town of Harris, County of Itasca, State of Minnesota**

**Resolution No. 2024-001**

**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;

WHEREAS, the Officers of the Harris Town Board met to review their compensation on January 4, 2024;

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 on the **February 14, 2024** check run, and until the next annual review of Township Officer compensation in **January 2025**:

**COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – January 2024-January 2025**

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 2024

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.

Use of Sick and Safe Time

The hourly rate of pay, for the purposes of using sick and safe time, is as follows: Treasurer, and Clerk - \$19.00/hour, Caretaker/Sexton - \$16.00/hour, and Maintenance - \$20.00/hour.

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 updates 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, meetings which a supervisor attends, education as approved by the Board, park and cemetery inspections, boat landings inspections, rink inspections. and resident calls for inspections.

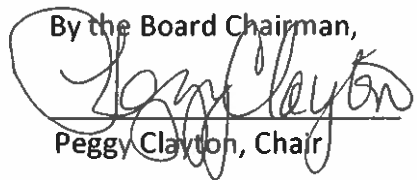
Detailed Claims:

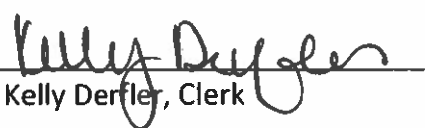
No Officer shall receive compensation or be reimbursed for expenses incurred unless and until they submit a written claim report to the Board, detailing the activities supporting the claim for compensation and the specific basis for all expense reimbursement requests. Claims for compensation or requests for reimbursement of expenses shall be made on Board approved forms at the next following Regular board meeting. Pay requests for the Supervisors will be once a month (EX: May 1-May31) basis. All pay requests must also be submitted by the 1<sup>st</sup> Friday of the month to the treasurer to allow time to scan and be placed in the board packet. 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, Caretaker, and Sexton.

Adopted this 10<sup>th</sup> day of January, 2024.

By the Board Chairman,  
  
Peggy Clayton, Chair

Attest:   
Kelly Derfler, Clerk