



## **Committee of the Whole Government Operations Agenda**

Tuesday, July 8, 2025  
Anoka County Government Center

1:00 PM

Conference Room 710  
2100 3<sup>rd</sup> Ave, Anoka, MN 55303

**Public comments:** Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

### **Facilities Management** – *Commissioner Jeppson*

1. Consider recommending the following Master Contracts for plumbing services for three-year terms and the option to renew for two additional one-year terms for a possible total of five years:
  - A. Contract #C0011625 with Corval Constructors Inc., 1633 Eustis St., St. Paul.
  - B. Contract #C0011634 with Egan, 7625 Boone Ave. North, Brooklyn Park.

**See attached** worksheet and bid tabulation.

### **Property Records & Taxation** – *Commissioner Schulte*

2. Consider approving the Joint Powers Agreement (Contract #C0011733) between Anoka County and St. Francis Independent School District #15 for Election Services with a term from August 1 through December 31, 2025 in the amount of \$6,000. **See attached** worksheet and contract.
3. Based on feedback and direction from the county board at the last Government Operations Committee meeting on June 10, 2025, discuss and consider recommending adoption of Resolution #2025-GO8, Reaffirming the Chief Officer of the Property Records and Taxation Division as Anoka County's Head Elections Official and Supporting the Use of Electronic Rosters in Anoka County Elections. **See attached** resolution.

### **Finance/Administration** – *Commissioner Jeppson*

4. Consider recommending approval of the updated Anoka County Travel, Training and General Reimbursement Policy for employees and elected officials. **See attached** worksheet and proposed policy.

### **Information**

5. Department Updates.



## ANOKA COUNTY

### GENERAL OPERATIONS COMMITTEE ACTION ITEM

July 8, 2025

FM&C

<b>ACTION REQUESTED</b>	<p>Consider recommending County Board approve the following master contracts for plumbing services:</p> <ul style="list-style-type: none"><li>• Contract # C0011625 with Corval Constructors INC, 1633 Eustis Street, St Paul, MN 55108</li><li>• Contract # C0011634 with Egan, 7625 Boone Ave North, Brooklyn Park, MN 55428</li></ul> <p>Proposal tab attached.</p>
<b>BACKGROUND</b>	<p>County master contracts expire 7/31/2025 for a variety of plumbing services:</p> <ul style="list-style-type: none"><li>• Repair plumbing equipment (all parts of the plumbing system / cut, thread, join, solder, and place fittings on pipes, etc).</li><li>• Installation and testing of plumbing systems (water, heating, gas, sewer, and air conditioning pipes and related fixtures).</li></ul> <p>These master contracts define a predictable hourly rate for plumber services.</p> <p>When the work is desired, the County will negotiate a Statement of Work for the actual work to be performed for each engagement, subject to the hourly rate, terms and conditions, and insurance requirements defined in the Master Contract.</p> <p>These contracts are for a three-year term, with the County having the option to renew the contract for two additional one-year terms, for a possible total of five years.</p>
<b>FUNDING</b>	Department Operating Budgets





# ANOKA COUNTY PROPERTY RECORDS & TAXATION

County Board Meeting Date: July 22, 2025

## PROPERTY RECORDS & TAXATION

<b>ACTION REQUESTED</b>	Approve Joint Powers Agreement for Election Services to be Provided by Anoka County for School District 15
<b>BACKGROUND</b>	<p>Attached is the joint powers agreement for election services to be provided by Anoka County for ISD 15 which is holding an election in 2025. Anoka County provides election services by contract for school districts in the county that schedule odd-year or special elections. This model of service delivery relieves school districts of the responsibility to dedicate and train professional staff to perform duties that happen every two years, and the revenue received by the county supplements the Elections budget, allowing for retention of trained professional election staff from year to year.</p> <p>General elections for all districts will take place on November 4, 2025. For this contract, a base service cost to be paid by the district to the county has been established and is listed below. The base cost for ISD 15 is \$2,000 per polling place. In addition to the base cost, each district receives an itemized billing of approved expenses (postage, printing, legal publication, precinct election worker salaries) post-election.</p> <p>The agreement with ISD 15 is for a term of five months.</p> <p><b>Jurisdiction:</b> Saint Francis ISD #15 <b>Contract #:</b> C0011733 <b>Term:</b> August 1, 2025 through December 31, 2025 <b>Amount:</b> \$6000</p>
<b>FUNDING SOURCE</b> (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)	This is a revenue source. For this contract, a base service cost to be paid by the school district to the county has been established and is listed above. The base cost for ISD 15 is \$2,000 per polling place. In addition to the base cost, each district receives an itemized billing of approved expenses (postage, printing, legal publication, precinct election worker salaries) post-election.
<b>CONCLUSION and/or RECOMMENDATION</b>	Approve the contracts
<b>SUBMITTED BY</b>	Tom Hunt, Elections Director, Anoka County Elections & Voter Registration

**Anoka County Contract No. C0011733**  
**JOINT POWERS AGREEMENT BETWEEN**  
**ANOKA COUNTY AND INDEPENDENT SCHOOL DISTRICT 15**  
**FOR ELECTION SERVICES**

This is a Joint Powers Agreement between the County of Anoka ("County") and Independent School District 15 ("School District") entered into pursuant to Minn. State. 471.59, for the provision of election services by Anoka County on behalf of the School District.

**I. DURATION OF CONTRACT**

This contract will be in effect for the period beginning on August 1, 2025 and ending on December 31, 2025 and will apply to any and all school district elections held during the duration of the contract.

**II. CONTRACT RENEWAL AND TERMINATION**

This contract may be renewed by written consent of the County and School District. This contract may be terminated with 30 days written notice by either party.

**III. COUNTY RESPONSIBILITIES**

Except as otherwise provided in this contract, the County will perform the statutory duties of School District Clerk, as related to the conduct of elections by performing the following service:

- A. Provide for retention of election records as required by statute;
- B. Recruit, train, and supervise staff to carry out the duties specified in this contract;
- C. Provide election-related information on the County web site;
- D. Perform post-election activities including preparation of notice of election, acceptance of office and oath of office; administer the oaths of office at a meeting of the school district board;
- E. Arrange for lease of voting equipment from other governmental units to be used at school district elections as necessary; negotiate lease agreements on behalf of the school district and forward to the school district for execution; ensure invoices are directed to the school district;
- F. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Anoka County precincts;
- G. Procure and administer agreements for programming, layout and printing of ballots for School District; ensure invoices are directed to the school district;
- H. Provide election forms, supplies, and other related materials for each polling place;
- I. Test ballot counters and ballot marking devices; conduct preliminary tests and public accuracy tests of voting systems utilized in the elections;
- J. Coordinate delivery of equipment and supplies to and from each polling place and in-person absentee voting location;
- K. Prepare and publish election notices; provide invoice to school district for publication costs;
- L. Mail to each household with a registered voter a notice as required by Minnesota Statutes §204B.16, subd. 1a; (polling places); provide invoice to school district for printing and mailing costs;
- M. Prepare and distribute statutorily required election notices for posting.
- N. Identify and arrange for the use of polling places for all school district elections; verify suitability and substantial compliance with federal and state accessibility requirements;
- O. Set pay rate for election judges;
- P. Recruit, hire, train, assign, and pay Election Judges;
- Q. Provide invoice to school district for reimbursement of Election Judges;

- R. Administer all provisions of MN Statute Chapter 204B related to absentee voting for all school district elections held under this contract;
- S. Provide voting stations for absentee voting;
- T. Compile and report election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- U. Conduct recounts for the School District offices and ballot questions.

#### **IV. SCHOOL DISTRICT RESPONSIBILITIES**

The School District will perform the following election-related responsibilities for all School District elections held during the duration of this contract:

- A. Designate a person who will be the principal contact for the County;
- B. Retain permanent archive of election results;
- C. Prepare maps of school district election districts and precinct boundaries and provide to the county in electronic format and printed copies as requested;
- D. Provide final approval for polling place locations;
- E. Perform duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- F. Administer campaign financial reporting activities;
- G. Provide proof of general liability and worker's compensation insurance (Hold Harmless Agreement) to polling place administrators as requested.
- H. Reimburse county for election judge payments;
- I. Approve roster of election judges and provide for appointment by the School Board;
- J. Execute equipment lease agreements;
- K. Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- L. Provide the title and text of School District questions to be placed on the ballot;
- M. Provide vehicles and personnel for delivery of equipment and supplies to each polling place as necessary or required;
- N. Prepare mailing lists and official notice to each property owner in the School District as required by Minnesota Statutes §126C.17, subdivision 9(b);
- O. Conduct official canvass of election results following each School District election.

#### **VI. INDEMNIFICATION**

Each Party agrees that it will be responsible for its own acts, including its agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and the results thereof.

#### **VII. LEGAL REPRESENTATION**

The Anoka County Attorney's office will advise and represent the County in all election-related matters, except that the School District Attorney and/or designee will advise and represent the School District.

#### **VIII. ELECTION COSTS AND PAYMENTS**

The base cost of election services provided by the County to the School District under this agreement, for regularly scheduled school district general elections (as defined in MN Statutes 200.02), including special elections held concurrently with regularly scheduled general elections shall be \$2000 per precinct plus an itemized billing for the cost of ballot printing, legal notice publication costs, cost of election judge salaries, and printing.

The County shall submit an invoice to the School District for 50% of the base cost of election services for each general or special election upon receipt of the Official Notification of Election as required by MN Statute 205A.07 Subd. 3. Invoices

for the balance of the base cost and the actual cost of other items and services covered by this contract shall be submitted to the School District no later than 60 days following each election.

In the event of early termination of this contract by the school district, Anoka County shall bill the school district and the school district shall be responsible for all costs incurred by the county under this agreement, up to and including the date notice of cancellation is received by the county.

**IX. INDEPENDENT CONTRACTOR**

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the School District for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the School District. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payment of federal income tax; FICA payments, and state income taxes are the responsibility of the County.

**X. DATA PRACTICES**

All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

**XI. ENTIRE AGREEMENT**

This contract shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

**COUNTY OF ANOKA**

**INDEPENDENT SCHOOL DISTRICT 15**

By: \_\_\_\_\_

By: \_\_\_\_\_

Mike Gamache, Chair  
County Board of Commissioners

Its: \_\_\_\_\_  
Independent School District 15

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

**APPROVED AS TO FORM**

By: \_\_\_\_\_

By: \_\_\_\_\_

County Attorney

School District Counsel

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

## **RESOLUTION #2025-GO8**

### **REAFFIRMING THE CHIEF OFFICER OF THE PROPERTY RECORDS AND TAXATION DIVISION AS ANOKA COUNTY'S HEAD ELECTIONS OFFICIAL AND SUPPORTING THE USE OF ELECTRONIC ROSTERS IN ANOKA COUNTY ELECTIONS**

WHEREAS, the Anoka County Board of Commissioners (the "County Board") has the authority to organize various county offices to promote efficiency in operations and to enhance service to the public pursuant to the laws of the state of Minnesota; and,

WHEREAS, the County Board, by Resolution #2012-38 assigned the duties and responsibilities of the Elections and Voter Registration functions to the Property Records and Taxation Division; and,

WHEREAS, the County Board has designated the Chief Officer (formerly known as the Division Manager) of Property Records and Taxation as the head elections official for all purposes within the meaning of Minnesota's election-related statutes; and,

WHEREAS, the County Board has appointed and delegated to the Chief Officer of Property Records and Taxation the election duties, powers and responsibilities of a county auditor for all federal, state, county, and local elections as appropriate, school board elections as appropriate, and judicial elections which are conducted within the county; and,

WHEREAS, the history of election-related duties assigned to the Chief Officer of Property Records and Taxation and its previous iterations can be found in Resolution #89-72 (changing the positions of County Auditor, County Recorder, and County Treasurer from elected to appointed under the authority of Minn. Stat. § 383E.03); #90-121 (creating the position of Division Manager of Property Records and Taxation and outlining its duties, including many previously assigned to the elected County Auditor and Treasurer); #93-56 (transferring duties of the County Recorder and Registrar of Titles to this division manager); #93-67 (reorganizing the Division of Property Records and Taxation to include duties of the County Recorder and various other duties); #2012-38 (assigning responsibilities for Elections, Vital Records and certain County Auditor duties to this division manager); and #2012-128 (designating the sitting Division Manager of Property Records and Taxation as the local Registrar of Vital Records); and,

WHEREAS, under Minnesota Statute § 201.225, Subd. 1, the head elections official for a county, municipality, or school district that uses electronic rosters in elections is empowered to designate whether some or all of the precincts located in a county must use electronic rosters; and,

WHEREAS, the head elections official in Anoka County for statewide primary and general elections is the Chief Officer of Property Records and Taxation; and,

WHEREAS, the County Board unanimously approved the initial purchase of the Elections Electronic Roster System on March 27, 2018, and began using electronic rosters in the 2018 state primary election and every statewide election since; and,

WHEREAS, Anoka County's head elections official has exercised judgment and discretion to designate that all precincts in Anoka County shall use electronic rosters in all statewide elections.

NOW, THEREFORE, BE IT RESOLVED that the County Board does hereby support and reaffirm the authority of the Chief Officer of Property Records and Taxation as Anoka County's head elections official to carry out the election duties, powers and responsibilities of a county auditor for all federal, state, county, and local elections as appropriate, school board elections as appropriate, and judicial elections that are conducted within the county.

BE IT FURTHER RESOLVED that the County Board affirms that the Chief Officer of Property Records and Taxation, as the head elections official in a statewide election, has the discretion and authority to designate that some or all of the county's precincts use electronic rosters.

BE IT FURTHER RESOLVED that the County Board recognizes that Anoka County's head elections official has designated that all precincts in Anoka County shall use electronic rosters for all statewide elections. The County Board supports and reaffirms the head elections official's judgment and discretion to designate the continued use of electronic rosters in all Anoka County precincts during statewide elections.



## ANOKA COUNTY BOARD

### ACTION ITEM

July 8, 2025

FINANCE

ACTION REQUESTED	Consider recommending the County Board Adopt the attached updated Anoka County Travel, Training, and General Reimbursement Policy for employees and elected officials.
BACKGROUND	Over the past few months, there has been a desire to update the travel, training, and general reimbursement policy for employees and elected officials to meet new approval guidance that is desired by staff and the County Board. The policy needed updating as provisions were outdated and did not follow the desired process that has been discussed. The attached policy is a complete re-write, which has removed references that were obsolete or deemed procedural instead of policy based.
RECOMMENDATIONS	Consider recommending the County Board Adopt the attached updated Anoka County Travel, Training, and General Reimbursement Policy for employees and elected officials.

### **Introduction and Purpose**

Except as modified by resolution, this policy shall apply to all employees and commissioners of Anoka County, including any commissioners- elect from the date their election or appointment is certified to the date they are sworn in. The elected offices of Sheriff and County Attorney are independently accountable to the electorate for expenditure of public funds within their approved budgets, those offices should follow practices generally consistent with this policy.

This Policy shall apply to all travel, training, and general reimbursement of expenses incurred by County employees; commissioners; and commissioners-elect, who are operating in an official capacity on behalf of the County. This policy provides a framework to guide circumstances for which travel, training, and general reimbursement will be authorized. It is the purpose of this policy statement to establish adequate internal controls to satisfy Internal Revenue Service (IRS) regulations, state laws, and to provide proper documentation for internal review and external audits.

County assigned purchasing cards are encouraged to be used for the payment of travel, training, and general reimbursement costs except for mileage, and meal expenses during overnight travel, in which case the appropriate per-diem allowance will be used. When a purchasing card is not available, employees and commissioners may submit itemized documentation for reimbursement. General reimbursements for food or meals purchased for celebrations or onsite meetings or training must meet the criteria within the Public Purpose Expenditure Policy to be allowed.

Quarterly, the County Administrator will provide the County Board with a summary report of all travel and training expenses incurred by employees and commissioners.

### **Authorizations**

Except as modified by resolution, employees and commissioners are required to submit documentation and appropriate receipts to their appropriate supervisor or designated authority for approval to be reimbursed.

#### **Training / Travel Authorization**

This authorization includes training costs and travel costs associated with training, as well as travel costs associated with out of state travel that is required as part of an employee's normal work assignments.

- All training and travel must be authorized by a department head and/ or division manager.
- All training and travel for commissioners must be authorized by the commissioner with the concurrence of the County Administrator and one designee on the County Board.
- All training and travel for senior leaders that report to the County Administrator or the Deputy County Administrator, must be authorized by the County Administrator or the Deputy County Administrator.
- Any training and travel costs must be within the current adopted or amended budget.

- The County Administrator's office must be notified of all out of state travel for any employees or commissioners.
- Any training and travel for the other elected offices that exceeds the annual approved budget for those offices must have approval of the County Administrator and the County Board Chairperson.
- Unless a different process is set forth in an agreement approved by the county board, any training and travel for the County Administrator must be authorized by the County Board Chairperson.

### General Reimbursement Authorization

This authorization includes costs incurred by employees or commissioners on behalf of the county related to official county business. Example of expenses include the reimbursement for clothing items or tools as allowed under county policy, department policy, or union agreements, general mileage reimbursement for travel (related to meetings or required in performing regular work duties), and special food or meals related to celebrations or onsite meetings or trainings (as allowed in accordance with the County's Public Purpose Expenditure Policy and documented below in the General Reimbursement of special food and meal purchases).

- All expenses must be authorized by a department head and / or division manager.
- All expenses related to commissioners must be authorized by the commissioner with the concurrence of the County Administrator and one designee on the County Board.
- All expenses reimbursed directly to senior leaders reporting to the County Administrator or the Deputy County Administrator, must be authorized by the County Administrator or the Deputy County Administrator.
- All expenses of the County Administrator must be authorized by the County Board Chairperson, their designee(s).

### County Reimbursement Criteria

Employees and commissioners are required to provide documentation and appropriate receipts to be reimbursed.

Expense reimbursement requests are required to be submitted within 60 days of being incurred to meet Internal Revenue Service (IRS) guidelines of being exempt from additional income considerations.

The County will reimburse employees and commissioners for costs incurred related to training, travel, and general reimbursements within the following criteria:

#### *Travel Expenses of Spouse or Other Members of Family*

If a spouse or family member accompanies an employee or commissioner on a county business trip, any expenses attributable to the spouse or family member are not reimbursable. Any expenses for transportation and lodging are reimbursable to the employee based on the single rate cost for the employee.

#### *Transportation*

Generally, travelers should choose the most efficient and economical method of transportation. Travel days should be as close to the training event start and end days as possible. Transportation costs include transportation to and from destination, to and from the airport, and the place of lodging or event. Travel

must be by the most direct or normally traveled route unless approved in advance by the traveler's supervisor. Travelers will be responsible for any additional costs exceeding the business purpose related expenses. In situations where a traveler would normally travel by air, but a traveler chooses to drive or use other forms of ground transportation instead, reimbursement will be the lower of the two options, driving or flying.

Air Travel - The County will reimburse for economy / coach air only. Business class, first class, or other upgrades are not reimbursable.

Personal Vehicle – when used for general mileage reimbursement or travel to training:

- Mileage reimbursement rate is set to coincide with the standard rate at the time of travel as set by the Internal Revenue Service (IRS), which is updated annually.
- Mileage reimbursement will be based on the most direct route from the point of departure to the point of reimbursement.
- For general mileage reimbursement, the initial commute mileage to the office is not an allowable reimbursement.

Car rental at travel destination – criteria for using a rental car should consider the following:

- Travelers should consider the use of public transportation or shuttles, then taxi or ride share before using the rental car option.
- No personal use of a rental car is reimbursable.
- The County's automobile insurance applies to rental vehicles when used for business purposes.
- Car rental insurance will not be reimbursable by the County. If car rental insurance is purchased, it would be at the traveler's personal expense.

Commercial ride-share/taxi/train/buss/shuttle -

- The costs for these are reimbursable to and from places of business, hotels, airports or railroad stations.

Parking

- Airport parking of a personal vehicle is reimbursable (during dates of the training attended)
- Parking at destination hotel and destination business site is reimbursable.
- Valet parking is not reimbursable.

### Lodging

Lodging accommodations should be appropriate to the purpose of the trip and are only allowable outside the seven-county metro area. Lodging costs will be reimbursed at the single occupancy rate for a standard room. Incidentals related to a lodging stay such as movies, health club, etc.... are not reimbursable.

## Meals

Meals are reimbursed based on the following criteria:

- Per diem and reimbursement are not allowed for travel that does not require overnight accommodations.
- Meals provided at a training or included with the event are allowable.
- Meals related to overnight travel are reimbursed using published federal per diem rates for meals and related incidental expenses instead of receipt-based reimbursement.
- Meals provided by a conference or training must be taken as a reduction from the standard per diem rates reimbursed.
- As per federal per diem rate guidelines, travel days will be reimbursed at a 75% per diem rate.
- The schedules can be found on the [www.gsa.gov](http://www.gsa.gov) website.

## General Reimbursement of special food and meal purchases

The following represent special food and meal purchases that are eligible for direct reimbursement when approved by the County Administrator, Sheriff, County Attorney or County Board Chair, and the request is required to be accompanied by proper receipt and documentation of the expense.

- For staff and volunteers while performing election duties on Election Day, during election recounts which are expected to exceed 4 hours and while performing election related duties where an unforeseen emergency or situation occurs which threatens the timely or accurate conduct of an election.
- For staff involved in the transport of those who are in-custody, incarcerated or otherwise under the control of County employees. This includes clients of Human Services staff.
- As a courtesy to the public, elected officials of other jurisdictions, business partners or others who may attend scheduled meetings of the County Board or its committees.
- For a breakfast, lunch or dinner meeting of the County Board, its committees, or any of its members, County Elected Officials, County Local Officials and attendant staff, when meetings must be scheduled over meal periods as a matter of practicality or to accommodate schedules and held on-site to the extent possible. The meal must be authorized by the County Board chair or County Administrator. The intent is to avoid meal periods for Committees of the County Board, except for Advisory Committees with citizen members.
- For County sponsored meetings, conferences or workshops where participants include County and non-County attendee, if the meeting continues through the meal period and doesn't break. A registration fee may or may not have been charged.
- When part of a structured agenda for a departmental meeting, conference, workshop or other meeting and the official or employee has been authorized to attend with other organizations. Meals are not authorized when the meeting breaks for lunch, only when presentations continue through the meal period and only for Anoka County employees.

- At meetings (such as division or department wide quarterly meetings, senior staff or management meetings, county-wide or division/department wide meetings for all managers, supervisors, etc.) when the refreshment and/or meals are necessary to sustain the flow of the meeting and to retain the attention of the attendees. The meeting cannot break for lunch.
- For law enforcement and other public safety personnel when approved by the County Administrator, Sheriff, County Attorney or County Board Chair, to ensure the delivery of quality emergency response or after-regular-hours service.
- For food and beverage purchase as part of a special county event, recognition, or emergency response event, see the Public Purpose of Expenditure Policy within the Financial policies.
- Client program expenses related to grants and client services that are allowed under grant regulations
- Alcoholic beverages and optional social events unrelated to county business are not qualified for reimbursement.

#### General Reimbursement for other costs

- General reimbursement for work equipment or supplies is available with proper receipt and documentation.
- The equipment or supplies must relate to work being performed and be part of a county policy, department policy, or union contract that allows for the equipment or item to be provided by the County to the employee or commissioner.
- Some examples include specific work-boots, uniforms or specific work clothes or personal equipment required in the performance of the employee's or commissioner's duties. The reimbursement may not exceed any cap on the item costs as outlined in the policies or union agreements.