

# TOWN OF CRYSTALBAY

## RESOLUTION NO. 2024-02

### 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.
  - 1.4. **Employees.** Persons employed by the Town who are not Town Officers
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:**
    - i **Supervisors, Treasurers & Clerks who attend Special Township Meetings including but not limited to:** Board of Audit, Board of Canvas, Board of Appeal and Equalization, Road Tour, Reorganizational Meeting, Any Official meeting called by the

Town Board Chair for Town Business. Lake County Clinic Board Meetings. MAT Training Meetings.

ii Town Clerk and Treasurer attending regular monthly meetings of the Town Board to perform statutory duties receive a \$100.00 meeting stipend.

a Town Clerk and Treasurer also receive a \$100.00 stipend for the Annual Meeting.

iii The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the monthly or special meeting to perform the official duties of the Clerk or Treasurer in their absence.

**2.2. Monthly Salaries.**

**i. Town Board of Supervisors: \$100.00**

ii. 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 work 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: (Paid Monthly)**

i Clerk's Office: \$33.00 an hour

ii Deputy Clerk: Training \$20.00 an hour/ \$30.00 an hour while performing Clerical duties.

a The Deputy Clerk 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

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

a The 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

iv Officers with a conflict of interest (employees) 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.

a The town clerk will provide an affidavit for each officer to sign with their pay claim to be filed in the office of the clerk.

**2.4. Employees.** Persons 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 Supervisor \$35.00 per hour; Road Worker \$30.00 per hour; Cemetery Caretaker \$17.50 per hour; Grounds Worker \$20.00*

**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.

APPENDIX A

**TOWN OF CRYSTAL BAY**

**RESOLUTION 1.2026.02**

**MILEAGE REIMBURSEMENT**

**WHEREAS**, the Internal Revenue Service continually changes the amount allowed for mileage reimbursement; and

**WHEREAS**, the **Town of Crystal Bay** wishes to keep up with these changes;

**NOW, THEREFORE, BE IT RESOLVED** the Town Board, hereby agrees the rate of reimbursement for mileage will be whatever amount is allowed by the Internal Revenue Service.

Adopted this 20th day of January, 2026



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 actually 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.** See Appendix A Resolution #1.2026.02
  - 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. **Reimbursable Expenses: Travel (Meals and Lodging).** Town Officers and Employees may request reimbursement of the actual cost of Travel and necessary meals consumed while on Board authorized town business more than 30 miles from the town.
    - i Alcohol is not a reimbursable expense and shall not be consumed while engaged in town business.
    - ii 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.
    - iii Lodging reimbursement should be for standard accommodation while traveling.
  - 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 21st, day of April 2026.**

**BYTHEBOARD**

*Paul B Hartshorn* date: 4-21-26  
Paul Hartshorn - Board Chair

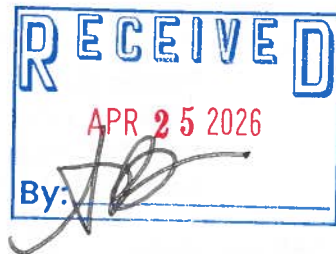
*Mike Nikula* date: 4-21-26  
Mike Nikula- Board Vice Chair

*Roger Peterson* date: 4/21/26  
Roger Peterson- Board Supervisor

Attest to this 21st, day of April, 2026

*Stacy Breden*  
Stacy Breden, Clerk of the Board

**ORIGINAL**



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