

**CRYSTAL BAY TOWNSHIP
LAKE COUNTY, MN**

TOWNSHIP RESOLUTION NO. 4.2026.08

A RESOLUTION AUTHORIZING PAYMENT OF WAGES BY DIRECT DEPOSIT

WHEREAS, Crystal Bay Township, Lake County, Minnesota, is authorized to compensate its employees and elected officials for services rendered; and

WHEREAS, the Town Board finds that payment of wages by direct deposit is an efficient, secure, and cost-effective method of payroll administration; and

WHEREAS, **Minnesota Statutes § 471.426** authorizes municipalities, including townships, to require or permit the payment of wages by direct deposit;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of Crystal Bay Township, County, Minnesota, as follows:

1. Authorization of Direct Deposit

The Township hereby authorizes the payment of wages, salaries, and other approved compensation to its employees and elected officials by means of direct deposit (electronic funds transfer) into accounts at financial institutions designated by the payee.

2. Participation

Participation in direct deposit shall be mandatory

- If mandatory, all employees shall be paid by direct deposit in accordance with Minnesota Statutes § 471.426.

3. Authorization Forms and Procedures

The Township Clerk and/or Treasurer is authorized to develop, implement, and maintain procedures and forms necessary to administer the direct deposit program, including enrollment, changes, and termination.

4. Pre-Notification

The Township may require a pre-notification (prenote) period to verify account information prior to initiating direct deposit.

5. Responsibility for Information

Employees and officials participating in direct deposit are responsible for providing accurate and current financial institution information and for timely notification of any changes. The Township shall not be responsible for errors resulting from incorrect information provided.

6. Recordkeeping and Security

The Township Treasurer shall ensure that all payroll transactions are properly

recorded and that appropriate safeguards are maintained to protect confidential financial information.

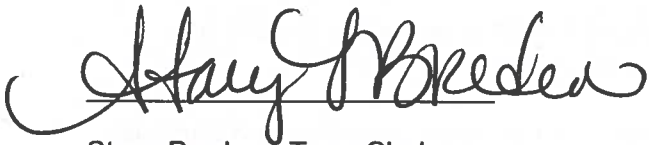
7. Effective Date

This resolution shall be effective upon adoption and shall apply to payroll periods beginning on or after May 1st, 2026

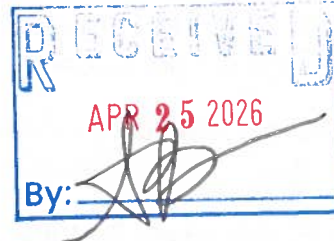
Adopted by the Town Board of Crystal Bay Township, Lake County, Minnesota, this 21st day of April **2026**.



Paul Hartshorn- Town Board Chair



Stacy Breden - Town Clerk



ORIGINAL