



December 7, 2021

Before we receive your civil subpoena on behalf of our police employees we want to remind you that you must make arrangements for reasonable compensation of the subpoenaed employee.

If the employee's testimony relates to his or her work as an employee of the city of Minnetonka, Pursuant to Rule 45.03(d) of the Minnesota Rules of Civil Procedure, the city requires reimbursement for the time and expenses of city employees responding to subpoenas as non-party witnesses. This includes time preparing for, traveling to, waiting for, and testifying at, the required appearance, as well as mileage and parking fees.

If the employee named in the subpoena is required to testify on a day when they are off duty we are contractually obligated to compensate them at one and one half times their hourly rate for a minimum of two hours. Our reimbursement rates currently range from approximately \$45 an hour to \$95 an hour.

Our reimbursement is in lieu of statutory witness fees. Your subpoena must be accompanied by a written agreement in the form as attached.

If you are still interested in serving your subpoena to one of our employees and agree to our request for reimbursement please contact Captain Rachel Meehan at rmeehan@minnetonkamn.gov for the reimbursement rate associated with the employee you intend to subpoena.

Thank you for your understanding.

Scott Boerboom
Chief of Police
Minnetonka Police Department
14600 Minnetonka Boulevard
Minnetonka MN 55345
952-939-8500



AGREEMENT FOR WITNESS COMPENSATION

This agreement is made pursuant to 45.03(d) of the Minnesota Rules of Civil Procedure. The undersigned (Party) has subpoenaed _____ (Witness) to testify as a witness in a civil proceeding. The Party agrees to reimburse the City of Minnetonka for the following:

1. The Witness's time. Compensation will be paid at the Witness's hourly rate of \$_____ for the time that the Party engages the Witness in preparing for, traveling to, waiting for, and testifying at the required appearance. The Party acknowledges and agrees that if the Witness is required to appear when the Witness is not on duty as a Minnetonka employee, the hourly rate will be \$_____, with a minimum of two hours.
2. The Witness's mileage incurred in traveling to the required appearance. Mileage will be billed based on actual miles traveled times a rate of \$0.____ per mile.
3. Parking fees actually incurred by the Witness in connection with the Witness's appearance.

The Party agrees to pay the City of Minnetonka within 15 days after receipt of a written invoice from the City of Minnetonka.

Party:

Signature

Print name, address and telephone:

Tel: _____