

**RESOLUTION 2024-13**  
**ESTABLISHING A POLICY FOR THE**  
**COMPENSATION AND REIMBURSEMENT OF**  
**TOWN OFFICERS AND COMMISSIONERS**

**WHEREAS**, Minn. Stat. § 367.05 directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is 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**, Minn. Stat. § 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**, Minn. Stat. § 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;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Eureka Township, Dakota County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

---

**TOWN OFFICER 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. **Town.** “Town” means Eureka Township, Dakota County, Minnesota.
  - 1.2. **Town Board or Board.** “Town Board” or “Board” means the Town Board of supervisors of Eureka Township, Dakota County, Minnesota.
  - 1.3. **Town Officers.** “Town Officers” means the supervisors, clerk/treasurer, deputy clerk/treasurer of Eureka Township, Dakota County, Minnesota.
  - 1.4. **Commissioners.** “Commissioners” means the members of the Planning Commission or Redevelopment Agency of Eureka Township, Dakota County, Minnesota.

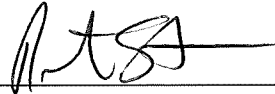
2. **Compensation.** The following establishes the basis on which Town Officers and Commissioners shall be compensated for performing services within the scope of their duties for the town.
  - 2.1. **Regular, Special and Emergency Town Board Meetings.** Town Officers and Commissioners shall be compensated as follows for attending regular, special, and emergency Town Board meetings: Chair \$110.00 per meeting; Supervisors \$100.00 per meeting; Commissioner: (only if acting as Liaison) \$90.00 per meeting.
  - 2.2. **Public Hearings/Other Meetings.** Town Officers and Commissioners shall be compensated as follows for public hearings or other meetings as authorized by the Board: Supervisors or Commissioners \$90.00 per meeting. The Town Officers and Commissioners shall only be eligible for compensation if they attend the meeting to perform their official duties.
  - 2.3. **Regular and Special Commissioner Meetings.** Commissioners and Town Officers shall be compensated as follows for attending regular and special commissioner meetings: Chair \$110.00 per meeting; Commissioner \$100.00 per meeting; Supervisor (only if acting as Liaison) \$90.00 per meeting.
  - 2.4. **Multiple, Continued or Recessed Meetings:** If multiple meetings are schedule on the same day Town Officers and/or Commissioners will be paid for only one meeting if the time between the end of the first meeting and the start of the second meeting is less than 2 hours. The high rate of meeting compensation will be paid. *For example: A Special meeting is starting at 6pm and the regular Town Board meeting is at 7pm. Supervisors will be paid for the Town Board meeting compensation of \$100 and not the \$90.* If a meeting is continued or recessed to a later date, the compensation will be for each meeting attended.
  - 2.5. **Site Inspections.** Town Officers and Commissioners that are authorized by the Board to perform site inspections for the township outside of a meeting shall be compensated as follows: Supervisor or Commissioner \$25.00 per inspection.
  - 2.6. **Hourly Rate:** Town Officers and Commissioners that are authorized by the Board to perform work for the township outside of a meeting shall be compensated as follows: Supervisor or Commissioner: \$35.00 per hour. Any work done without prior authorization could be denied payment.
  - 2.7. **Taxes & Withholdings.** All amounts paid to Town Officers as compensation shall be subject to all appropriate taxes and withholdings as provided by law.

3. **Reimbursement of Expenses.** The following establishes the rates at which Town Officers shall be reimbursed for expenses they are authorized by the Board to incur and 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 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 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 private automobile shall be allowed.
  - 3.2. **Telephone.** A Town Officer 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 phones to make long-distance calls are not eligible for reimbursement unless specifically authorized by the Board.
  - 3.3. **Meals.** Town Officers may request reimbursement of the actual cost of necessary meals consumed while on Board authorized town business more than 30 miles from the town. Alcohol is not a reimbursable expense and shall not be consumed while engaged in town business. The request for reimbursement must be accompanied by a receipt and the amount of the reimbursement shall not exceed the following amount per meal: \$15.00 for breakfast; \$20.00 for lunch; and \$35.00 for dinner.
  - 3.4. **Other Expenses.** Any other expenses actually incurred by Town Officers 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. **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 the reimbursement of expenses shall be made on Board approved forms at the next following regular board meeting.
  - 4.1. **Receipts.** Reimbursement requests for purchases must be supported by original receipts or, if not available, other supporting documentation found sufficient by the Board.
5. **Effective:** This document is effective as of 4/1/2024.

6. **Amendments.** The Board may amend this policy by resolution.

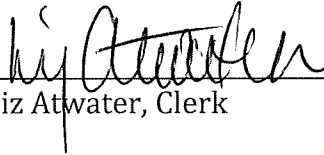
Chair Storlie moved to adopt the resolution. Supervisor Pope seconded the motion. Motion carried by 5-0 vote.

Whereupon the Chairperson declared the Resolution to be duly passed and adopted by Eureka Township on this 9 day of April 2024.



---

Pete Storlie, Town Board Chair



---

Liz Atwater, Clerk