

STATE OF WISCONSIN
TOWN OF WAUBEEK
PEPIN COUNTY

RESOLUTION #2024-1 ADOPTING PER DIEM AND COMPENSATION POLICY

It is the Town Board's responsibility to set a policy on per diems and compensation claimed and expenses allowed for attendance at meetings, conventions, workshops, conferences, seminars, training sessions, and serving as employees.

Meetings and bona fide Town business outside the normal scope of duties may qualify for a per diem payment and will be channeled through the Town Board, with exception to the following, regularly scheduled meetings that do not need prior approval:

- All posted Town Board meetings, Special Town Board meetings, Town/Electorate meetings, and meetings of official Town bodies may qualify for a per diem payment of \$25.00 and approved by the board.
- Pepin Co. Unit/WTA meetings.
- Board of Review and subsequent/continued meetings.

Attendance at meetings/hearings specifically related to town matters may qualify, for a per diem payment if approved by the Town Board and include, but are not limited to, those called by neighboring governments, town neighborhood groups, legislative bodies, civic organizations, and business associations.

Elected town officers will be compensated for attendance at meetings at a per diem rate set by the Town Electorate until altered by a Town Meeting pursuant to Wis. Stas. Chapter 60.10(1)(b)(1). One per diem will be paid for authorized meetings and bona fide Town business up to two and a half (2.5) Hours. Hourly wage compensation will also be set by the Town Electorate until altered by a Town Meeting.

More than one per diem may be claimed in one day if the official attends different meetings or town related events that are separate issues at different times of the day, with a maximum of two per diems claimed per day, regardless of how many meetings and town related events are attended.

Two (2) per diems may be claimed for all-day meetings, training sessions, or seminars, and for each day of a multiple-day meeting, training session, or seminar.

If approved, expenses for meals and lodging while attending a meeting or seminar will be reimbursed by the Town if the expense is accounted for through a receipt and completed expense report.

Mileage expenses will be reimbursed at the standard mileage rate established by the Federal Government for all approved activities held outside of the Durand Area if the expense is substantiated by listing the purpose of travel and number of business miles driven.

For any official to be eligible for payment of a per diem or expense or mileage reimbursement claim, the official must physically attend the meeting claimed. Town Board members are entitled to receive per diems for attending teleconferences, webinars, and other "virtual" meetings in cases where the meeting involves no physical meeting place.

Adopted this 18 day of July, 2024

David Klein - chairman
Allen Zeil - supervisor
Don Gonska - supervisor

[Signatures of Town Board]

Melissa Aedeler, Clerk

Attest: [Signature of Town Clerk]