



TOWN OF CRYSTAL BAY

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SUPERVISORS JOB DISCRPTION

Revised and Approved 4/21/26

CRYSTAL BAY TOWNSHIP BOARD SUPERVISOR ROLES:

Board Chairman:

- *Monthly personnel management: Road Foreman, Cemetery Manager, Clair Nelson Center Management, Parks & Rec.*
- *Quarterly Check in with Finland Fire Department*
- *Respectfully Fielding residents' concerns.*
- *Serving on additional committees (per board approval) as an ambassador for the Township.*
- *Works with Town Clerk & Treasurer as needed*
- *Attending Trainings as available*
- *Complete any required certifications for the Town Board to run efficiently.*
- *Signer on Bank Accounts*

Seat ____ Current Board Chair: _____ date: _____

Board Vice Chairman:

- Be able to step in for the Chair as needed about the following:
 - Running Monthly Meetings/ Signing claims and bills in absence of Chair
 - Managing personnel
 - Respectfully Fielding Residential Concerns
 - Stepping in if needed on additional committees in the long-term absence of Chair.
 - Working with Township Clerk and Treasurer as needed
 - Attending Trainings as available
 - Complete any required certifications for the Town Board to run efficiently in the absence of the Chair
 - Signer on bank account.

Seat ____ Current Board Chair: _____ date: _____

Board Supervisor:

- Attend Regular & Special Township Meetings
- Respectfully field residential concerns
- Work with Town Clerk and Treasurer as needed
- Attend any Trainings as available
- Complete any training required for the Town Board to run effectively.

Seat ____ Current Board Chair: _____ date: _____

General Requirements:

1. Must be a Registered Voter
2. Officially reside in Crystal Bay Township

Benefits:

1. Pension, 5% PERA Contribution
2. ESST – Earned Sick and Safe Time
3. Paid Family Leave

Monthly Salary / Pay Rate: View Resolution 2024-02 Compensation

1. Town Board of Supervisors: \$100.00 per month
 2. Supervisors, attending meetings such as 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. Additionally, any Board Members who serve on any Town Commissions the Town Board deems necessary.
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By law, supervisors “have charge of all town affairs not committed to other officers by law.”

State Statute: 366.01 subd. 1

Town Supervisors are charged with the duty to make decisions on behalf of the Town and responsible for fulfilling its duties such as awarding contracts, authorizing township expenditures, adopting ordinances and resolutions.

The office of the town supervisor involves setting policy by making choices from a wide range of options.

- The Challenges for Supervisors include:
 - Identifying what the available options are based on the town’s legal authority,
 - Following the correct process, taking the required steps to implement the selected option, and implementing the decision.
 - Alog the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
- Supervisors must choose a board chair

- The statutes do not seat a selection process for the chair's position, so the board has discretion to use the process it prefers. The person appointed as the town board chair performs certain duties in addition to the usual responsibilities of a supervisor. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
- Supervisor roles can be but are not limited to:
 - Serving as the presiding officer for town board meetings
 - Signing checks and other documents on behalf of the board
 - The chair retains all the powers of a supervisor to make, second and vote on motions. A board may not adopt rules to limit the powers the law grants to this or any other elected position (i.e. it cannot adopt a rule prohibiting the chair from making a motion). However, it is equally important to note that while the statues assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted any superior or independent authority over the other supervisors. **As a practical matter the chair can accept more tasks than other supervisors, but the assignment of additional tasks must not be mistaken for the power to control the matter.** For instance, the chair working with the clerk to draft an agenda for the meeting doesn't give the chair the authority to refuse to place items on the agenda another supervisor would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigned additional duties of powers, the chair is the same as the other Supervisors.
- Supervisors Exiting or Entering Office:
 - The Supervisor leaving office collects any salary or additional meeting stipend until he leaves office. New Supervisors collect Salary or additional meeting stipends after they have taken oath. Any Supervisor leaving office had to turn in pay claims for the last 30 days .
 - If the Board Chair, or Vice Chair leaves office or steps down the incoming Supervisor is not automatically the Board Chair, or Vice Chair, the Town Board will then reorganize accordingly.
 - Interim Supervisors are considered employees of the Board, and all Employee Benefits pertain to them.

Paul B. Hartshorn date: 4-21-26
Paul Hartshorn – Board Chair

Michael Nilula date: 4-21-26
Michael Nilula – Vice Chair

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



Attested to this 21st day of April 2026

Stacy Breden
Stacy Breden – Town Clerk

ORIGINAL

