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Goodhue County

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Date: March 15, 2023

To: Goodhue County Board of Commissioners

From: Scott O. Arneson, County Administrator

RE: Per Diem Policy

This policy is an update to the information previously provided to the County Board by the County Attorney. This policy, which was drafted and reviewed by County Attorney, Stephen O'Keefe, makes reference to the statute that governs County Board and per diems, and it also provides examples and lists items that are eligible to collect a per diem on. There have been no changes to this draft policy since it was first distributed and discussed at the January 2023 County Board workshop.

In an effort to provide clarity and consistency to the per diem process, we are asking the County Board to approve the attached policy. The approval of this policy will coincide with the annual approval of per diem rates.

GOODHUE COUNTY BOARD OF COMMISSIONERS

LINDA FLANDERS
1st District
1121 W 4th St.
Red Wing, MN 55066

BRAD ANDERSON
2nd District
10679 375TH St. Way
Cannon Falls, MN 55009

TODD GRESETH
3rd District
46804 Hwy 57 Blvd
Wanamingo, MN 55992

JASON MAJERUS
4th District
39111 Co. 2 Blvd
Goodhue, MN 55027

SUSAN BETCHER
5th District
30133 Lakeview Ave.
Red Wing, MN 55066

An Equal Opportunity Employer

Goodhue County Board of Commissioners Per Diem and Expense Reimbursement Policy

Each Goodhue County Commissioner receives a salary and, pursuant to Minn. Stat. 375.055 and Minn. Stat. 375.06, may receive a per diem payment for each day necessarily occupied in the discharge of their official duties.

The Goodhue County Board of Commissioners annually determines per diem and mileage rates for performance of duties as determined by this policy.

The following policy identifies those activities eligible for per diems, as well as those activities that do not qualify for per diem payments.

Generally, those items that are eligible for per diem payment are Commissioner service on any board, committee, or commission of county government, including committees of the Board. This includes but is not limited to the following:

- Attendance at special meetings, emergency meetings, and committee of the whole/work sessions.
- Attendance at all board and committee appointments set at the organizational meeting of the Board.
- Attendance at other committee or board assignments made by the Board of Commissioners that occur at other times during the year.
- Attendance at Association of Minnesota Counties (AMC) committees and subcommittees.
- Attendance at the National Association of Counties (NACo) committees and workshops.
- Attendance at other workshops, conferences, trainings and tours that directly relate to the performance of duties as a County Commissioner.
- When representing Goodhue County at meetings of local units of government.
- Participation in other activities as directed by the County Board of Commissioners.

Attendance includes in person and by electronic means.

There are specific items that are not eligible for per diem payment which include the following:

- Regular meetings of the County Board
- Board of Auditors
- Board of Appeal and Equalization
- Canvassing Board

It is recognized that this policy does not completely address all instances. Any request for per diem payment that does not fit within this policy may be presented to the Board Chair for approval. If denied, the matter may be brought before the Board of Commissioners for reconsideration and vote.

In addition to the salary and per diem payments County Commissioners may receive reimbursement for mileage and necessary expenses incurred in performing the duties of the office.

Adopted by the Goodhue County Board of Commissioners on