

Dresbach Township Re-organization Meeting

1/4/2022 @7:00pm

Dresbach Town Hall

Swearing in of newly elected officer(s): None

Select a town board chair and vice-chair: Dave McCann-Chairman, Nick Erdmann-Vice Chairman

Designate an official Newspaper: Winona Post

Designate Bank for Township: BMO La Crosse

REGULAR MONTHLY MEETING

2021: First Tuesday of each month at 7:00 p.m.

2022: **First Tuesday of each month at 7:00pm**

SPECIAL AND MID MONTH MEETINGS

2021: Called when needed.

2022: **Called when needed**

ANNUAL TOWNSHIP MEETING:

Set for 2nd Tuesday of March, Tuesday, March 8th, 2022 at 6:30p.m.

Weather date is the 3rd Tuesday of the month, Tuesday, March 15th, 2022 at 6:30pm

MEETING PROTOCOL

2021: General Rules of Order or subset thereof; Chairperson
The board also determines time limits on each topic

2022: **General rules of order or subset thereof; Chairperson
The Board also determines time limits on each topic**

MEETING REPORTS/UPDATE REPORTS

2021: Road, Treasurer, ongoing business, any new business, Annual meeting, Reorganizational meeting.

2022: **Road, Treasurer, ongoing business, any new business, Annual meeting, Reorganizational meeting.**

MEETING- BOARD OF AUDIT

2021: Board of Audit consists of the Town Board supervisors. Meeting must be completed before the Annual Meeting in March. This meeting is included in the monthly stipend.

2022: **Board of Audit consists of the Town Board supervisors. Meeting must be completed ONE WEEK before the Annual meeting in March. This meeting is included in the monthly stipend **Wednesday, Feb 2, 2022 at 7:00pm****

WAGES AND EXPENSES

BOARD

2021: Board members: Supervisors - \$300.00/month
Chairman - \$350.00/month
Paid mileage as federally mandated rate (\$0.56 per mile)
Minnesota Association of Township Annual meeting in Fall three days;
Each day will be paid for 8 hours at the rate of \$15 paid at 15 min increments. Mileage to and from,
During conference each day one meal per day paid.
One short course. Board members can be paid hourly for time they are present at that training at the rate of \$15 per hour at 15 min increments along with being paid mileage. Other trainings or long-distance mileage has to be board approved.

2022: ***Board members: Supervisors - \$300.00/month
*Chairman - \$350.00/month
*Any other Board member sitting in as Chairman - \$350.00/month
*Any Board member working as Maintenance will be paid at \$21.00/hour and will require a Conflict of Interest form C6000**

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(Wages and Expenses Board continued page 2)

- *Paid mileage as Federally mandated rate (\$0.585/per mile)
- *Minnesota Association of Township annual meeting in Fall three days;

- Each day will be paid for 8 hours at the rate of \$15 per hour at 15 min increments
- Mileage to and from
- Paid for hotel accommodations for 3 nights
- During conference each day, one meal will be covered
- Spouses of the Board and other paid positions are invited to attend. No additional expenses are covered for spouses.

- *One short course Board members can be paid hourly for time they are present at the rate Of \$15 per hour at 15 min increments along with paid mileage.
- *Other trainings or long-distance mileage has to be approved by the Board along with other training for hourly employees will be paid regular wages.
- *Winona County Annual Township meeting, banquet fee and mileage are covered by the Township for board members and other hourly employees. Hourly employees will be paid at \$15/hour at 15 min increments

CLERK/TREASURER-Deputy Clerk/Treasurer

2021:

Clerk/Treasurer and Deputy Clerk/Treasurer paid hourly \$18/hr. – Included but not limited to: accounts receivable, accounts payable, year-end, quarterly reporting, emails, Workmen's Compensation, MN unemployment, Public Employees Retirement Association, MN Revenue, Federal Internal Revenue Services, Social Security, upkeep and maintaining township records, election duties, record monthly meeting minutes.
Reimburse Mileage at federal rate (\$0.56 per mile)

Minnesota Association of Township Annual meeting in Fall three days;
Each day will be paid for 8 hours at the rate of \$18. Mileage to and from,
During conference each day one meal paid for.

2022:

*Clerk/Treasurer and Deputy Clerk/Treasurer paid hourly \$20/hour at 15 min increments– included but not limited to: accounts receivable, accounts payable, year-end, quarterly reporting, emails, Workmen's Compensation, MN unemployment, Public Employees Retirement Association, MN Revenue, Federal Internal Revenue Services, Social Security, upkeep and maintaining township records, election duties, record monthly meeting minutes, upkeep website, payroll, etc.

*Reimburse mileage at Federal rate (\$0.585/per mile) for approved travels

*Minnesota Association of Township Annual meeting in Fall three days;

- Each day will be paid for 8 hours at the rate of \$20 per hour at 15 min increments

- Mileage to and from

- Paid for hotel accommodations for 3 nights

- During conference each day, one meal will be covered

- Spouses of the Board and other paid positions are invited to attend. No additional expenses are covered for spouses.

*Board will conduct a performance evaluation annually. Tuesday, April 5, 2022 at 6:00pm

MAINTENANCE

2021:

Maintenance and back-up maintenance paid hourly \$21/hr. mowing, snow removal, up keep of Township where it needs to be addressed, etc.

2022:

*Lead Maintenance paid hourly \$23/hr. at 15 min increments– included but not limited to: upkeep of Township where it needs to be addressed

*Back up Maintenance paid hourly \$21/hr at 15 min increments-included by not limited to: upkeep of Township where it needs to be addressed.

Dresbach Township
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(Reorganizational meeting continued page 3)

- *Snowplowing: paid hourly \$25/hr at 15 min increments
- *Emergency calls: By Supervisor request or notification, time will be paid at a TWO hour minimum.
- *Board will conduct a performance evaluation annually. April 6, 2021 at 7:00pm Closed Session
- *Any additional training approved by the Board will be paid at a rate of \$21.00 or \$23.00/hr plus mileage of (\$.585/per mile)

ANNUAL MEETING MODERATOR

2022: Moderator will be paid a flat rate of \$30.00 for moderating the March Annual meeting and an additional \$30.00 if the Annual Meeting is extended to Sept.

ELECTION JUDGES

2021: \$13.00/hour - paid mileage and training (mileage paid at \$0.56 per mile)

2022: \$15.00/hour at 15 min increments – paid mileage and training (Mileage paid at \$.585/per mile)

MILEAGE

2021: (Mileage calculated as Federal mandate) ** As of January 1, 2019 rate is \$0.56 per mile

2022: (Mileage calculated as Federal mandate) ** As of January 1, 2020 rate is \$0.585/per mile

TIME SHEETS

2021: *Board and Clerk/Treasurer time sheets must be turned in prior to Monthly meetings.

*Maintenance time sheets must be turned in weekly

2022: *Board, Clerk/Treasurer-Deputy Clerk/Treasurer and Maintenance time sheets must be turned in by the 1st of the Month

VENDORS INSURANCE (CERTIFICATE OF INSURANCE NEEDED FROM ANY VENDOR WORKING IN TOWNSHIP).

Please be sure anyone hired to assist Dresbach Township with road repair, i.e., contractors, tree trimmers, roadway plowing, cutting grass, ditching, etc., hired for township work, please get a **Certificate of Insurance**; this is for everyone hired to work for the township to comply with **Worker's Compensation/MATO**. The Clerk/Treasurer will audit **Certificates in January of each year, which is required by MATIT**. Letters/emails will go out requesting updated certificates for those vendors not current. Certificates must be present before services start.

REVIEW Township Insurance: Review must be done annually when the policy is renewed.

Respectfully submitted,

Kim Low 1/12/2022

Approved by:



Chairman

Witnessed:



Clerk