

EDNA TOWNSHIP MEETING MINUTES

March 18, 2014

Present: William Norris, Dennis Sazama, David Taylor, Echo Dockter, Karen Marthaler

The meeting was called to order at 8 p.m., followed by the pledge of allegiance. The new officers, Dennis, David and Echo took the Oath of Office.

David made a motion to appoint Bill as the Chairperson of the Board. The motion was seconded and passed unanimously. Bill was also appointed as the Road Supervisor. It was also noted that we all need to pay attention to the condition of the roads, pot holes, curbs and ditches. We should bring any problems noted to the next meeting.

The agenda was changed to add the Plainview presentation, the resolution for salaries and the bonding requirement to New Business. These changes were approved.

The report of the February 18, 2014 meeting was approved as submitted.

The Treasurer's report was discussed and changes were made to the donation amounts to make them comply with the motions that were made at the Annual Meeting. The report was approved after the changes were made.

The claims for payment were approved, after the changes were made to the donation amounts as corrected to comply with the motions passed at the Annual Meeting. The corrected list is attached.

New business began with the Resolution for Salaries. This resolution was passed unanimously. It is attached.

The Plainview presentation followed. The homeowners that make up the Plainview Corporation is proposing a new septic system to replace the current system. The system in place is about 40 years old and has been condemned by the county. The system being proposed would be a pressure system with a pump station by each house. The drain field would be across the road near the existing drain field. The new system would have a life expectancy of 40 years. Most of the construction would be on the backlot side of the road. The Board agreed that the corporation should continue with the plans for this system and that the township board would contact legal counsel to establish any township liability.

The Board also agreed that United Community Bank will continue as our financial institution.

The meeting was adjourned at 9:10 p.m.

RESOLUTION

ESTABLISHING A POLICY FOR THE COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS

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 EDNA Township, OTTER TAIL 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 EDNA Township, OTTER TAIL County, Minnesota.

1.2. **Town Board or Board.** "Town Board" or "Board" means the Town Board of Supervisors of EDNA Township, OTTER TAIL County, Minnesota.

1.3. **Town Officers.** "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of EDNA Township, OTTER TAIL County, Minnesota.

2. **Compensation.** The following establishes the basis on which Town Officers shall be compensated for performing services within the scope of their duties for the town.

2.1. **Meetings.** Town Officers shall be compensated as follows for attending regular or special board meetings, town hearings, annual or special town meetings, or other meetings as authorized by the Board: Supervisors \$200.00 per month; Clerk \$500.00 per month; Treasurer \$400.00 per month; Deputy Clerk \$65.00 per meeting; Deputy Treasurer \$65.00 per meeting. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the meeting to perform the official duties of the Clerk or Treasurer in their absence.

2.2. **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 actually 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: \$ 7.00 for breakfast; \$ 11.00 for lunch; and \$ 15.00 for dinner.

3.4. **Other Expenses.** 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. These claims need to be submitted to the Clerk five (5) days before 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. **Amendments.** The Board may amend this policy by resolution.

Adopted this 18th day of March, 2014.

BY THE BOARD OF EDNA TOWNSHIP


Chairperson


Attest: Clerk

Edna Township

Claims List for Approval

Date range: 03/18/2014 to 03/18/2014

| <u>Date</u> | <u>Vendor</u> | <u>Description</u> | <u>Claim #</u> | <u>Total</u> |
|-------------|-------------------------------------|--|----------------|-------------------------------|
| 03/18/2014 | Echo Dockter | Head Election Judge @ \$18/hour | 2605 | \$72.00 |
| 03/18/2014 | Sharon Guck | Election Judge @ \$10/hour | 2606 | \$40.00 |
| 03/18/2014 | Darlene Wodrich | election judge @\$10/hour | 2607 | \$40.00 |
| 03/18/2014 | Dent Lions | Rent for Senior Center | 2608 | \$600.00 |
| 03/18/2014 | City of Dent | Fire/Emergency contract 6 months | 2609 | \$14,222.50 |
| 03/18/2014 | Perham Focus | legal ads | 2610 | \$149.40 |
| 03/18/2014 | Otter Tail County Treasurer | Mixed Sand for roads | 2611 | \$2,012.40 |
| 03/18/2014 | Otter Tail County Treasurer | Election supplies/printing | 2612 | \$224.84 |
| 03/18/2014 | Perham Office Supply | office supplies | 2613 | \$174.46 |
| 03/18/2014 | Carol Nelson | Legal research & opinion | 2614 | \$240.00 |
| 03/18/2014 | William Norris | 5 Meetings, 1 road inspection \$390-5.66-19.50 | 2615 | \$364.84 |
| 03/18/2014 | Karen Marthaler | wages \$305-4.42-15.24 | 2616 | \$285.34 |
| 03/18/2014 | Karen Marthaler | Election delivery 70.04 miles total | 2617 | \$39.24 |
| 03/18/2014 | Carol Nelson | mileage/election supplies | 2618 | \$20.08 |
| 03/18/2014 | Carol Nelson | 2 meetings 3/3, 3/11 | 2619 | \$308.71 |
| 03/18/2014 | Dennis Sazama | 4 meetings | 2620 | \$243.23 |
| 03/18/2014 | David Taylor | 5 meetings 12/18-3/18 | 2621 | \$304.04 |
| 03/18/2014 | Sonnenberg Excavating | payloader & truck work | 2622 | \$5,279.00 |
| 03/18/2014 | Sonnenberg Road Maintenance | Snow plowing | 2623 | \$10,206.00 |
| 03/18/2014 | Perham Public Library | Donation | 2624 | \$750.00 |
| 03/18/2014 | Otter Tail County Historical Societ | Donation | 2625 | \$150.00 125.00 |
| 03/18/2014 | East Otter Tail County Agricultural | Donation | 2626 | \$120.00 118.75 |
| 03/18/2014 | Historical & Cultural Association | Donation | 2627 | \$120.00 118.75 |
| 03/18/2014 | Neighbor to Neighbor | Donation | 2628 | \$120.00 118.75 |
| 03/18/2014 | Perham Area Community Center | Donation | 2629 | \$120.00 150.00 |
| 03/18/2014 | Perham Center for the Arts | Donation | 2630 | \$120.00 118.75 |
| 03/18/2014 | MN Association of Townships | Education | 2631 | \$150.00 |
| 03/18/2014 | MN Association of Townships | Training | 2632 | \$50.00 |
| 03/18/2014 | MN Association of Townships | Training | 2633 | \$50.00 |

Total For Selected Claims

\$36,576.05
\$ 36,576.08


Approved

3-18-2014
Date