

#1-004 Subcommittee Structure and Citizen Appointments

Section: County Administration
Department: County Administration
Original/Revision Date(s): 10/2025
Last Reviewed: 10/2025 Board or Administrative: Board
Board Resolution # or Administrator Signature: #2025-45
Related Policies:



STATEMENT

Waseca County utilizes a variety of boards, commissions, and committees to support effective governance and community engagement. These bodies provide an opportunity for residents to participate in the democratic process, contribute expertise, and advise County leadership on issues important to the community.

Citizen participation in these committees strengthens local decision-making and ensures that a diversity of perspectives informs County operations and policies. The role of a citizen appointee may vary by committee and may include providing recommendations or exercising decision-making authority as prescribed by law or policy.

POLICY

The County Board appoints individuals to various boards, committees, or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statutes and Board policy.

Authority for such committees is prescribed by state law, County Board resolution or action, and the Board of Commissioners Operating Guidelines, which outline expectations for Board and subcommittee functions, membership, and reporting responsibilities.

Committees are established to serve a variety of purposes. The primary objectives of utilizing committees in County government are to:

- Involve members of the public in the decision-making process.
- Meet statutory requirements.
- Engage residents in defining community standards and norms.
- Provide technical or subject-matter expertise.
- Serve as advocates and ambassadors for the County.
- Offer an independent and informed perspective on issues, ideas, and policy matters.

The County Board Chair, with the approval of the County Board, may establish special committees or subcommittees to address specific topics, priorities, or operational needs. These committees generally consist of a select number of County Commissioners and may include other elected or appointed officials as deemed appropriate.

At the first meeting of each year, the County Board assigns committee appointments. The County Administrator maintains a complete list of all committees, membership, terms, and applicable term limits.

Board Subcommittees

To facilitate the business of the County, subcommittees and membership may be established by the Board of Commissioners by formal action at a regular meeting.

All actions of subcommittees are considered recommendations to the full County Board or other appropriate committees unless otherwise directed by the Board.

Advisory Committees

The County Board makes appointments to citizen advisory committees through an open process that solicits applications from the public. The County Board reserves the right to appoint any individual it deems qualified and appropriate. All appointments are made by County Board resolution.

Each advisory committee serves a statutory, policy, or operational purpose that advances the interests of Waseca County. Staff may be assigned to support each committee's work as designated by the appropriate authority. The function and reporting relationship of each committee vary based on its purpose and governing authority.

Reimbursements

Pursuant to Minnesota Statutes §375.06, individuals appointed by the County Board to committees may receive per diem reimbursement for attendance at regular or special meetings. The County Board shall establish the per diem rate annually by resolution at the organizational meeting.

County Commissioners are also authorized to receive salaries and per diem compensation for performing official duties, including participation on committees under the direction of the Board or as required by law.

Compensation is not authorized for public officials or employees of other jurisdictions who serve on County committees or advisory bodies by virtue of their office.

Per diem levels may be adjusted periodically by Board action or in accordance with Minnesota Statutes.