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

Town of Harris, County of Itasca, State of Minnesota

Resolution No. 2018-005

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 rated 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 April 16, 2018;

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 claims paid during the May 2018 check run, and there forward until the next annual review** of Township Officer compensation in April 2019:

COMPENSATION FOR OFFICERS OF HARRIS TOWN BOARD – May 2018 – April 2019

Township Board Supervisor Serving as Chairman:	$450.00 per month, plus $ 18.70* 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 $ 18.70* per hour for allocated labor, and $ 60.00 per regularly scheduled, or legally required, Township meetings
Township Clerk	$800.00 per month plus $ 18.70* per hour for allocated labor, and $ 60.00 per regularly scheduled, or legally required, Township meetings
Cemetery Sexton:	$ 100.00 per month
Township Treasurer:	$700.00 per month, plus $ 18.70* per hour for allocated labor, and $ 60.00 per regularly scheduled, or legally required, Township meetings
Deputy Treasurer/Clerk	Compensation will be the same as the absent Officer, for duties performed.

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 this year***

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 and Website Updates

The Town Board approved (in April 2008) that hours worked to prepare the newsletter and to maintain/update the website could be claimed as allocated labor. (This is currently done by the Clerk)

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 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.

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 25 day of April, 2018.

By the Board Chairman,

Peggy Clayton

Attest: Cari Ann Alleman, Clerk