BALDWIN TOWNSHIP
SHERBURNE COUNTY, MINNESOTA
Resolution No. 11-03

RESOLUTION ESTABLISHING A COMPENSATION POLICY

WHEREAS, Baldwin Township ("Town") Board of Supervisors ("Town Board") determines it is in the best interest to establish a compensation policy; and

WHEREAS, the Town Board also determines that it is important to establish a written policy;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby authorizes the compensation policy to be followed by Town officers;

BE IT FINALLY RESOLVED, that the Town Board hereby adopts the following compensation policy:

BALDWIN TOWNSHIP COMPENSATION POLICY

Policy
Members of the Baldwin Town Board will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for the expenses that they incur in fulfilling their responsibilities.

Purpose
This policy provides guidelines and procedures for the compensation of town board members.

Scope
This policy applies to the Baldwin Town Board.

Responsibilities
The town board is responsible for approving this policy and any amendments to it.

The town clerk/treasurer is responsible for ensuring members of the town board are compensated in accordance with this policy.

Per Diem
Elected officials shall receive a per diem of $40 per township meeting whether the meetings are regular or special. In situations where an elected official is appointed to represent the town in an official capacity on an external board or committee, that board member will receive a per diem of $40.00. In addition, elected officials receive a monthly base pay of $40 to cover incidental expenses.

Hourly Rate
Elected officials shall receive an hourly rate of $12 per hour when acting in the following capacities:

a) Travel time to and from training events
b) Training events
c) Road emergency work

An hourly or meeting rate will not be allowed for volunteer time when acting in the capacity of Baldwin Township citizen.

If it is required that a township supervisor attend a meeting as a supervisor, then compensation will be allowed. If a supervisor attends a meeting that has not been approved by the town board then compensation will be disallowed.

Mileage
Elected officials will be reimbursed at the IRS allowable mileage rate.

Adopted this 7th day of March 2011

BY THE TOWN BOARD

Jeff Holm, Chairperson

Attest: Cathy Stevens
Cathy Stevens, Town Clerk/Treasurer