

## **Mission Town Board**

### **Resolution establishing Compensation, Meeting Attendance Rates, Hourly Compensation Rates, Mileage Reimbursement and Delegated Spending Authority for Mission Township**



WHEREAS it is the practice of the Mission Town Board to review annual and hourly compensation, meeting compensation rates, mileage reimbursement, and delegated spending authority, at the annual Reorganization meeting of the Board.

NOW THEREFORE BE IT RESOLVED that the Mission Town Board adopts the following rates by category for 2022.

#### **Annual Base Compensation:**

Position	2022	2021	2020	2019	2018
Supervisor	\$2,100	\$2,100	\$2,100	\$1,800	\$1,800
Clerk	\$8,400	\$8,400	\$8,400	\$7,200	\$7,200
Treasurer	\$6,000	\$6,000	\$7,800	\$6,600	\$6,600
Fire Chief	\$3,000	\$3,000	\$3,000	\$2,000	\$2,000
Asst. Fire Chief	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Fire Captain 1	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Fire Lieutenant	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500

#### **Meeting Attendance Rates:**

Position	2022	2021	2020	2019	2018
Board Chair	\$115	\$115	\$115	\$115	\$115
Supervisor	\$100	\$100	\$100	\$100	\$100
Clerk	\$100	\$100	\$100	\$100	\$100
Treasurer	\$100	\$100	\$100	\$100	\$100
Fire Chief - External	\$100	\$100	\$100	----	----
Fire Chief - Township	\$ 25	\$ 25			
Fire Fighters	\$ 25	\$ 25	\$ 20	\$ 20	\$ 20
Committee Members	\$ 25	----	----	----	----

**Note: Committee Members per diem is payable annually in December via submission of a claim sheet to the Clerk.**

**Note: Elected officials are eligible for meeting compensation for attendance at the following meetings:**

Regular Board	Special Board
Annual Township – Clerk only	Township Committees – Liaison Only
Board of Equalization & Appeals	Annual Road inspection
Regular Monthly Fire Department – Liaison Only	Fire Relief Association – Board Representatives Only
MAT Annual Conference & Training Courses	District Township Association
County Township Association	

**Note: Special Board includes the reorganization, internal audit, budget, Fire Contract & levy meetings, and others as scheduled by the Board.**

**Note: The Fire Chief is only compensated for external meetings approved by the board.**

#### **Hourly Compensation Rates:**

<b>Position</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Clerk	\$ 19	\$ 18	\$ 18	\$ 18	\$ 18
Treasurer	\$ 19	\$ 18	\$ 18	\$ 18	\$ 18
Election Judges	\$ 13	\$ 12	\$ 12	\$ 12	\$ 12
Fire Fighters (Fire calls)	\$ 19	\$ 18	\$ 18	----	----
Fire Mechanic/Engineer	\$ 20	\$ 19	\$ 19		
Plow Driver	\$ 30	\$ 23	\$ 23	\$ 19	\$ 19
Park Maintenance	\$ 19	\$ 18	\$ 18	\$ 18	\$ 18
Town Hall Cleaner	\$ 19	\$ 18	\$ 18	\$150/mth	\$150/mth
Transfer Station Attendant	\$ 19	\$ 18	\$ 18	\$2,000/yr	\$2,000/yr

#### **Fire Fighter Flat Rate:**

<b>Position</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Fire Fighter EMS (per call)	\$ 25	\$ 25	\$ 25	----	----
Fire Fighter Training (per event)	\$ 25	\$ 25	\$ 25	----	----

#### **Mileage Reimbursement:**

**Mileage will be reimbursed at the current published IRS rate for approved travel. Currently the rate is \$0.56/mile which is subject to change.**

**Note: Township elected officials and employees are eligible for mileage reimbursement for township business only upon submission of documented mileage records. Travel outside the township requires prior Board approval for reimbursement.**

### **Delegated Approval Authority:**

Minnesota statutes delegate power to the Town Board as a group and not to individuals, for the exercise of township business. The Town Board has some discretion to redelegate authority provided exclusively to the Town Board in limited cases **involving operational issues only**. It is understood in redelegating such authority the Town Board **retains the authority for all policy issues/decisions**. The Town Board expressly redelegates the following operational approval authority with the understanding the dollar limit is the **total monthly limit** without prior Board approval.

<b>Position</b>	<b>\$ Limit</b>	<b>Comments</b>
Supervisor - Department Liaison	\$2,000	May approve a one-time higher spend in an emergency (i.e. storm or critical equipment failure) provided they document in an 'information only' email to the Board
Clerk	\$1,000	
Fire Chief	\$3,000	Amended from \$2,000 on 4-4-2022
Township Employees	\$ 250	

### **Capital Project Change Order Approval:**

The Town Board authorizes the Park Liaison, Fire Liaison and Roads Liaison to have change order approval involving **operational issues not to exceed \$5,000/month** for the Capital Planning projects in their respective departments, with the understanding these change orders will be presented and approved at the next regular Board meeting.

**ADOPTED** by the Town Board of Mission Township on December 13, 2021. Amended by the Town Board on April 4, 2022.

Signed:

Attest:

---

Jim Roach, Board Chair

---

Anna Anderson, Clerk