

Kaylin Clement
Assistant City Administrator

651.204.6013 *Phone*
651.204.6113 *Fax*
Kaylin.clement@cityvadnaisheights.com



Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kaylin Clement, Assistant City Administrator

DATE: January 3, 2023

SUBJECT: Elected Official Out-of-State Travel Policy

Recommended Council Action

Approve elected official out-of-state travel policy.

Background

Minnesota Statutes Section 471.661 requires the governing board of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must develop a policy that controls travel outside the state of Minnesota for the applicable elected official of the relevant unit of government. The policy must be made available for public inspection upon request and reviewed annually. Subsequent changes to the policy must be approved by a recorded vote.