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
Hottinger V.C.
Belanger
Berg
Berglin
Day
Frederickson
Johnson, D.E.
Langseth
Marty

Metzen
Olson
Pappas
Pariseau
Pogemiller
Ranum
Samuelson
Stumpf
Vickerman

Members excused:
Cohen
Johnson DJ

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

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

1. Each member of the Senate who resides more than 50 miles from the state capitol shall be reimbursed for necessary travel in going to and returning from the place of meeting to the member's place of residence for each trip during the 82nd Legislature. Mileage for travel by automobile must be at the rate of 34.5 cents per mile, or any greater or lesser amount authorized by the Internal Revenue Service for employees. Mileage for travel by private aircraft must be at the rate of 55 cents per mile. Commercial airfare must be the actual cost.

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

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

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

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

6. The Secretary of the Senate shall prepare and issue warrants from the Senate legislative expense fund in payment of expenses to each member of the Senate.
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
Hottinger V.C.
Belanger
Berg
Berglin
Cohen
Day
Frederickson
Johnson, D.E.
Langseth
Larson

Marty
Metzen
Olson
Pappas
Pariseau
Pogemiller
Ranum
Samuelson
Vickerman

Members excused:
Johnson DJ
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
Belanger  X
Berglin  X

The MOTION PREVAILED.
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.  

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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.  

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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.

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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.

Roger D. Moe, Chairman
Todd Olson, Committee Clerk
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.
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
Hottinger V.C.
Belanger
Berg
Berglin
Price
Stumpf
Frederickson
Marty
Metzen
Olson
Pappas
Pariseau
Pogemiller
Ranum
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.

Roger D. Moe
Senator Roger D. Moe, Chairman

Todd Olson, Committee Clerk
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, 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 -- 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
- Chief authors of bills who are called upon to present a Senate File
- Committee members, upon approval of committee chair
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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.

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 most 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 pay expenses for any "expert witness" or consultant.