

TOWN OF CRYSTAL BAY

RESOLUTION NO. 2024-02 AMENDED 3.17.26

Amendment ESTABLISHING A POLICY FOR THE COMPENSATION AND REIMBURSEMENT OF TOWN OFFICERS AND EMPLOYEES

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 Crystal Bay Township, Lake County, Minnesota hereby adopts the following policy regarding the compensation and reimbursement of Town Officers:

TOWN 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 Crystal Bay Township, Lake County, Minnesota.
 - 1.2. **Town Board or Board.** "Town Board" or "Board" means the Town Board of supervisors of Crystal Bay Township, Lake County, Minnesota.
 - 1.3. **Town Officers.** "Town Officers" means the supervisors, clerk, treasurer, deputy clerk, and deputy treasurer of Crystal Bay Township, Lake 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. **Monthly Meeting Stipends:**

Supervisors need not be present to get a meeting stipend. The Treasurer and Clerk must be present to get a meeting stipend. 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.

Town Officers shall be compensated as follows for regular or special town meetings

Town hearings, annual meetings, MAT Training Meetings or other meetings as authorized by the board: * Supervisors \$100 per meeting; Clerk \$100 per meeting; Treasurer \$100 per meeting; Deputy Clerk \$100 per meeting; Deputy Clerk \$100 per meeting; Deputy Treasurer \$100 per meeting.

2.2 **Monthly Salaries.** The Town Treasurer is authorized to perform the work of the town treasurer for the regular meetings. This salary is for approximately 15 hours of works a month. Treasurer \$450.00. (Should the Treasurer consistently work over 15 hours a month they should bring this to the board's attention.

2.3 **Hourly Rate:**

Clerk: \$33.00 per hour – No overtime paid

Deputy Clerk: Training \$20.00 per hour/ \$30.00 per hour while performing clerical duties.

Deputy Treasurer: \$25.00 per hour while training and performing treasurer duties in the absence of the current Treasurer.

Officers with a conflict of interest need to have a Conflict of Interest Resolution on file in the Office of the Clerk, and need to claim wages on those duties to be paid out every 30 days. The town clerk will provide an affidavit for each officer to sign with their pay claim to be filled in the office of the Clerk. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation for work done outside of a meeting if the work directly relates to official duties and is necessitated by the absence of the Clerk or Treasurer or during training overlap.

2.4 **Non-Officer Employee:** Person's employed by the Town who are not Town Officers shall be compensated as defined in their employment contract. The Town default hourly rates are as follows: Road Foreman \$35.00 per hour/ Road Worker \$30.00 per hour/ Cemetery Caretaker \$17.50 per hour; Ground Worker \$20.00 per hour

2.5 **Taxes & Withholdings.** All amounts paid to Town Officers and Employees 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 and Employees shall be reimbursed for expenses they are authorized by the Board to incur and 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 and Employees 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 and Employee 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 and Employees 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: \$35.00 for breakfast, lunch or dinner.
 - 3.4. **Equipment Rentals.** Town Officers and Employees are authorized to use personal equipment when Town equipment is unavailable and shall be compensated as follows: Riding Mower \$18 per hour or use; Push Mower \$9 per hour of use; Trimmer \$5 per hour of use.
 - 3.5. **Other Expenses.** Any other expenses actually incurred by Town Officers and Employees 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 and employee 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 at 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.

6. Each Job Description should be on file and accurately reflect this policy.

Amended this 17th, day of March, 2026

Voted:

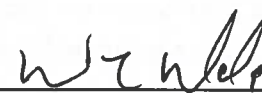
Paul Hartshorn Board Chair: Yes No

Roger Peterson Supervisor Yes No

Mike Nikula Vice Chair Yes No

BYTHEBOARD

 date: _____
Paul Hartshorn - Board Chair

 date: 3-17-26
Mike Nikula- Board Vice Chair

 date: 3/17/26
Roger Peterson- Board Supervisor

Attest to this 17th, day of March, 2026


Stacy Breden- Town Clerk

ORIGINAL