

RULES AND PROCEDURE
November 12th, 2025

Call to order The meeting was called to order by Chairman Gerry Krachey at 9:30 a.m. Committee members present were Bruce Strnad and Gari Lorenz.

Verify posting The meeting was verified as being properly posted.

**Ordinance
To Amend Meal
Reimbursement** The Clerk distributed copies of the Ordinance Amending, Repealing and Recreating Sections 2.01(6)(i) and 4.45(1)(b) of the Crawford County Ordinances Relating to Meal Reimbursement Rates.

Personnel Committee approved the meal reimbursement to be increased. An Ordinance was typed up to amend the dollar amount, and brought before this committee for approval and then to full county board for final approval.

ORDINANCE NO. 261-2025

AN ORDINANCE AMENDING, REPEALING AND RECREATING SECTIONS 2.01(6)(i) AND 4.45(1)(b) OF THE CRAWFORD COUNTY ORDINANCES RELATING TO MEAL REIMBURSEMENT RATES

The Crawford County Board of Supervisors do ordain as follows:

Section I: That Crawford County Ordinance Section 2.01(6)(i)) is hereby repealed and recreated to read as follows:

“2.01 RULES OF PROCEDURE.

(6) **RULE 6: GENERAL PROCEDURES**

(i) **PER DIEM, MILEAGE AND MEALS.** Supervisors shall receive \$50 per County Board meeting or any assigned committee thereof. Supervisors shall receive \$75 for meetings which exceed 4 hours in length. If supervisors attend 2 or more committee meetings in one day, they shall be entitled to \$75 compensation for that day. If supervisors attend a meeting that is greater than 6 hours, they shall be entitled to \$100 compensation for that day. Supervisors specifically asked to attend a meeting of a committee to which they are not assigned are also eligible for per diem. Mileage reimbursement for employees and County

Board Supervisors for in-County and out-of-County meetings shall be set at the same rate as the Internal Revenue Service for mileage reimbursement for the driver only.

Maximum meal reimbursement for both in-County and out-of-County shall be: Breakfast - \$15.00; Lunch - \$20.00 and Dinner - \$30.00. The maximum daily meal allowance is \$65.00 total, including any tip. Any meal included in registration costs will be considered against the daily allowance for meal reimbursement. Receipts must be turned in for all meal expenses both daily and overnight. A maximum amount allowed for tips is 15%. No reimbursement is allowed for alcoholic beverages.

The term and reference herein to "supervisors" and the reimbursements specified above also include effective as of January 1, 2021, the County Board Chairperson and/or Vice Chairperson whether acting as ex-officio members or assigned members at any such committee or when representing the County as reasonably necessary at any function."

Section II: That Crawford County Ordinance Section 4.45(1)(b) is hereby repealed and recreated to read as follows:

"4.45 TRAVEL AND EXPENSE ALLOWANCE.

(1) Employees who, in the course of their duties, are required to travel to conduct business for the County shall receive allowances and be reimbursed for expenses as follows:

(b) Meals. Maximum meal reimbursement for both in-County and out-of-County shall be: Breakfast - \$15; Lunch - \$20 and Dinner - \$30. The maximum daily meal allowance is \$65 total, including any tip. Any meal included in registration costs will be considered against the daily allowance for meal reimbursement. Receipts must be turned in for all meal expenses both daily and overnight. A maximum amount allowed for tips is 15%. No reimbursement is allowed for alcoholic beverages."

Dated this 29TH day of October 2025.

PERSONNEL COMMITTEE:

**Brad Steiner, Chairman
Wayne Jerrett
Owen DuCharme**

**Mark Gilberts
Carl Orr**

RULES & PROCEDURE COMMITTEE:

Dated this 12th day of November, 2025.

Gerry Krachey, Chairman
Bruce Strnad

Gari Lorenz

Passed and approved this 12TH day of November 2025.

Tom Cornford
County Board Chairman

ATTEST:

Roberta A. Fisher
County Clerk

Motion by Lorenz, second by Strnad to approve the Ordinance Amending, Repealing and Recreating Sections 2.01(6)(i) and 4.45(1)(b) of the Crawford County Ordinances Relating to Meal Reimbursement Rates.

Adjournment

Lorenz moved; Strnad seconded that the meeting be adjourned.
The motion carried with no negative votes cast and the meeting adjourned at 9:36 a.m.

Roberta A. Fisher, Deputy Clerk