

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 12:40 p.m. on Wednesday, January 10 2000, in Room 107 of the State Capitol.

Members present:

Moe, R.D., Chair	Metzen
Hottinger V.C.	Olson
Belanger	Pappas
Berg	Pariseau
Berglin	Pogemiller
Day	Ranum
Frederickson	Samuelson
Johnson, D.E.	Stumpf
Langseth	Vickerman
Marty	

Members excused:

Cohen	Larson
Johnson DJ	Solon

A quorum was present.

Senator Moe presented the Committee Resolution adopting mileage, living and telecommunication expenses incurred by members of the Senate. (See document #1, titled SCR009) Senator Hottinger moved to adopt the Resolution.

Senator Day moved to amend the Committee Resolution adopting mileage, living and telecommunication expenses incurred by members of the Senate (See document #1, titled SCR009) page 1, line 18, delete "\$60" and insert "\$66"  
The amendment **WAS ADOPTED.**

Senator Hottinger's motion to adopt the Committee Resolution adopting mileage, living and telecommunication expenses incurred by members of the Senate (See document #1, SCR009) as amended **DID PREVAIL.**

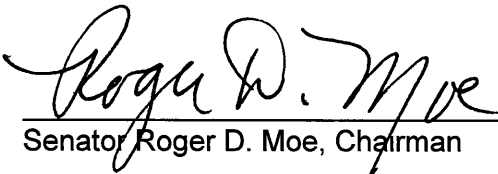
Patrick Flahaven, Secretary of the Senate, presented the permanent roster (See document #2, titled Rules and Administration Committee January 10, 2001) and the staff salary ranges (See document #3, titled Minnesota State Senate Salary Ranges January 10, 2001).

Senator Frederickson moved to amend the permanent roster. (See document #2, titled Rules and Administration Committee January 10, 2001) Delete references to "Senator-elect" and insert "Senator"  
The amendment **WAS ADOPTED.**

Senator Pappas moved to amend the permanent roster. (See document #2, titled Rules and Administration Committee January 10, 2001) Under the entry for Jill Larson delete "Megan" and insert "Jill"  
The amendment **WAS ADOPTED.**

Senator Hottinger moved to adopt the permanent roster as amended, (See document #2, titled Rules and Administration Committee January 10, 2001) and staff salary ranges. (See document #3, titled Minnesota State Senate Salary Ranges January 10, 2001) The **MOTION PREVAILED.**

The meeting adjourned at 1:15 p.m.

  
\_\_\_\_\_  
Senator Roger D. Moe, Chairman

  
\_\_\_\_\_  
Todd Olson, Committee Clerk

1 A committee resolution  
2 relating to mileage, living, and telecommunication  
3 expenses incurred by members of the Senate.

4

5 BE IT RESOLVED, by the Committee on Rules and  
6 Administration:

7 1. Each member of the Senate who resides more than 50  
8 miles from the state capitol shall be reimbursed for necessary  
9 travel in going to and returning from the place of meeting to  
10 the member's place of residence for each trip during the 82nd  
11 Legislature. Mileage for travel by automobile must be at the  
12 rate of 34.5 cents per mile, or any greater or lesser amount  
13 authorized by the Internal Revenue Service for employees.

14 Mileage for travel by private aircraft must be at the rate of 55  
15 cents per mile. Commercial airfare must be the actual cost.

16 2. Each member of the Senate shall be paid per diem living  
17 expenses for meals, incidental expenses, and lodging in an  
18 amount up to \$60 for each calendar day during the sessions of  
19 the 82nd Legislature.

20 3. In addition to per diem living expenses, each member of  
21 the Senate who resides more than 50 miles from the state capitol  
22 shall be reimbursed up to \$900 per month for actual lodging  
23 expenses during the sessions of the 82nd Legislature. The total  
24 reimbursement for those members, per diem plus lodging, may not  
25 exceed the amount per legislative day allowed by the Internal  
26 Revenue Service for an accountable plan.

27 4. Each member of the Senate shall be reimbursed up to  
28 \$125 per month for actual expenses for telecommunications.

29 5. Each member of the Senate shall certify in writing to  
30 the Secretary of the Senate for the actual travel, living, and  
31 telecommunication expenses for which the member seeks  
32 reimbursement.

33 6. The Secretary of the Senate shall prepare and issue  
34 warrants from the Senate legislative expense fund in payment of  
35 expenses to each member of the Senate.

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 8:17 a.m. on Thursday, May 17 2001, in Room 107 of the State Capitol.

Members present:

Moe, R.D., Chair	Marty
Hottinger V.C.	Metzen
Belanger	Olson
Berg	Pappas
Berglin	Pariseau
Cohen	Pogemiller
Day	Ranum
Frederickson	Samuelson
Johnson, D.E.	Vickerman
Langseth	
Larson	

Members excused:

Johnson DJ	Stumpf
Solon	

A quorum was present.

Senator Frederickson presented the Senate Audit Subcommittee report. Senator Frederickson moved the Audit be approved. The **MOTION PREVAILED.**

Human Resources Director, Karen Veninga, presented personnel issues. Senator Hottinger moved approval of the MSRS buyback. The **MOTION PREVAILED.**

Senator Hottinger moved approval of the amendments to the Senate roster. The **MOTION PREVAILED.**

Senator Hottinger mover approval of the flexible work week policy. The **MOTION PREVAILED.**

Senator Day moved approval of authorization given to the Management Advisory Committee during the interim. The **MOTION PREVAILED.**

Senator Moe presented the per diem mileage, lodging and travel expenses memo. Senator Day moved approval of the memo. The **MOTION PREVAILED.**

Senator Murphy presented late bill SF2368 - animal health board dangerous domestic animal diseases eradication emergency authority expansion. Senator Frederickson moved the committee report be adopted. The **MOTION PREVAILED.**

Senator Kelly RC presented late bill SF2328 - resolution for railroad employees unemployment and sickness benefits eligibility. Senator Vickerman moved the committee report be adopted. The **MOTION PREVAILED.**

Senator Johnson, Dave presented SF2045 - football stadium review task force. Senator Pogemiller moved SF2045 be recommended to pass. The **MOTION PREVAILED.**

Senator Pogemiller moved to adopt the Subcommittee report on SF2377 - legislative and congressional districts redistricting plans adoption. The **MOTION PREVAILED.**

Senator Pogemiller presented SF2377 - legislative and congressional districts redistricting plans adoption.

Senator Pogemiller moved to amend SF2377; the A-7 amendment. Senator Belanger moved to amend the A-7 amendment:

page 1, line 3, delete "L0001-2" and insert "L0002-0"  
page 1, delete line 4.

Senator Belanger requested a roll call vote.

	AYE	NAY	PASS	ABSENT
Moe RD		X		
Hottinger				X
Belanger	X			
Berg				X
Berglin		X		

Cohen		X	
Day	X		
Frederickson	X		
Johnson DE		X	
Johnson DJ			X
Langseth		X	
Larson	X		
Marty			X
Metzen			X
Olson	X		
Pappas		X	
Pariseau	X		
Pogemiller		X	
Ranum		X	
Samuelson		X	
Solon			X
Stumpf			X
Vickerman		X	

There being **6 AYES** and **10 NAYS** the **MOTION TO AMEND THE AMENDMENT DID NOT PREVAIL.**

Senator Belanger requested a roll call vote on the A-7 amendment.

	AYE	NAY	PASS	ABSENT
Moe RD	X			
Hottinger				X
Belanger		X		
Berg				X
Berglin	X			
Cohen	X			
Day		X		
Frederickson		X		
Johnson DE	X			
Johnson DJ				X
Langseth	X			
Larson		X		
Marty				X
Metzen				X
Olson		X		
Pappas	X			
Pariseau		X		
Pogemiller	X			
Ranum	X			
Samuelson	X			
Solon				X
Stumpf				X
Vickerman	X			

There being **10 AYES** and **6 NAYS** the **MOTION PREVAILED.**

Senator Pogemiller moved SF2377 as amended be recommended to pass.

Senator Belanger requested a roll call vote.

	AYE	NAY	PASS	ABSENT
Moe RD	X			
Hottinger				X
Belanger		X		
Berg				X
Berglin	X			
Cohen	X			
Day		X		
Frederickson		X		
Johnson DE	X			
Johnson DJ				X
Langseth	X			
Larson		X		
Marty				X
Metzen				X
Olson		X		
Pappas	X			
Pariseau		X		
Pogemiller	X			
Ranum	X			
Samuelson	X			
Solon				X
Stumpf				X
Vickerman	X			

There being **10 AYES** and **6 NAYS** the **MOTION PREVAILED**.

Senator Pogemiller moved to adopt the Subcommittee report on SF2378 - Congressional districts redistricting plan adoption.

The **MOTION PREVAILED**.

Senator Pogemiller moved SF2378 as amended be recommended to pass.

Senator Belanger requested a roll call vote.

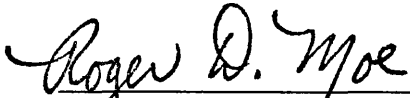
	AYE	NAY	PASS	ABSENT
Moe RD	X			
Hottinger	X			
Belanger		X		
Berg				X
Berglin	X			
Cohen	X			
Day		X		
Frederickson		X		
Johnson DE	X			
Johnson DJ				X
Langseth	X			
Larson		X		
Marty				X
Metzen				X
Olson		X		
Pappas	X			
Pariseau		X		
Pogemiller	X			
Ranum	X			
Samuelson	X			
Solon				X
Stumpf				X
Vickerman	X			

There being **11 AYES** and **6 NAYS** the **MOTION PREVAILED**.

Senator Moe presented SRES -14 - 01: a Senate resolution relating to conduct of Senate business during the interim between Sessions.

Senator Samuelson moved adoption of the resolution.

The **MOTION PREVAILED**.

  
\_\_\_\_\_  
Senator Roger D. Moe, Chairman

  
\_\_\_\_\_  
Todd Olson, Committee Clerk

**ROGER D. MOE  
MAJORITY LEADER**

Senator 2nd District  
Route 3, Box 86A  
Erskine, Minnesota 56535  
Phone: 218/574-2216

Room 208, State Capitol  
75 Constitution Avenue  
St. Paul, Minnesota 55155-1606  
Phone: 651/296-2577  
Fax: 651/297-5479  
sen.roger.moe@senate.leg.state.mn.us



# Senate

State of Minnesota

May, 2001

TO: ALL SENATORS

FROM: ROGER D. MOE, CHAIR  
SENATE RULES AND ADMINISTRATION COMMITTEE

RE: PER DIEM AND TRAVEL REIMBURSEMENT (INTERIM 2000)

**PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM)**

Members will be reimbursed for per diem, mileage, lodging, travel, registration fees, taxis and baggage tips.

**Per diem maximum reimbursement is \$66 per day.**

**Hotel/lodging** - Reimbursement will be **\$85 per night maximum** for in-state lodging and the actual cost of a single room for travel out of the state of Minnesota. **(Receipt must be attached.)**

**Apartment - \$900 per month maximum.** Receipts must accompany claim or lease must be filed in the Fiscal Office. Housing claims may include utilities and/or rental of furniture up to the maximum of \$900.

Registration fees will be paid when authorized. **(Receipt must be attached.)**

Mileage to and from the Capitol at the current IRS reimbursement level -- **34.5 cents per mile** (as of January 1, 2001).

Air travel between place of residence and Minneapolis/St. Paul Airport.

**REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:**

- Senators attending committee or subcommittee meetings
- Chair of committee for work at the Capitol or meetings with staff
- Chief authors of bills who are called upon to present a Senate File
- Committee members, upon approval of committee chair
- Minority Leader for appropriate duties
- Senators attending House committee meetings upon the approval of the Majority Leader
- Travel days to and from the Capitol

Members **will not** be reimbursed for routine work done at the Capitol or for attending caucuses or steering committee meetings. Please note that **reimbursements may be subject to taxes.**

### **COMMUNICATIONS REIMBURSEMENT**

Reimbursement will be authorized up to a **maximum of \$125 per month for communications**, i.e., telephone, fax, cell phone, pager, Internet service, etc. If receipted for, it will be treated as an expense. If not receipted, it will be treated as income and taxes will be deducted.

### **IN-DISTRICT MILEAGE**

In district travel -- at current IRS rate.

Reimbursement has been authorized for all senators covering mileage incurred in travel within their district on constituent matters on a monthly basis at the present rate per mile. Reimbursement is subject to the approval of the chair of the Committee on Rules and Administration.

### **OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES**

- 1) **In-state travel** by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) Which is funded in the committee interim work plans approved by Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and of the chair of the Senate Rules Committee before reimbursement can be made.
- 2) **Prior approval** of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff may attend meetings, conferences, seminars, etc. **Requests** for staff to attend such meetings will be given special consideration but must be approved **in advance**. **(Fill in all related expenses on authorization form or it will be returned to you.)**
- 3) **All expenses** must be submitted to Fiscal Services **no later than 90 days after** their occurrence.
- 4) **Car rental** must be noted on the travel authorization form and approved **prior to travel**. For authorized travel, the Senate will pay for the following: round-trip coach airfare; conference registration fees; single room accommodations; reasonable transportation between airport and hotel. (Per diem must cover all meals.)

### **CONSULTANTS**

A request must be submitted to the Rules Committee chair for approval **before** an invitation is extended to any "expert witness" or consultant.

MINNESOTA STATE SENATE

COMMITTEE ON RULES AND ADMINISTRATION

Senator Roger D. Moe, Chair of the Senate Committee on Rules and Administration, called the meeting to order at 12:14 p.m. on Friday, May 17, 2002, in Room 107 of the State Capitol.

Members present:

Moe, R.D., Chair	Marty
Hottinger V.C.	Metzen
Belanger	Olson
Berg	Pappas
Berglin	Pariseau
Price	Pogemiller
Stumpf	Ranum
Frederickson	Vickerman

Members excused:

Cohen  
Day  
Johnson D.E.  
Johnson, D.J.  
Langseth  
Larson  
Samuelson

A quorum was present.

Pat Flahaven, Secretary of the Senate introduced closing Senate Concurrent Resolution 3 and Senate Resolutions 4-6.

Senator Metzen moved Senate Concurrent Resolution #3 be adopted.  
The **MOTION PREVAILED.**

Senator Metzen moved Senate Resolution #4 be adopted.  
The **MOTION PREVAILED.**

Senator Metzen moved Senate Resolution #5 be adopted.  
The **MOTION PREVAILED.**

Senator Metzen moved Senate Resolution #6 be adopted.  
The **MOTION PREVAILED.**

Pat Flahaven introduced the interim per diem and travel reimbursement memo.  
Senator Stumpf moved to amend the memo to allow in-district mileage reimbursement for members not seeking office.

The **MOTION PREVAILED.**

Senator Hottinger moved the memo be adopted as amended  
The **MOTION PREVAILED.**

Karen Veninga presented staff MSRS buybacks.  
Senator Stumpf moved adoption of the buybacks. The **MOTION PREVAILED.**

Ms. Veninga, Senate Human Resources Director, presented amendments to the rosters.  
Senator Stumpf moved adoption of the amended rosters. The **MOTION PREVAILED.**

Ms. Veninga presented the flexible work week and job share policies.  
Senator Stumpf moved adoption of the policies. The **MOTION PREVAILED.**

Ms. Veninga presented the Management Advisory Committee interim authorization  
Senator Stumpf moved adoption of the authorization. The **MOTION PREVAILED.**


Pat Flahaven presented a proposal allowing the Management Advisory Committee to pursue simpler employee evaluation.  
Senator Berglin moved to adopt the authorization. The **MOTION PREVAILED.**



Pat Flahaven presented July 1, 2002 employee raises.  
Senator Stumpf moved percentage raises can be given, up to 3 ½ % for satisfactory plus ½ %  
for superior. The **MOTION PREVAILED.**

Senator Terwilliger presented SF3383. No committee action was taken.

The meeting adjourned at 12:41 p.m.

  
\_\_\_\_\_  
Senator Roger D. Moe, Chairman

  
\_\_\_\_\_  
Todd Olson, Committee Clerk

**ROGER D. MOE  
MAJORITY LEADER**

Senator 2nd District  
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Erskine, Minnesota 56535  
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Room 208, State Capitol  
75 Constitution Avenue  
St. Paul, Minnesota 55155-1606  
Phone: 651/296-2577  
Fax: 651/297-5479  
sen.roger.moe@senate.leg.state.mn.us



# Senate

State of Minnesota

May, 2002

**TO: ALL SENATORS**

**FROM: ROGER D. MOE, CHAIR  
SENATE RULES AND ADMINISTRATION COMMITTEE**

**RE: PER DIEM AND TRAVEL REIMBURSEMENT (INTERIM 2002)**

**PER DIEM, MILEAGE, LODGING AND TRAVEL EXPENSES (INTERIM)**

Members will be reimbursed for per diem, mileage, lodging, travel, registration fees, taxes and baggage tips.

**Per diem maximum reimbursement is \$66 per day.**

**Hotel/lodging** - Reimbursement will be **\$85 per night maximum** for in-state lodging and the actual cost of a single room for travel out of the state of Minnesota. **(Receipt must be attached.)**

**Apartment - \$900 per month maximum.** Receipts must accompany claim or lease must be filed in the Fiscal Office. Housing claims may include utilities and/or rental of furniture up to the maximum of \$900.

Registration fees will be paid when authorized. **(Receipt must be attached.)**

Mileage to and from the Capitol at the current IRS reimbursement level -- **36.5 cents per mile** (as of January 1, 2002).

Air travel between place of residence and Minneapolis/St. Paul Airport.

**REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:**

- Senators attending committee or subcommittee meetings
- Chair of committee for work at the Capitol or meetings with staff
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### **IN-DISTRICT MILEAGE**

In district travel -- at current IRS rate.

Reimbursement has been authorized for all senators covering mileage incurred in travel within their district on constituent matters on a monthly basis at the present rate per mile. Reimbursement is subject to the approval of the chair of the Committee on Rules and Administration.

**Please note: There will be NO in-district mileage paid for July 1 through November 5, 2002. Starting with November 6, 2002, you may submit for in-district miles.**

### **OUT-OF-STATE AND IN-STATE TRAVEL GUIDELINES**

- 1) **In-state travel** by members and staff (attendance at conferences, seminars, traveling committee meetings, etc.) Which is funded in the committee interim work plans approved by Senate Committee on Rules and Administration must have the approval of the chairperson of the committee traveling and of the chair of the Senate Rules Committee before reimbursement can be made.
- 2) **Prior approval** of the chair of the Senate Committee on Rules and Administration is necessary **before** members or staff may attend meetings, conferences, seminars, etc. **Requests** for staff to attend such meetings will be given special consideration but must be approved **in advance**. **(Fill in all related expenses on authorization form or it will be returned to you.)**
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- 4) **Car rental** must be noted on the travel authorization form and approved **prior to travel**. For authorized travel, the Senate will pay for the following: round-trip coach airfare; conference registration fees; single room accommodations; reasonable transportation between airport and hotel. (Per diem must cover all meals.)

### **CONSULTANTS**

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