



## STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:  
Driven to deliver quality services in a respectful and fiscally responsible way.*

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**TUESDAY, FEBRUARY 28, 2023 AT 4:00 PM**  
**County Boardroom, Steele County Administration Center**

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### **Agenda**

1. Call to Order
2. Auditor-Treasurer-Finance Departments Restructure (pg. 2)
3. Administration Building Renovation Advertisement for Bids (pg. 6)
4. Fleet Vehicle/Mileage Reimbursement Draft Policy Review (pg. 13)
5. Other Business

### **Presentation**

### **Adjourn**

*Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.*



## Steele County Agenda Item

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**Subject:** Auditor-Treasurer-Finance Departments Restructure

**Department:** Administrator's Office

**Committee Meeting Date:** February 28, 2023

**Board Meeting Date:** February 28, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

**Recommendation:**

Approve the restructuring of the Auditor-Treasurer-Finance Departments into one department, Finance, Property Tax, & Elections, per attached department structure plan

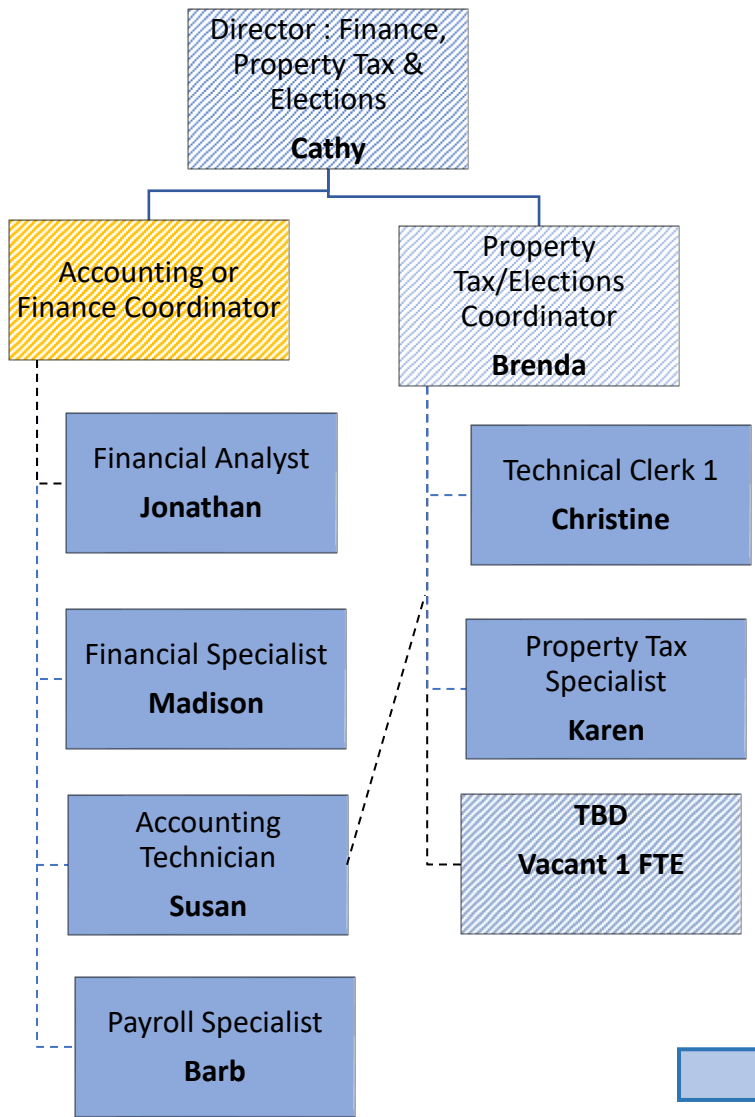
**Background (*Including Budget Impact*):**

The retirement of the County Auditor at the end of last year and the change in the Auditor and Treasurer positions from elected to appointed in 2022 presented an opportunity to review the current department structure in the Auditor, Treasurer, and Finance departments. Steele County is one of the remaining few counties in the state who has not combined its Auditor and Treasurer departments. The Administrator is proposing this new consolidated structure with the goal to improve collaboration, work efficiencies, and more effective customer service delivery.

**Attachments:**

**Proposed Structure**

**Finance, Property Tax, & Election Services Proposed Department Structure**  
 (combining Finance, Treasurer, and Auditor into one department)



Current Position



New Accounting/Finance Coordinator position will need new job description, rating, and posting



Shaded areas indicate positions that will need new job descriptions and ratings. Brenda and Cathy will be appointed to their respective positions as position reclassifications, no posting

## **Finance, Property Tax, & Election Services Proposed Department Structure** (combining Finance, Treasurer, and Auditor into one department)

### Services provided by Finance, Property Tax, & Elections Department

- Tax administration
- Election administration
- Financial management & budgeting
- Payroll
- Drainage ditch liens, records, meetings
- County licenses
- Records management
- Other statutory requirements

### Structure Overview

- The director position will serve as the supervisor for all positions and handle performance learning/reviews and the overall strategic direction for the department
- The proposed **Property Tax/Elections Coordinator** position would be responsible for the coordination and oversight of the day-to-day operations in Property Tax and Elections service areas, including the assignment of work tasks and work direction for the other employees in this area
- The proposed **Accounting or Finance Coordinator** position would be responsible for the coordination and oversight of the day-to-day operations in the Accounting/Finance service areas, including the assignment of work tasks and work direction for the other employees in this area
- The Coordinator positions will ensure that day-to-day tasks and responsibilities are completed in timely manner by their teams and be in communication with the director on key issues, processes, deadlines, and other matters

### Timeline

#### Immediate Actions

- Review proposed structure with Board and get approval
- Complete new position descriptions and ratings for Director, Coordinator positions in the reclassification process (Cathy, Brenda, Administration, HR)
- Post and appoint someone to the Accounting/Finance Coordinator position

#### 2023 and Beyond Tasks

- **This process of reorganizing into one department is fluid** and issues will be addressed as we move forward; this will truly be a “work in progress”

### **Finance, Property Tax, & Election Services Proposed Department Structure**

(combining Finance, Treasurer, and Auditor into one department)

- Evaluate duties of Auditor, Treasurer, and Finance departments for workflow efficiencies, process improvement, and service delivery enhancements (i.e. AP process, property tax settlements, etc.)
- Review other job descriptions and update rating/classifications to reflect job duties/responsibilities after review/assignment of all tasks in the three departments
- Determine need for backfill of vacant 1 FTE (Laura's vacancy)

#### Consideration of proposed functions transitioning to other departments

- Board meeting minutes recording to Administration
- Extension Committee minutes
- Ditch system records ongoing maintenance



## Steele County Agenda Item

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**Subject:** Admin Building Lower Level/Mail Room Renovation /Advertisement for Bids

**Department:** Building & Grounds

**Committee Meeting Date:** February 28, 2023

**Board Meeting Date:** February 28, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

### **Policy Committee Recommendation:**

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

### **Recommendation:**

To approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Admin Building Lower Level/Mail Room Renovation.

### **Background (*Including Budget Impact*):**

Previously the County Board approved the Steele County Admin Building Lower Level/Mail Room Renovation through the approval of the 2023 CIP. The plans are 95% complete with minor adjustments to make. The scope of work includes renovation of the Planning and Zoning Area, Veterans Area, and the GIS area. These areas will have new service counters installed to make the space more efficient and secure. The lower level will also get new carpet to match the rest of the building. The mail room will have minor modifications done by adding a door and infilling the existing door leading into the HR area. With plans near completion, we would like to advertise for bids for the project with Bids being received on March 28, 2023 at 2:00pm.

### **Attachments:**

Advertisement for Bids

3D Renderings

Floor Plan

**SECTION 00 11 13**  
**ADVERTISEMENT FOR BIDS**  
**Admin Building Phase 1 Lower-Level Renovation**  
**630 Florence Avenue**  
**Owatonna, Minnesota 55060**

Steele County will receive single prime sealed bids for Admin Building Phase 1 Lower-Level Renovation until 2:00 p.m. local time on March 28, 2023 at the Steele County Admin Building Board Room, 630 Florence Avenue, Owatonna, Minnesota 55060, at which time and place all bids will be publicly opened and read aloud.

Bidding documents, including the Proposal Form, Drawings and Specifications, will be on file at the Minnesota Builders Exchange; McGraw Hill Construction/Dodge Plan Center; Reed Construction; iSqFt Plan Room (St. Paul, MN), The Blue Book Building and Construction Network; and from PlanWell at:

[https://order.e-arc.com/arcEOC/Secures/PWELL\\_PrivateList.aspx?PrjType=pub](https://order.e-arc.com/arcEOC/Secures/PWELL_PrivateList.aspx?PrjType=pub)

Albert Lea Builders Exchange; Austin Builders Exchange; Duluth Builders Exchange; Hibbing Plan Room; Mankato Builders Exchange; Builders Exchange of Rochester; Southwest Builders Exchange (Marshall, MN); Mid Minnesota Builders Exchange (Willmar, MN); Northwest Regional Builders Exchange (Eau Claire); Fargo-Moorhead Builders Exchange; Grand Forks Builders Exchange; Sioux Falls Builders Exchange; LaCrosse Builders Exchange.

This project includes: Renovation of lower level office space, recarpeting of lower level spaces, and minor work on main level mail room.

American Reprographics Company, 4730 Park Glen Road, St. Louis Park, Minnesota 55416 (952) 697-8800, facsimile (952) 697-8803 will provide complete downloadable sets of the Bidding Documents to prospective bidders and subcontractors. The downloads will be available February 12, 2023. A deposit check in the amount of \$25 made out to ARC for each set downloaded via the internet at <https://www.e-arc.com/location/st-louis-park/> and clicking on the PlanWell icon, then the Public Plan Room icon, select Admin Building Phase 1 Lower-Level Renovation.

Make proposals on the bid forms supplied in the Project Manual. No oral, telegraphic or telephonic proposals or modifications will be considered. Submit with each bid, a certified check or acceptable bidder's bond payable to Steele County in an amount equal to five percent (5%) of the total bid. The successful bidder will be required to furnish satisfactory Labor and Material Payment Bond, and Performance Bond.

Bids may not be withdrawn within thirty (30) days after the scheduled time of opening bids, without the consent of the Owner. The Owner reserves the right to accept any bid or to reject any or all bids, or parts of such bids, and waive informalities or irregularities in bidding.

The Owner requires Substantial Completion of the project on or before July 30, 2023.

**Board of Commissioners**  
**Steele County**

**END OF SECTION 00 11 13**



MN

DOOR SCHEDULE GENERAL NOTES

- ALL DOORS ARE 1 3/4" THICK UNLESS OTHERWISE NOTED.
- FOR FRAME DEPTH, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:  
GYPSUM BOARD PARTITIONS, THROAT OF FRAME TO MATCH WALL THICKNESS.  
FRAME DEPTHS ARE SCHEDULED IN NOMINAL DIMENSIONS. SEE FRAME/ DOOR TYPES FOR CORRESPONDING ACTUAL DIMENSIONS.
- FOR GLASS TYPES, ONLY EXCEPTIONS TO THE FOLLOWING TABLE ARE SCHEDULED:  
INTERIOR NON RATED:  
CLEAR (SAFETY WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)  
INTERIOR AND EXTERIOR RATED:  
FIRE RATED  
EXTERIOR NON-RATED:  
CLEAR INSULATED (SAFETY INSULATED WHEN REQUIRED BY TABLE IN GLAZING SPECIFICATION.)
- SEE SHEET A2.00b FOR FRAME TYPES.
- SEE SHEET A2.00b FOR DOOR TYPES.
- AT DOOR SCHEDULE, LABEL DESIGNATION "45/20" INDICATES:  
FOR ALL OPENINGS WITH SIDE LITES AND SCHEDULED TO BE RATED FOR 20 MINUTES, THE DOOR AND ANY GLASS WITHIN THE DOOR IS TO BE RATED FOR 20 MINUTES. THE FRAME AND ADJACENT SIDELITE(S) GLASS AND FRAME IS TO BE RATED FOR 45 MINUTES.\*

ROOM FINISH SCHEDULE GENERAL NOTES

- SEE DETAILS OF CONSTRUCTION FOR ABBREVIATIONS  
IF ALL WALLS IN ROOM HAVE THE SAME FINISH, THE "N" WALL-TYP" COLUMN WILL BE USED.
- DISCREPANCIES BETWEEN THE ROOM FINISH SCHEDULE AND DRAWINGS SHALL BE REPORTED TO THE ARCHITECT FOR FINISH DETERMINATION.
- ON WALLS WHICH ARE COVERED WITH MILLWORK AND TACK SURFACES, A FINISH SHALL NOT BE APPLIED TO THE WALL BEHIND EXCEPT FOR LOCATIONS WHICH MAY BE EXPOSED (I.E. SPACE BETWEEN MILLWORK AND TACK SURFACE). CONCRETE BLOCK BEHIND MILLWORK AND MARKERBOARDS TO BE TOOLED.
- REFER TO MATERIAL FINISH COLOR SCHEDULE FOR SPECIFIC FINISH TYPES AND COLORS.
- FOR CEILING MATERIAL WHEN MORE THAN ONE CEILING MATERIAL OCCURS THE CEILING FINISH IS INDICATED THIS: "C".

ROOM FINISH SCHEDULE REMARKS

- PROVIDE PT-6A ACROSS ENTIRE WALL AS INDICATED AROUND NEW DOOR FRAME.
- ALL CARPET TO BE QUARTER TURNED TO MATCH MAIN LEVEL.

DOOR SCHEDULE REMARKS

- CARD READER. SEE HARDWARE SPECIFICATIONS AND ELECTRICAL DRAWINGS.

PLAN GENERAL NOTES

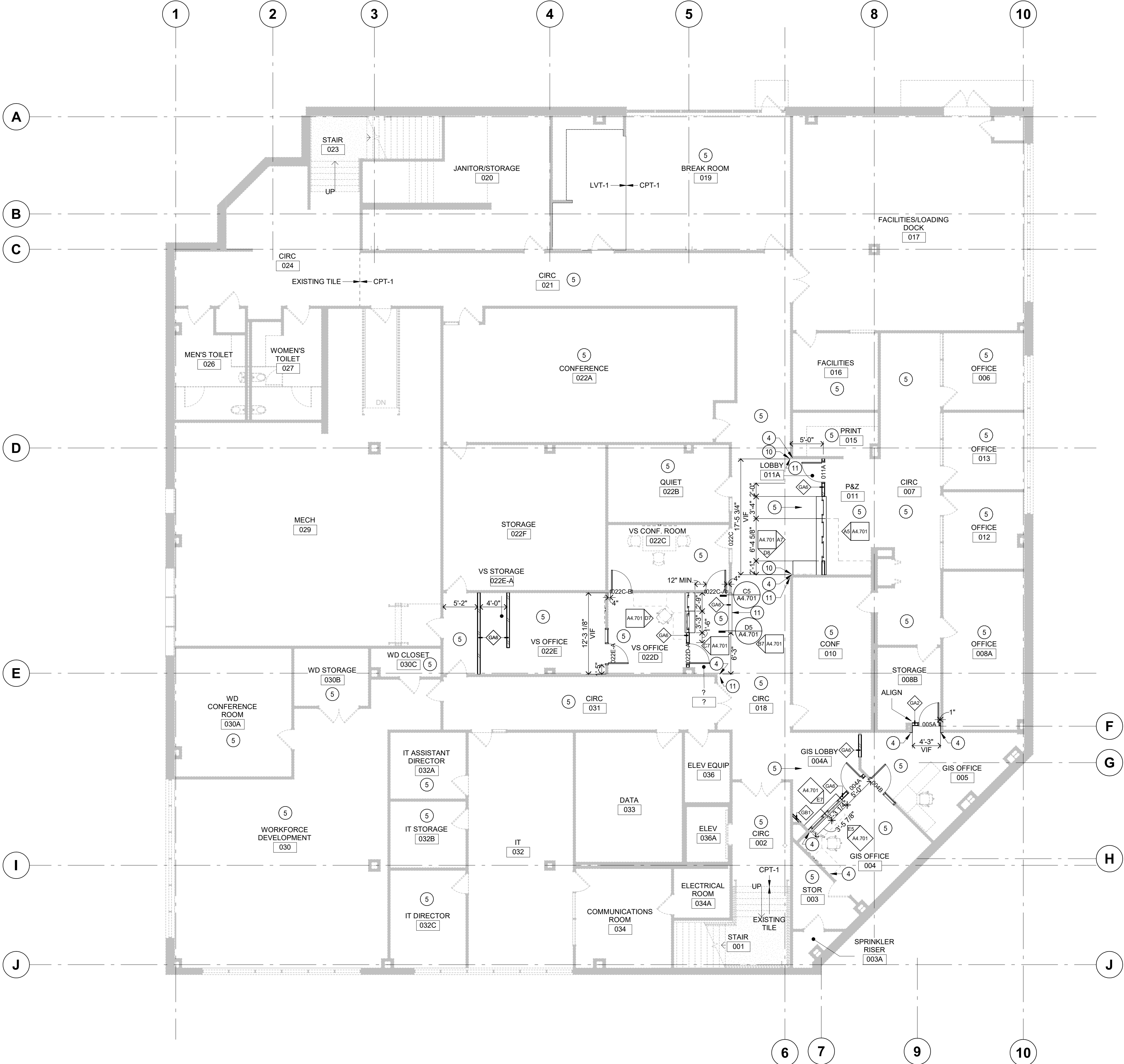
- ALL PLAN DIMENSIONS ARE NOMINAL TO FACE OF WALL. WALL THICKNESSES ARE SHOWN NOMINAL. SEE WALL TYPES FOR ACTUAL THICKNESS.
- ALL GYP. WALLS ARE TO BE 5 INCHES THICK UNLESS OTHERWISE NOTED.
- ALL CONCRETE BLOCK WALLS ARE TO BE 8 INCHES THICK UNLESS OTHERWISE NOTED.
- COORDINATE SIZE AND LOCATION OF ALL DUCT AND SHAFT OPENINGS IN WALLS AND FLOORS W/ MECH. AND ELEC. PROVIDE ALL REQUIRED LINTELS FOR OPENINGS. SEE LINTEL SCHEDULE.
- FIELD VERIFY ALL MILLWORK OPENINGS.
- ALL DOORS/SIDELITE OPENINGS TO BEGIN 4" FROM ADJACENT WALL UNLESS OTHERWISE NOTED.
- ALL GYP. WALLS ARE CENTERED ON GRID UNLESS OTHERWISE NOTED.
- FIRE RATED WALLS ARE INDICATED ON CODE PLANS.

FLOOR PLAN KEY NOTES:

- COORDINATE WITH ELECTRICAL FOR NEW WORK.
- COORDINATE WITH MECHANICAL FOR NEW WORK.
- PATCH EXISTING GYP BD AS REQUIRED FOLLOWING INSTALLATION OF NEW ELECTRICAL WORK. FINISH AND PT TO MATCH EXISTING.
- PATCH EXISTING GYP BD AS REQUIRED AT AREA OF REMOVED WALL FOR SMOOTH FINISH.
- PROVIDE NEW CPT 1 AND VB 1 THROUGHOUT SPACE.
- PATCH EXIST CPT AND VB AS REQUIRED AROUND NEW DOOR. FINISHES TO MATCH EXISTING.
- PATCH IN OWNER PROVIDED TILE BASE BETWEEN NEW DOOR AND WOOD TRIM.
- PATCH/PROVIDE NEW GYP BD AS REQUIRED AROUND NEW OPENING AND REMOVED ACOUSTIC PANEL AND WOOD PANELING. INSTALL OWNER PROVIDED VWC TO MATCH EXISTING WALLS.
- PROVIDE FINISHED EDGE AT MODIFIED LAMINATE COUNTERTOPS AND TACKABLE WALL SURFACE. RELOCATE COUNTERTOP BRACKET AS REQUIRED TO SUPPORT REMAINING EXTENT. FINISHES TO MATCH EXISTING.
- CORNERGUARD.
- MITER EXISTING WOOD TRIM AT 8'-0" AFF AND CONNECT SALVAGED TRIM AS INDICATED ON DETAILS.
- KEY CONTROL SYSTEM. COORDINATE WITH ELECTRICAL.
- MODIFY EXISTING HOLLOW METAL FRAME AS REQUIRED FOR NEW CARD READER AND ELECTRIC STRIKE. PROVIDE ALL NEW HARDWARE REQUIRED FOR NEW OPERATION. SEE ELEC.
- PATCH FLOOR TILE WITH SALVAGED TILE BASE AS REQUIRED AT NEW DOOR LOCATION.

| DOOR / OPENING SCHEDULE |                |     |       |        |      |               |               |       |       |    |                     |      |      |         |         |
|-------------------------|----------------|-----|-------|--------|------|---------------|---------------|-------|-------|----|---------------------|------|------|---------|---------|
| DOOR NO                 | DOOR / OPENING |     |       |        |      | LABEL/ RATING | FRAME         |       |       | GL | MOUNTING CONDITIONS |      |      |         | REMARKS |
|                         | TYPE           | QTY | WIDTH | HEIGHT | MATL |               | OVERALL WIDTH | TYPE  | DEPTH |    | HEAD                | JAMB | SILL | HDW GRP |         |
| 004A                    | G              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |
| 004B                    | F              | 1   | 3'-0" | 7'-0"  | WD   | --            | 5'-6"         | FR 3A | --    | HM | --                  |      |      |         |         |
| 005A                    | F              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         |         |
| 011A                    | G              | 1   | 3'-0" | 7'-10" | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |
| 022C                    | F              | 1   | 3'-0" | 7'-10" | WD   | --            | 5'-6"         | FR 3A | --    | HM | --                  |      |      |         | 1       |
| 022C-A                  | F              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |
| 022C-B                  | G              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |
| 022D-A                  | G              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |
| 022E-A                  | F              | 1   | 3'-0" | 7'-0"  | WD   | --            | 5'-6"         | FR 3A | --    | HM | --                  |      |      |         |         |
| 140A                    | FG             | 1   | 3'-4" | 7'-10" | HM   | --            | 8'-6"         | FR 3A | --    | HM | --                  |      |      |         | 1       |
| 140B                    | F              | 1   | 3'-0" | 7'-0"  | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         |         |
| 143A                    | N              | 1   | 3'-0" | 7'-10" | WD   | --            | 3'-4"         | FR 1  | --    | HM | --                  |      |      |         | 1       |

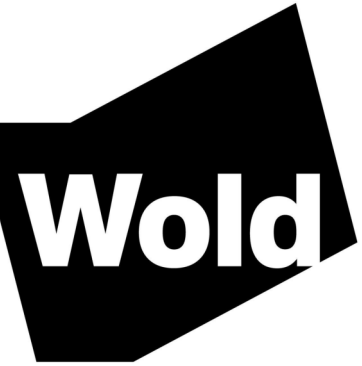
| ROOM FINISH SCHEDULE |                |                |                |              |       |        |            |        |       |              |
|----------------------|----------------|----------------|----------------|--------------|-------|--------|------------|--------|-------|--------------|
| ROOM NO              | ROOM NAME      | FLOOR          | BASE           | N WALL - TYP |       | E WALL |            | S WALL |       | REMARKS      |
|                      |                |                |                | MATL         | FIN   | MATL   | FIN        | MATL   | FIN   |              |
| 004A                 | GIS LOBBY      | CPT 1          | VB 1           | --           | --    | GYP BD | PT-6A      | GYP BD | PT-6A | --           |
| 005                  | GIS OFFICE     | CPT 1          | VB 1           | GYP BD       | PT-6A | --     | --         | --     | --    | --           |
| 007                  | CIRC           | CPT 1          | CPT 1          | --           | --    | --     | --         | GYP BD | PT-6A | --           |
| 011                  | P&Z            | CPT 1          | VB 1           | --           | --    | --     | --         | GYP BD | PT-6A | GYP BD PT-6A |
| 011A                 | LOBBY          | CPT 1          | VB 1           | --           | --    | GYP BD | PT-6A      | GYP BD | PT-6A | --           |
| 022D                 | VS OFFICE      | CPT 1          | VB 1           | --           | --    | --     | --         | GYP BD | PT-6A | 1            |
| 022D-A               | VS LOBBY       | CPT 1          | VB 1           | --           | --    | --     | --         | GYP BD | PT-6A | 1            |
| 022E                 | VS OFFICE      | CPT 1          | VB 1           | --           | --    | GYP BD | PT-6A      | --     | --    | 1            |
| 101                  | CIRC           | EXIST P TILE 1 | EXIST P TILE 1 | --           | --    | --     | --         | GYP BD | VWC 1 | --           |
| 133                  | TREASURER      | EXIST CPT      | EXIST VB       | --           | --    | GYP BD | EXIST (FV) | --     | --    | --           |
| 143                  | MAIL/COPY ROOM | CPT 1          | VB 1           | --           | --    | GYP BD | VWC 1      | GYP BD | VWC 1 | GYP BD VWC 1 |



F3 LOWER LEVEL FLOOR PLAN  
1/8" = 1'-0"  
0 6 12

PHASE 1 LOWER LEVEL RENOVATION  
630 FLORENCE AVENUE  
OWATONNA, MN 55060

STEELE COUNTY  
630 FLORENCE AVENUE  
OWATONNA, MN 55060



WOLD ARCHITECTS  
AND ENGINEERS  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101

woldac.com | 651 227 7773

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed ARCHITECT under the laws of the State of MINNESOTA

JOHN MCNAMARA  
License Number: 24281 Date: 02/13/2023

| Description | Revisions |     |
|-------------|-----------|-----|
|             | Date      | Num |
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Comm: 222162  
Date: 02/13/2023  
Drawn: AT  
Check: JW  
North

LOWER LEVEL FLOOR PLAN

Scale: As indicated

A2.00a



MN

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ROOM FINISH SCHEDULE REMARKS

- PROVIDE PT-6A ACROSS ENTIRE WALL AS INDICATED AROUND NEW DOOR FRAME.
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DOOR SCHEDULE REMARKS

- CARD READER. SEE HARDWARE SPECIFICATIONS AND ELECTRICAL DRAWINGS.

PLAN GENERAL NOTES

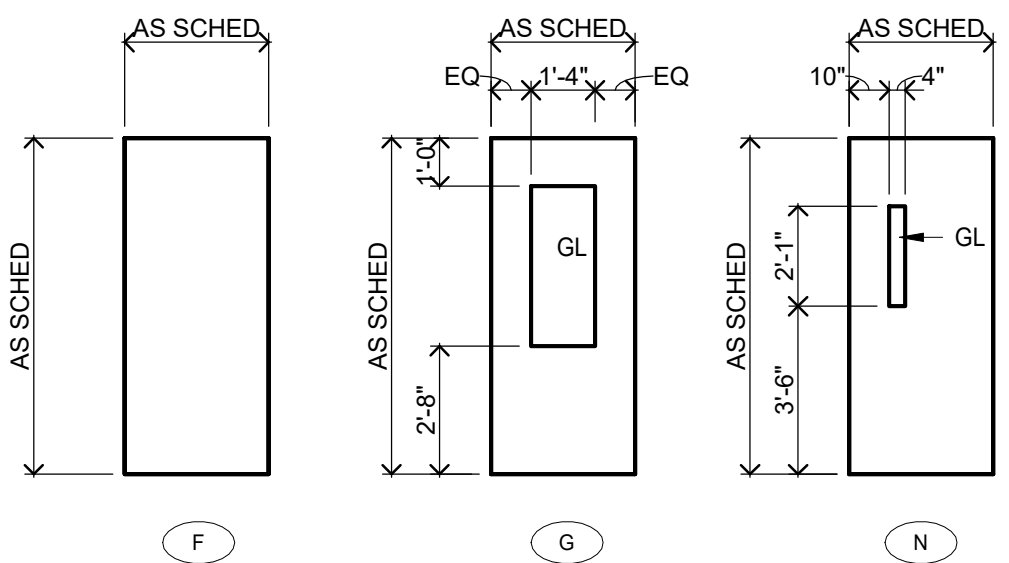
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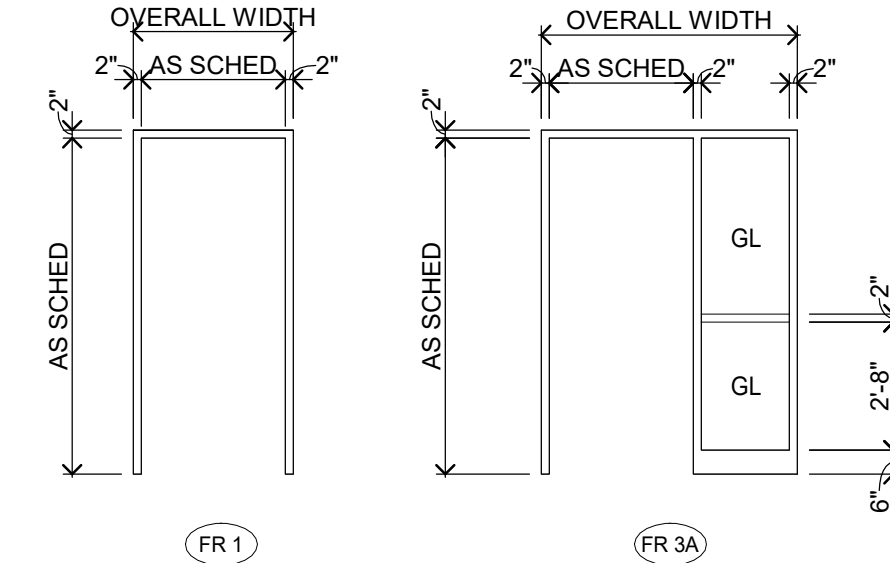
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- CORNERGUARD.
- MITER EXISTING WOOD TRIM AT 8'-0" AFF AND CONNECT SALVAGED TRIM AS INDICATED ON DETAILS.
- KEY CONTROL SYSTEM, COORDINATE WITH ELECTRICAL.
- MODIFY EXISTING HOLLOW METAL FRAME AS REQUIRED FOR NEW CARD READER AND ELECTRIC STRIKE. PROVIDE ALL NEW HARDWARE REQUIRED FOR NEW OPERATION. SEE ELEC.
- PATCH FLOOR TILE WITH SALVAGED TILE BASE AS REQUIRED AT NEW DOOR LOCATION.



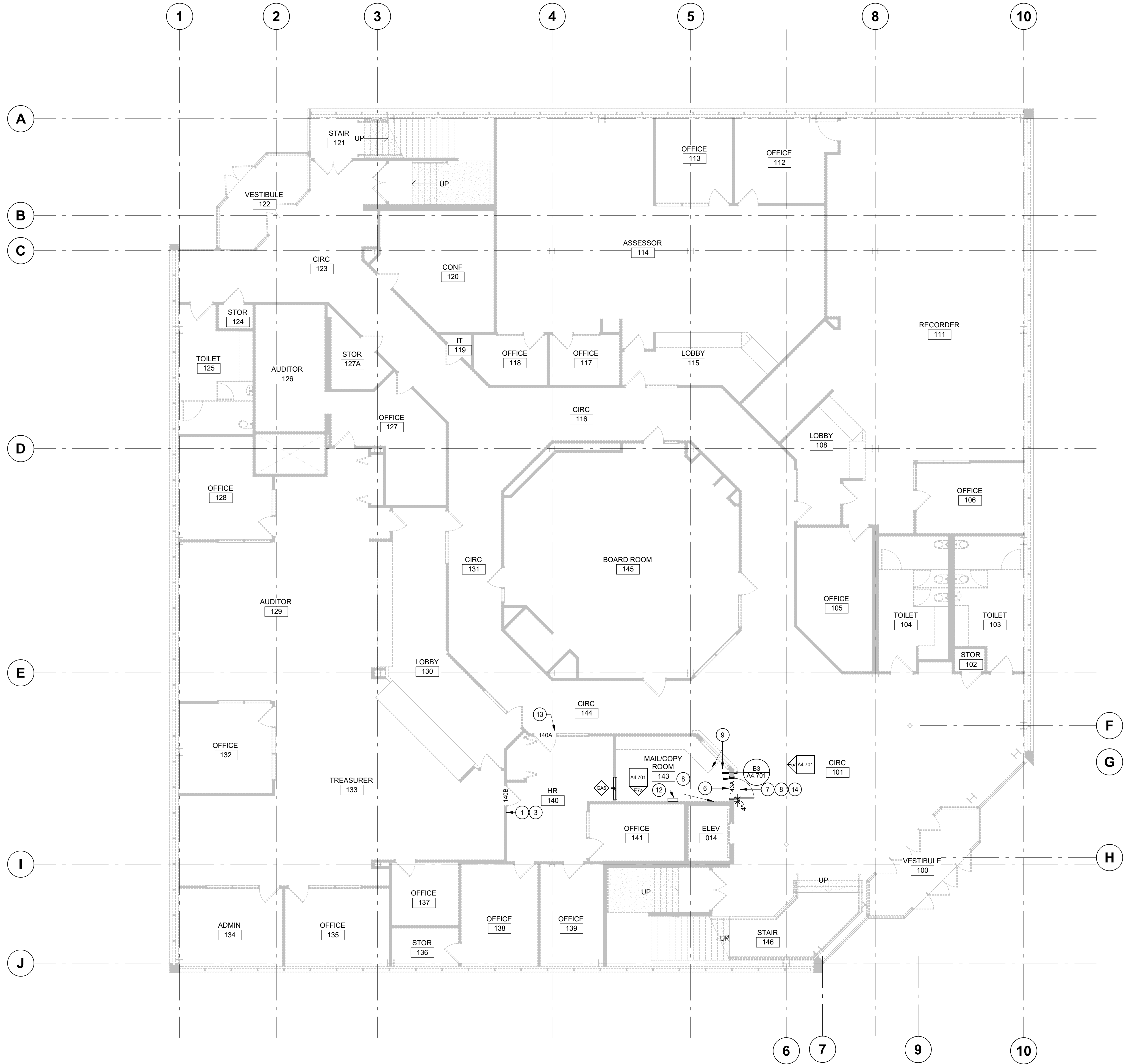
PHOTO OF EXISTING LOBBY RECEPTION DESK. FOR REFERENCE ONLY.



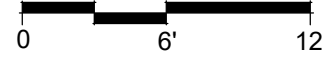
DOOR TYPES



FRAME TYPE



F4 MAIN LEVEL FLOOR PLAN  
1/8" = 1'-0"



PHASE 1 LOWER LEVEL RENOVATION

630 FLORENCE AVENUE  
OWATONNA, MN 55060

STEELE COUNTY  
630 FLORENCE AVENUE  
OWATONNA, MN 55060



WOLD ARCHITECTS  
AND ENGINEERS  
332 Minnesota Street, Suite W2000  
Saint Paul, MN 55101

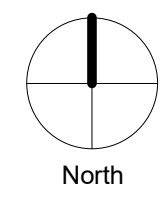
woldac.com | 651.227.7773

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed ARCHITECT under the laws of the State of MINNESOTA

JOHN MCNAMARA  
License Number: 24281 Date: 02/13/2023

| Description | Revisions | Num |
|-------------|-----------|-----|
|             | Date      |     |
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Comm: 222162  
Date: 02/13/2023  
Drawn: JM  
Check: JW



MAIN LEVEL FLOOR PLAN, OPENING TYPES

Scale: As indicated

A2.00b





1 View 1a - Planning and Zoning  
NOT TO SCALE



**1 View 2a - Veteran's Services**

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1

View 3a - GIS





## Steele County Agenda Item

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**Subject:** Fleet Vehicle/Mileage Reimbursement Policy Review

**Department:** Administrator's Office

**Committee Meeting Date:** N/A

**Work Session Date:** February 28, 2023

### **Informational:**

**Steele County Vehicle Policy:** This policy establishes the requirements associated with employees driving vehicles as part of performing duties for Steele County.

**Vehicle Procedure Manual:** The intent of this procedure manual is to assist County Employees through the expectations and procedures when traveling via motor vehicle while on Steele County business.

### **Background (*Including Budget Impact*):**

The County Board made a commitment to modernize the Steele County fleet vehicle system in 2018 which led to the current leasing system through Enterprise. With the investment of the vehicles, Steele County needs to develop a system/policy to use them to their full extent. The vehicle policy and procedure manual will build the infrastructure to make this utilization possible. The attachment documents were drafted before the investment in the Agile Fleet system last year, so they are very preliminary. The Agile Fleet system will help to optimize our fleet vehicle usage through managing scheduling and access to the vehicles; it is expected to be ready for operation in the April-May timeframe.

### **Attachments:**

Steele County Vehicle Policy

Vehicle Procedure Manual

## **Steele County Vehicle Policy**

### **Draft**

**Purpose of policy:** A Steele County employee may be required to drive a vehicle as a part of performing duties for Steele County. This policy establishes the requirements associated with such activity.

**Vehicle Use:** Employees are to use a County Fleet vehicle when traveling on Steele County business whenever a fleet vehicle is available unless prior authorization by a supervisor or department head has been given.

**Driver's License and Insurance:** Employees who drive a county vehicle must have a valid driver's license with appropriate classification. Employees who drive their personal vehicle while performing duties for Steele County are required to have a valid driver's license of appropriate classification and to carry sufficient personal vehicle insurance required by law. Employees may be required to submit a copy of their driver's license and/or personal vehicle insurance card to Steele County upon request. Employees who drive a county or personal vehicle without a valid driver's license of appropriate classification or a personal vehicle without proper vehicle insurance are subject to disciplinary action up to and including termination.

**Traffic Laws:** When an employee drives a county or personal vehicle while performing duties for Steele County they shall obey all traffic laws regarding operation of a motor vehicle including speed limits, use of seat belts, portable devices (including prohibitions on texting) and driving under the influence. Employees are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle, this also includes lockouts and lost keys.

#### **Use of Steele County Vehicles:**

1. **Purpose:** Steele County vehicles are made available to employees to provide a safe and cost-effective means of transportation while performing duties for Steele County.
2. **Carpooling:** Carpooling is encouraged when practical.
3. **Passengers:** Passengers not associated with Steele County business are not allowed in Steele County vehicles
4. **Transportation of clients:** Employees are to use Steele County vehicles for transportation of clients.
5. **Incidental personal use:** Steele County vehicles shall not be used by an employee for personal use other than for very incidental use such as stopping for a meal while conducting Steele County business.
6. **Parking at Steele County sites:** When returning to the work site where the vehicle is stored, the employee shall park in the designated parking area.
7. **Fueling requirement:** An employee shall return Steele County vehicles to the parking area with at least  $\frac{3}{4}$ -full gas tank. *See Steele County Vehicle Fueling procedure.*

8. **Tidiness:** Each employee using a Steele County vehicle is responsible for keeping the interior of the vehicle in a neat condition including removing trash from the vehicle upon its return.
9. **Keys:** Return all keys to their appropriate location.
10. **Reserving / Priority access:** Generally, Steele County vehicles are available on a first-come, first-reserved basis. *See the Steele County Vehicle Reservation Procedure.*
11. **Tobacco/Vaping:** Tobacco use of any kind and vaping is prohibited at all times in any Steele County vehicle.

**Personal Vehicle Use:**

1. Steele County will reimburse employees for mileage when a personal automobile is used when a fleet vehicle is not available, or the use of a personal automobile has been authorized by a supervisor or Department Head.
2. Steele County utilizes two reimbursement rates:
  - a. County Board approved rate
  - b. Modified rate as defined in the Vehicle Procedure Manual.
3. Calculating mileage reimbursent shall follow IRS Reg. § 1.262-1(b) (5). *See Vehicle Procedure Manual for details.*

**Steele County Vehicle Maintenance and Repair:**

1. **Scheduling of maintenance and repair:** The Facilities and Fleet Director is responsible for scheduling routine maintenance and repairs for the Steele County vehicles.
2. **Non-urgent maintenance and repair:** If an employee notices the need for a Steele County vehicle to be repaired or maintenance done, such as a chip in the windshield or paint that does not impact their ability to complete a trip, the employee shall report the information to the Facilities and Fleet Director when the vehicle is returned.
3. **Urgent repair:**
  - a. After hours or during travels if an employee needs assistance with a county vehicle, such as a flat tire or engine stalling, they are to contact Roadside Assistance. Information is located in each car.
  - b. During business hours if an employee notices a repair that must be done to begin travel, such as a flat tire, the employee shall report the information to the Fleet Director. The Fleet Director will work with the employee to determine a course of action. If the employee is unable to reach the Fleet Director, the employee shall contact Administration for further instruction.

**Auto Accident / Theft Reporting:** An employee's safety is the first and most important priority. In the event of an **auto accident** while performing Steele County duties, an employee shall:

1. Take immediate steps to prevent further accidents.
2. Call 9-1-1.
3. Do NOT admit fault or make statements about the accident to anyone except law enforcement.
4. Obtain the following information:

- a. Name and contact information of each driver, passenger, and witness.
  - b. Driver's license numbers for all drivers involved.
  - c. Name of insurance company, policy number and license plate number for each vehicle involved.
5. Write down other pertinent information including date, time, specific location, weather conditions and verbal statements made by other parties involved.
6. Provide your name, MCIT insurance policy information or personal insurance policy information and Steele County's contact information to the other driver(s.)

Report the accident as follows:

1. To the employee's supervisor as soon as possible. The employee's supervisor shall report the accident to the Emergency & Risk Management Director, (Facilities and Fleet Director, if unavailable) if there is damage to a Steele County vehicle, unless the employee indicates they are able and willing to report the incident directly.
2. To the Human Resources Department within 24 hours if the accident involves injury or suspected injury to a Steele County employee.
3. Upon return to the office, the employee shall complete and submit the MCIT Accident Report form to the Risk Management Director and if applicable the First-Report-of-Injury form to Human Resources.

In case of **theft** of county equipment/property while performing County duties, an employee shall:

1. Contact law enforcement.
2. Provide a statement to authorities and obtain the police report or report number.
3. Upon return to the office, complete MCIT Incident Report Form.

Steele County or MCIT will not cover physical damage, loss to personal vehicles or theft of personal property. The employee must file the claim with their personal insurance company.

#### **Additional information found in the Vehicle Procedure Manual**

- Commercial Driver's License (CDL) Requirements
- Notification of convictions for driver violations
- Mileage Rate Reimbursement
- Calculating Mileage for Reimbursement

#### **Additional Procedures**

- Vehicle Reservation Procedure
- Vehicle Fueling Procedure

#### **Forms**

- Driver's License / Insurance Verification
- Mileage Expense Report
- MCIT Accident / Theft Report Form
- First-Report-of-Injury Form

**Legal references and authority.** MN Statutes, §§ 471.346, 471.666.



**Vehicle Procedure Manual  
Steele County, Minnesota  
Draft**

**Purpose of Vehicle Procedure Manual:** The intent of this procedure manual is to assist County Employees through the expectations and procedures when traveling via motor vehicle while on Steele County business.

**General County Fleet Vehicle Information**

County Fleet vehicles are marked with "Steele County" (by Statute) and have an identifying number on each car which coincides with the car reservation number and appropriate keys.

**Vehicle Use:** Steele County vehicles are made available to employees to provide a safe and cost-effective means of transportation while performing duties for Steele County. Employees are to use a County Fleet vehicle when traveling on Steele County business whenever a fleet vehicle is available unless prior authorization by a supervisor or department head has been given.

- **Carpooling:** Carpooling is encouraged when practical.
- **Passengers:** Passengers not associated with Steele County business are not allowed in Steele County vehicles.
- **Transportation of clients:** Employees are to use Steele County vehicles for transportation of clients.
- **Incidental personal use:** Steele County vehicles shall not be used by an employee for personal use other than for very incidental use such as stopping for a meal while conducting Steele County business.
- **Tobacco/Vaping:** Tobacco use of any kind and vaping is prohibited at all times in any Steele County vehicle.
- **Other:** County Fleet vehicles shall not be used for any illegal purpose, carrying or transporting firearms (unless a required function of their job), alcohol, drugs, or any other non-prescribed controlled substances, towing or pushing anything or operating in any race, test, or contest.

**Drivers**

Authorized drivers are County Employees. They are considered to be on county business while driving a County Fleet vehicle or transporting clients regardless of whether they are on county paid time or not.

**Driver's License**

It is the responsibility of the employees who drives, whether it's a personal or a Steele County vehicle, while performing duties for Steele County, to verify their driver's license is valid and of appropriate classification. Employees may be required to submit a copy of their driver's license to Steele County upon request. Employees who drive a Steele County Vehicle without a valid driver's license of appropriate classification are subject to disciplinary action up to and including discharge.

**Insurance**

County Fleet Vehicles have insurance coverage through Minnesota Counties Insurance Trust (MCIT). All insurance information is located in the dash (glove) compartment of the County Fleet vehicle. Employees who drive their personal vehicle while performing county business are required to carry sufficient personal vehicle insurance required by law on that vehicle and may be required at any time, to provide proof of vehicle insurance. Employees who drive their personal vehicle without or insufficient personal vehicle insurance are subject to disciplinary action up to and including discharge.

**Traffic Laws/Tickets/Violations/Citations/Fines/Lockouts:**

When an employee drives a county or personal vehicle while performing duties for Steele County they shall obey all traffic laws regarding operation of a motor vehicle. Employees are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle, this also includes expenses due to lockouts and lost keys.

When driving a County Fleet vehicle, all violations, tickets, citations and/or fines must be verbally reported to the employee's immediate supervisor upon the employee's return to work, or no later than the next business day. It will be the supervisor's responsibility to notify the Emergency & Risk Management Director upon receiving such report.

**Driving Offense**

Employees who have an alcohol/drug related driving offense while driving a County Fleet vehicle may be subject to disciplinary action up to and including discharge. An alcohol related driving offense is defined in Minnesota Statutes. Any driving offense must be verbally reported to the employee's supervisor no later than the next business day. It will be the supervisor's responsibility to notify the Emergency & Risk Management Director upon receiving such report.

**Loss of Driving Privileges**

All employees who are in a job classification that requires the operation of a motor vehicle must notify their supervisor of any loss of driving privileges. Failure to notify a supervisor may result in disciplinary action up to and including discharge.

Immediately following the loss of driving privileges, the employee will be afforded a grace period. The duration of the grace period shall be thirty (30) working days or until such time that the court determines guilt of driving violations, whichever date is sooner.

During the grace period, operation of a motor vehicle is prohibited unless an appropriate temporary driver's license has been issued by the State. The Department Head along with Human Resources, will consider the employee's ability to continue to perform their normal assigned duties:

- Probationary vs. Permanent employee
- Does the employee's position require driving, and if so, is it a substantial part of the job duties?
- Previous driving violations and disciplinary incidents
- Employee's attitude and willingness to cooperate during the investigation

Following the grace period or court conviction, whichever date is later, the employees shall be notified as to their status of employment with the department.

For any employee who is required to hold a driver's license and a substantial part of his/her job duties, as determined by the department head, requires driving, any suspension of driving privileges in excess of ninety (90) days will normally result in an employee being discharged for just cause.

**Accident/Theft reporting:** An employee's safety is the first and most important priority. In the event of an auto accident while performing Steele County duties, an employee shall:

1. Take immediate steps to prevent further accidents.
2. Call 9-1-1
3. Do NOT admit fault or make statements about the accident to anyone except law enforcement.
4. Obtain the following information:
  - a. Name and contact information of each driver, passenger, and witness.
  - b. Driver's license numbers for all drivers involved.
  - c. Name of insurance company, policy number and license plate number for each vehicle involved.
5. Write down other pertinent information including date, time, specific location, weather conditions and verbal statements made by other parties involved.

6. Provide your name, MCIT insurance policy information or personal insurance policy information and Steele County's contact information to the other driver(s.)

Report the accident/incident as follows:

1. To the employee's supervisor as soon as possible. The employee's supervisor shall report the accident to the Emergency & Risk Management Director, (Facilities and Fleet Director, if unavailable) if there is damage to a Steele County vehicle, unless the employee indicates they are able and willing to report the incident directly.
2. To the Human Resources Department within 24 hours if the accident involves injury or suspected injury to a Steele County employee.
3. Upon return to the office, the employee shall complete and submit the MCIT Accident Report form to the Risk Management Director and if applicable the First-Report-of-Injury form to Human Resources.

In case of theft of county equipment/property while performing County duties, an employee shall:

1. Contact law enforcement
2. Provide a statement to authorities and obtain the police report or report number.
3. Upon return to the office, the employee shall complete MCIT Incident Report Form.

Steele County or MCIT will not cover physical damage, loss to personal vehicles or theft of personal property. The employee must file the claim with their personal insurance company.

**Reserving / Priority access:** Generally, Steele County vehicles are available on a first-come, first-reserved basis. *See Vehicle Reservation procedure*

#### **Returning County Fleet Vehicles**

After each trip, County Fleet vehicles shall be:

1. **Fueled:** Fueling of the county vehicle shall be the assigned driver's responsibility. An employee shall return the vehicle with at least  $\frac{3}{4}$ -full gas tank. Fleet vehicles can be fueled at the Public Works Fuel Island (preferred) or by using a County Fleet card "WEX" assigned to each vehicle for use at public fueling stations. *See Fueling Instructions.*
2. **Clean:** The driver is responsible for keeping the interior of the vehicle in a neat and clean condition.
3. **Parked:** When returning to the work site where the vehicle is stored, the employee shall park in the designated parking area.
4. **Keys:** Return all keys to their appropriate location.

#### **Employees who take County Fleet vehicles to Own Residence**

1. Employees required to conduct work-related business away from their permanent workstation may take a County Fleet vehicle home for lunch break if such use will result in a time and/or expense savings to the county and is *subject to pre-approval from the employee's supervisor or department head.*
2. Any staff who are assigned a county-owned vehicle with which they drive to and from work will be subject to Internal Revenue Regulations requiring taxation of certain non-cash fringe benefits including "personal use" of an employer-provided vehicle. This does not include IRS qualified nonpersonal use vehicles such as squad cars or vehicles designed to carry cargo with a LGVW over 14,000 lbs (Pub. 15-B). The County will include employee's personal use of the vehicle in the gross pay recorded on the worker's W-2 form at the end of the year.

## **Steele County Fleet Vehicle Maintenance and Repair**

1. **Scheduling of maintenance and repair:** The Facilities and Fleet Director is responsible for scheduling routine maintenance and repairs for the Steele County vehicles.
2. **Non-urgent maintenance and repair:** If an employee notices the need for a Steele County vehicle to be repaired or maintenance done, such as a chip in the windshield or paint that does not impact their ability to complete a trip, the employee shall report the information to the Facilities and Fleet Director when the vehicle is returned via email giving the car # and description in the subject line of the email along with details of the issue in the body of the message when the vehicle is returned.
3. **Urgent repair:**
  1. After hours or during travels if an employee needs assistance with a county vehicle, such as a flat tire or engine stalling, they are to contact Roadside Assistance. Information is located in each car.
  2. During business hours if an employee notices a repair that must be done to begin travel, such as a flat tire, the employee shall report the information to the Fleet Director. The Fleet Director will work with the employee to determine a course of action. If the employee is unable to reach the Fleet Director, the employee shall contact Administration for further instruction.

## **Mileage Reimbursement**

Steele County will only reimburse employees for personal automobile use for official county business when a fleet vehicle is not available, or the use of a personal automobile has been properly authorized, reasonable and appropriately documented. Mileage shall be paid on the most reasonable direct route.

## **Mileage Reimbursement Rates**

- Employees are eligible for Reimbursement Rate 1: 100% if the County Board approved rate when:
  - A County Fleet vehicle is not available
  - The employee has pre-approval of their supervisor or department head. Some examples:
    - Employees who must use a personal vehicle to conduct authorized county business on the way to and from their work location upon approval by the department head.
    - In the event of an emergency or other time-sensitive situation, the department head may waive the requirement that an employee use a County Fleet vehicle for travel.
    - If an employee has reserved a County Fleet vehicle which has not been returned at the appointed time, and no other County Fleet vehicles are available.
- Employees are eligible for Reimbursement Rate 2: 50% of the County Board approved rate when:
  - Employees choose to use their own vehicle (approval by their supervisor/department head is still needed)

## **Eligibility for Mileage Reimbursement**

To be eligible for reimbursement, the driver must complete the Mileage Expense Report. Employees driving personal vehicles who fail to provide proof of insurance when requested, will not be eligible to use a personal vehicle for County business or receive mileage reimbursement until such proof of insurance has been provided.

## **Calculating Mileage Reimbursement**

Per IRS Reg. § 1.262-1(b) (5), business mileage does not include the cost of commuting to your place of employment. IRS Publication 463 provides the guidance for the County's mileage reimbursements.

- Reimbursable mileage includes only the travel an employee incurs above and beyond normal commuting mileage.
- You cannot be reimbursed for commuting expenses even if you work during the commuting trip, your normal workday is complete or driving to the office on the weekend.

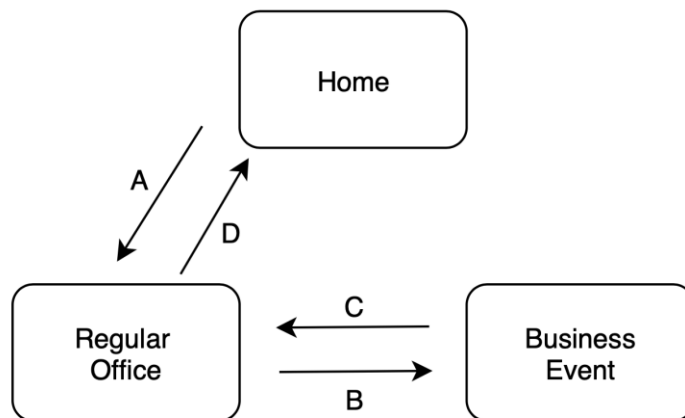


- Commuting mileage must be determined from an employee's home address to their regular office location. Employees can obtain the estimated miles from sites such as MapQuest, Google Maps, or Apple Maps.
- If your mileage calculation results in a negative amount, no mileage reimbursement can be claimed.
- Employees without a regular office or commuting location are eligible for reimbursement when visiting clients or performing work duties as indicated in Scenario 5.

## Scenarios

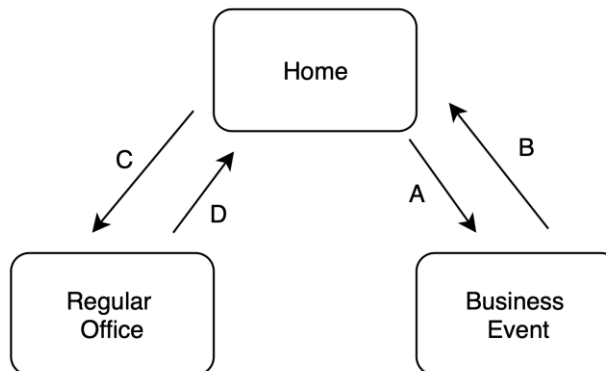
The scenarios below represent some of the most frequent mileage reimbursement seen within the County when using a personal vehicle. The normal work location, for employees assigned to multiple work locations, is the work location scheduled for the day on which the expense was incurred.

**Scenario 1** – Employee drives to work (A), leaves during the day to attend a business event (B) and returns to office (C) before going home (D), the mileage allowance is the actual number of miles traveled to the business event.



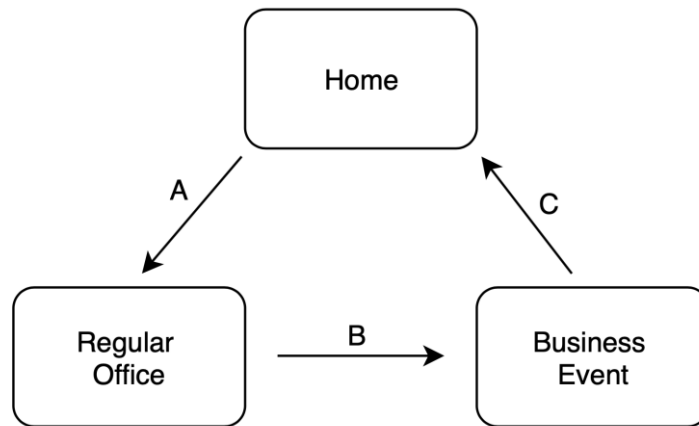
*Reimbursable mileage is total of B + C  
A & D are Commuting Mileage*

**Scenario 2** – Employee leaves straight from home to a business event (A) and returns home (B) after the event is completed, reimbursable mileage is the number of miles exceeding those which the employee normally would have driven from the residence to the normal work location, i.e. the normal commute mileage (C & D).



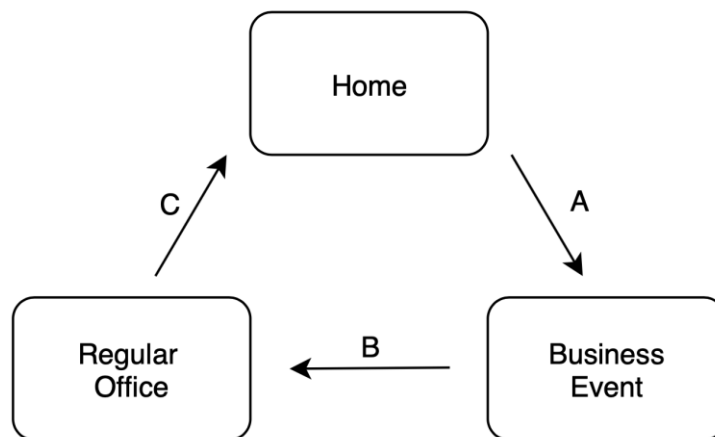
*Reimbursable mileage is total of (A + B) – (C + D)  
C & D are Commuting Mileage*

**Scenario 3** – Employee drives to work (A), leaves during the day to attend a business event (B), but heads straight home after event (C), reimbursable mileage is the number of miles in excess of those which the employee would have driven from the normal work location to the residence.



Reimbursable mileage is total of  $(B + C) - (A \times 2) = \text{Reimbursable Mileage}$

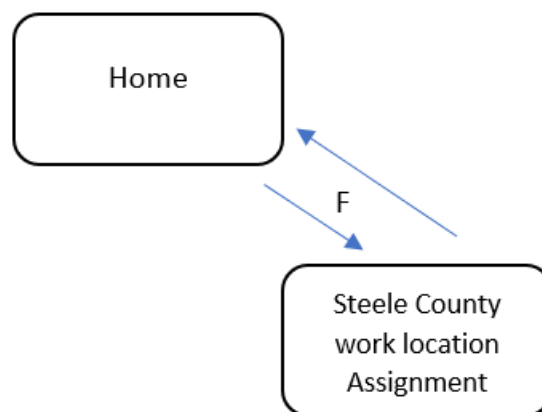
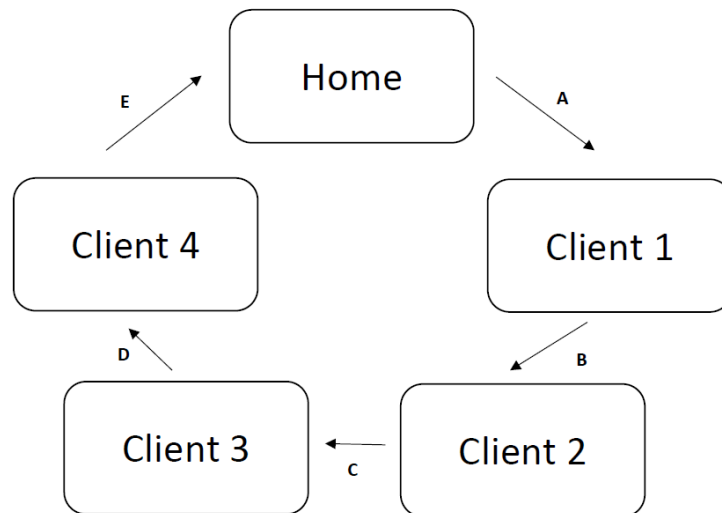
**Scenario 4** – Employee drives straight to a business event(A), returns to work after the event (B) to finish the workday, mileage in excess of normal commute mileage to and from the normal work location is reimbursable.



Reimbursable mileage is total of  $(A + B) - (C \times 2) = \text{Reimbursable Mileage}$

*C x 2 is considered Commuting Mileage*

**Scenario 5** – Individuals traveling to multiple work sites from the employee's residence (point A) to several work sites in succession (points B, C, D) with no permanent work location, and then returns directly to the employee's residence, the employee is paid mileage for the miles from point B to point D (the last work site before returning to the employee's residence). Under no circumstances may the mileage excluded for reimbursement be greater than normal miles traveled to and from the employee's residence and the County work location to which he/she is assigned.



Reimbursable mileage is total of (B + C + D) or Reimbursable mileage is total of (A + B + C + D + E) – (F x 2)

## Commercial Driver's License (CDL) Requirements

For all employees who are required to hold a CDL, employees are required to comply with DOT Regulations including 49 CFR Section 383.31 which states:

### **383.31 Notification of convictions for driver violations.**

Each person who operates a commercial motor vehicle, who has a commercial driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation) in a State or jurisdiction other than the one which issued his/her license, shall notify an official designated by the State or jurisdiction which issued such license, of such conviction. The notification must be made within 30 days after the date that person has been convicted.

Each person who operates a commercial motor vehicle, who has a commercial driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), **shall notify his/her current employer of such conviction.** The notification must be made within 30 days after the date that the person has been convicted. If the driver is not currently employed, he/she must notify the State of jurisdiction that issued the license according to 383.31 (a).

Notification. The notification to the State official and employer must be made in writing and contain the following information:

- (c) (1) Driver's full name;
- (c) (2) Driver's license number;
- (c) (3) Date of conviction;
- (c) (4) The specific criminal or other offense(s), serious traffic violation(s), and other violation(s) of State or local law relating to motor vehicle traffic control, for which the person was convicted and any suspension, revocation, or cancellation of certain driving privileges which resulted from such conviction(s);
- (c) (5) Indication whether the violation was in a commercial motor vehicle;
- (c) (6) Location of offense; and
- (c) (7) Driver's signature.

Failure to report pursuant to this regulation shall normally result in a written reprimand for the first offense. Additional failures to report will result in additional, more serious disciplinary action up to and including termination.

For the loss of a CDL, the same factors listed under Loss of Driving Privileges will be considered. Any employee who is required to hold a CDL, and a substantial part of his/her job duties, as determined by their department head, require driving a CMV (Commercial Motor Vehicle), any disqualification from driving a CMV in excess of ninety (90) days will normally result in an employee being discharged for just cause.

For any employee who is required to hold a CDL, and a substantial part of his/her job duties, as determined by their department head, requires driving a CMV, any subsequent disqualification from driving a CMV in excess of thirty (30) days within three (3) years of a previous disqualification of driving a CMV of thirty (30) days or more will normally result in an employee being discharged for just cause.

### **Definitions:**

"Alcohol related driving offense" is defined as any violation of M.S. Chapter 169A. (Driving While Impaired)

"On County Business" is defined as being on county paid time (other than paid leave time).

"Commute miles" are the distance you travel from your home to your usual workplace.

"Home" is considered your place of residency or your hotel