

**LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
June 14, 2014**

1. **9:45am Agenda and Consent Agenda**
Kilkenny Parks Club Ride, Repair Request, June 3, 2014 Minutes and Summary
Minutes

2. **10:00am Board of Equalization and Appeal Meeting**

Le Sueur County, MN

Saturday, June 14, 2014

Board Meeting

Item 1

9:45am Agenda and Consent Agenda

Kilkenny Parks Club Ride, Repair Request, June 3, 2014 Minutes and Summary Minutes

Staff Contact:

Summary Minutes of Le Sueur County Board of Commissioners Meeting June 3, 2014

This is only a summary publication per MN Statutes 375.12 and 331A.01 sub. 10. The complete minutes are on file in the Le Sueur County Administrator's Office at 88 S Park Ave. Le Center, MN and are available at www.co.le-sueur.mn.us.

The Le Sueur County Board of Commissioners met in regular session on Tuesday, June 3, 2014 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlring, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

The Board approved the agenda for the business of the day. (Connolly-Wetzel)

The Board approved the consent agenda: (King-Gliszinski)

- Approved the Minutes and Summary Minutes from May 20, 2014.
- Approved the Ditch Repair Request for County Ditch #23
- Approved the Ditch Repair Request for County Ditch #40, Spur 6
- Approved the Ditch Repair Request for Le Sueur - Scott Joint Ditch #1
- Approved the Ditch Repair Request for County Ditch #63
- Approved an Application for Exempt Permit with no Waiting Period for Arnold S. Leonard Cancer Research Fund, Sept. 6, 2014 at Traxlers Hunting Preserve.
- Approved the May 2014 Transfers:
 - #1575 Transfer 7,877.64 from Revenue to Road and Bridge
 - #1576 Transfer 2,914.00 from Agency to Road and Bridge
 - #1577 Transfer 1,938.03 from Human Services to Revenue
 - #1578 Transfer 102.59 from Human Service to Revenue
- The Board accepted the resignation request from Melissa Tattersall, part time Jailer/Dispatcher in the Sheriff's Office, effective May 28, 2014. (Wetzel-King)
- The Board accepted the resignation request from Briana Hoisington, full time Administrative Assistant II in the County Attorney's Office, effective May 29, 2014. (Connolly-Gliszinski)
- The Board authorized the posting and advertisement for a full time Administrative Assistant II, in the County Attorney's Office, as a Grade 4, Step 1 at \$14.75 per hour. (King-Wetzel)
- The Board amended the Employee Leaves section of the Personnel Policy Manual. (Gliszinski-Connolly)
- The Board added the Background Check Policy to the Personnel Policy Manual. (King-Wetzel)
- The Board added the Nepotism Policy to the Personnel Policy Manual. (Gliszinski-Connolly)
- The Board amended the Overtime Pay provision in the Compensation section of the Personnel Policy Manual. (Wetzel-King)
- The Board amended the Exempt Employee provision in the Compensation section of the Personnel Policy Manual. (Connolly-Gliszinski)
- The Board added the Promotion Increase provision to the Compensation section of the Personnel Policy Manual. (King-Wetzel)
- The Board amended the Employee Leaves section of the Personnel Policy Manual. (King-Wetzel)
 - E-cigarettes were added to the Tobacco Free Workplace Policy.
- The Board authorized the addition of Investment Centers of America, Inc. to offer a 457b deferred compensation plan to Le Sueur County employees, and further resolved that the Board will at their June 24, 2104 Board meeting, set a cap on the number of 457b plans. (King-Wetzel)

- Ralph Johnson, county resident appeared before the Board to discuss the upgrade of County Road 104.
- Brett Mason, Chief Deputy Sheriff appeared before the Board with two grants for approval.
- The Board approved and authorized the Chair, County Sheriff and County Administrator to sign the 2014 Federal Boating Safety Patrol Supplemental Grant Agreement. (Connolly-Wetzel)
- The Board approved and authorized the Chair, County Sheriff and County Administrator to sign the 2014 State of MN Annual County Boat and Water Safety Grant. (Gliszinski-King)
- The Board approved the 2013 Annual Report for the Road and Bridge Department. (Wetzel-Connolly)
- The Board approved the Phase 1 Environmental Site Assessment Proposal for the property located to the south of the County Highway facility in Waterville. (Wetzel-Connolly)
- The Board authorized the purchase of equipment from IdentiSys for employee identification in the amount of \$ 10,030.44 (Connolly-Gliszinski)
- The Board approved the Application for County On-Sale Intoxicating Liquor License for Westwood Marina Bar and Grill, LLC. (Connolly-Gliszinski)
- Other items discussed included:
 - The draft 2015-2019 Capital Improvement Plan
 - The proposed reconstruction of Clear Lake Lane.
 - A letter from Rinke-Noonan on EPA Waters of the United States.
 - Commissioners Wetzel and King volunteered to meet with Waseca County on Vets Services.
- The following cases and claims were approved: Financial:\$15,427.45 Soc Serv:\$22,983.69 (Wetzel-King)
- The following claims were approved for payment: (Gliszinski-Connolly)

Warrant #	Vendor Name	Amount
31870	Anderson & Skubitz, PLLC	\$ 4,842.50
31872	Bolton & Menk Inc.	\$ 3,845.00
31884	Matejcek's Inc.	\$ 3,143.36
31892	Selly Excavating Inc.	\$ 4,037.00
26 Claims paid less than \$2,000.00:		\$ 11,424.68
4 Claims paid more than \$2,000.00:		\$ 15,867.86
30 Total all claims paid:		\$ 27,292.54

●On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Saturday June 14, 2014 at 9:00 am.

ATTEST:

_____ **Le Sueur County Administrator**

_____ **Le Sueur County Chairman**

Minutes of Le Sueur County Board of Commissioners Meeting June 3, 2014

The Le Sueur County Board of Commissioners met in regular session on Tuesday, June 3, 2014 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Steve Rohlfsing, Lance Wetzel, Dave Gliszinski, John King and Joe Connolly. Also present were Darrell Pettis and Brent Christian.

On motion by Connolly, seconded by Wetzel and unanimously approved, the Board approved the agenda for the business of the day.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the consent agenda:

- Approved the Minutes and Summary Minutes from May 20, 2014.
- Approved the Ditch Repair Request for County Ditch #23
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 - #1578 Transfer 102.59 from Human Service to Revenue

Cindy Westerhouse, Human Resources Director came before the Board with several items for discussion and approval.

On motion by Wetzel, seconded by King and unanimously approved, the Board accepted the resignation request from Melissa Tattersall, part time Jailer/Dispatcher in the Sheriff's Office, effective May 28, 2014.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board accepted the resignation request from Briana Hoisington, full time Administrative Assistant II in the County Attorney's Office, effective May 29, 2014.

On motion by King, seconded by Wetzel and unanimously approved, the Board authorized the posting and advertisement for a full time Administrative Assistant II, in the County Attorney's Office, as a Grade 4, Step 1 at \$14.75 per hour.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board amended the Employee Leaves section of the Personnel Policy Manual as follows:

Vacation Leave: The following schedule applies to all employees not specifically covered by a collective bargaining agreement.

Employees may carry over a maximum of thirty (30) days from one calendar year to the following year.

Employees who have accrued over the thirty (30) days (240 hours) of vacation time will have a one-time option at the end of the year to

- 1) convert the hours into cash and deposit the amount into their 457 deferred comp plan, or
- 2) donate the hours to the sick leave bank.

If the employee does not choose one of the two options, days earned in excess of this maximum shall be lost and there shall be no pay in lieu of vacation.

On motion by Wetzel, seconded by King and unanimously approved, the Board amended the Employment section of the Personnel Policy Manual as follows:

Part-Time Employee: An employee regularly scheduled to work less than the normal work hours established for a department and designated as part-time by the County. Regular part-time employees receive holiday, vacation and sick leave accruals on a prorated basis. All regular, part time employees who work thirty (30) hours or more per week are eligible for the flexible benefits plan of the County.

Reduced Hour Employee: An employee regularly scheduled to work less than thirty-nine and one-half hours (39.5) per week, but work thirty (30) hours or more per week. Reduced hour employees receive holiday, vacation and sick leave accruals on a pro-rated basis. All reduced hour employees are eligible for the flexible benefits plan of the County.

On motion by King, seconded by Wetzel and unanimously approved, the Board added the following Background Check Policy to the Personnel Policy Manual:

Background checks will include verification of past employment and education as well as contact with individuals listed as references by the applicant. An applicant's credit history will be checked where the position applied for involves the management of Le Sueur County funds or handling cash. A driver's license check will be conducted if operating a motor vehicle is an essential function of the position.

A criminal history check shall also be conducted. The following factors will be considered for those applicants with a criminal history in determining the applicant's eligibility for a position: the nature of the crime and its relationship to the position; the time since the conviction; the number of convictions (if more than one) and whether hiring the applicant would pose an unreasonable risk to the County.

An applicant must authorize the background check in writing. Failure to provide authorization shall constitute a refusal of the conditional job offer. All background checks shall be conducted in compliance with federal and state statutes. All background checks will be maintained by Human Resources according to state and federal laws.

On motion by Gliszinski, seconded by Connolly and unanimously approved, the Board added the following Nepotism Policy to the Personnel Policy Manual:

The County does not restrict the employment of relatives of County employees. However, relatives are prohibited from working in situations where one will exercise or directly influence the recruitment, employment, salary, fees, performance reviews or other employment actions of another relative.

Relatives for the purpose of this policy shall be defined as spouse, parents, children, siblings, grandparents, in-laws, aunts, uncles, nieces and nephews.

If two employees in the same department marry during their employment, one of them may be transferred to a similar position in another division or department.

On motion by Wetzel, seconded by King and unanimously approved, the Board amended the Overtime Pay provision in the Compensation section of the Personnel Policy Manual as follows:

Overtime Pay: It is recognized that in order to maintain basic services under unusual circumstances, emergencies, and peak workloads, employees may be required to work overtime.

Non-exempt employees will earn overtime at a rate of time and one-half the employee's regular hourly rate for all approved time over forty (40) hours per week. The Employer shall have the option of pay or time off.

Department heads are responsible for scheduling work in order to minimize the need for overtime. All comp time and overtime must be approved by the supervisor.

Employees may accumulate compensatory time to a maximum of forty (40) hours. Overtime earned when there are forty (40) hours in the compensatory time bank shall be paid.

On motion by Connolly, seconded by Gliszinski and unanimously approved, the Board amended the Exempt Employee provision in the Compensation section of the Personnel Policy Manual as follows:

Exempt Employees: The Fair Labor Standards Act exempt classifications whose duties are primarily Administrative, Executive, or Professional in nature from overtime requirements of the FLSA. Position classifications will be based on the FLSA requirements. Exempt status will be determined by the Employer based on FLSA requirements.

On motion by King, seconded by Wetzel and unanimously approved, the Board added the Promotion Increase provision to the Compensation section of the Personnel Policy Manual as follows:

Promotion Increase: An employee who is promoted shall have his/her salary raised to the

minimum rate of pay for the new classification. If the employee's salary before promotion is above the minimum step, the new salary shall be adjusted to the nearest higher step.

On motion by King, seconded by Wetzel and unanimously approved, the Board amended the Employee Leaves section of the Personnel Policy Manual as follows:

Sick Leave: Sick leave is accumulated at the rate of one (1) day for each calendar month of employment, up to one hundred (100) working days. After one hundred (100) days (800 hours) sick leave has been accumulated, the days earned in excess will be divided in half and distributed as follows, effective the last pay period of the year:

One-half of the excess amount will be placed in a sick leave bank. Banked sick leave may not be used until accumulated sick leave is exhausted. Hours in the sick leave bank will not be paid out in the Health Care Saving Plan or as severance.

The remaining one-half of the excess amount will be multiplied by the current hourly rate; the dollar amount will be placed in the MSRS Health Care Savings Plan.

If an employee becomes an elected official, severance payment (per written agreement between the County and the employee) will be paid out at the time the elected official takes office.

E-cigarettes were added to the Tobacco Free Workplace Policy

Ms. Westerhouse informed the Board of the change with Wenzel Financial Services, one of three financial consultants that offer a 457b deferred compensation plan to the employees. Ameritas Life Insurance Corporation, a mutual holding company, provide the administrative and fiduciary assistance for the retirement plan. Effective immediately, Ameritas will no longer accept new contracts, but will continue to support the employees who are currently enrolled. The Pacific Life Insurance Company will provide the service for Wenzel Financial.

On motion by King, seconded by Wetzel and unanimously approved, the Board authorized the addition of Investment Centers of America, Inc. to offer a 457b deferred compensation plan to Le Sueur County employees, and further resolved that the Board will at their June 24, 2104 Board meeting, set a cap on the number of 457b plans.

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On motion by Gliszinski, seconded by King and unanimously approved, the Board approved and authorized the Chair, County Sheriff and County Administrator to sign the 2014 State of Mn Annual County Boat and Water Safety Grant.

Darrell Pettis, Administrator / Engineer appeared before the Board.

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4 Claims paid more than \$2,000.00:
30 Total all claims paid:

\$ 15,867.86
\$ 27,292.54

On motion by Connolly, seconded by King and unanimously approved, the Board adjourned until Saturday June 14, 2014 at 9:00 am.

ATTEST:

Le Sueur County Administrator

Le Sueur County Chairman

June 14
MTC

REPAIR REQUEST

We, the undersigned land owners; do hereby request the Le Sueur County Board Of Commissioners to clean out and repair Le Sueur County Ditch # JDS located in Kikenny township(s).

Signed

Address & Phone No.

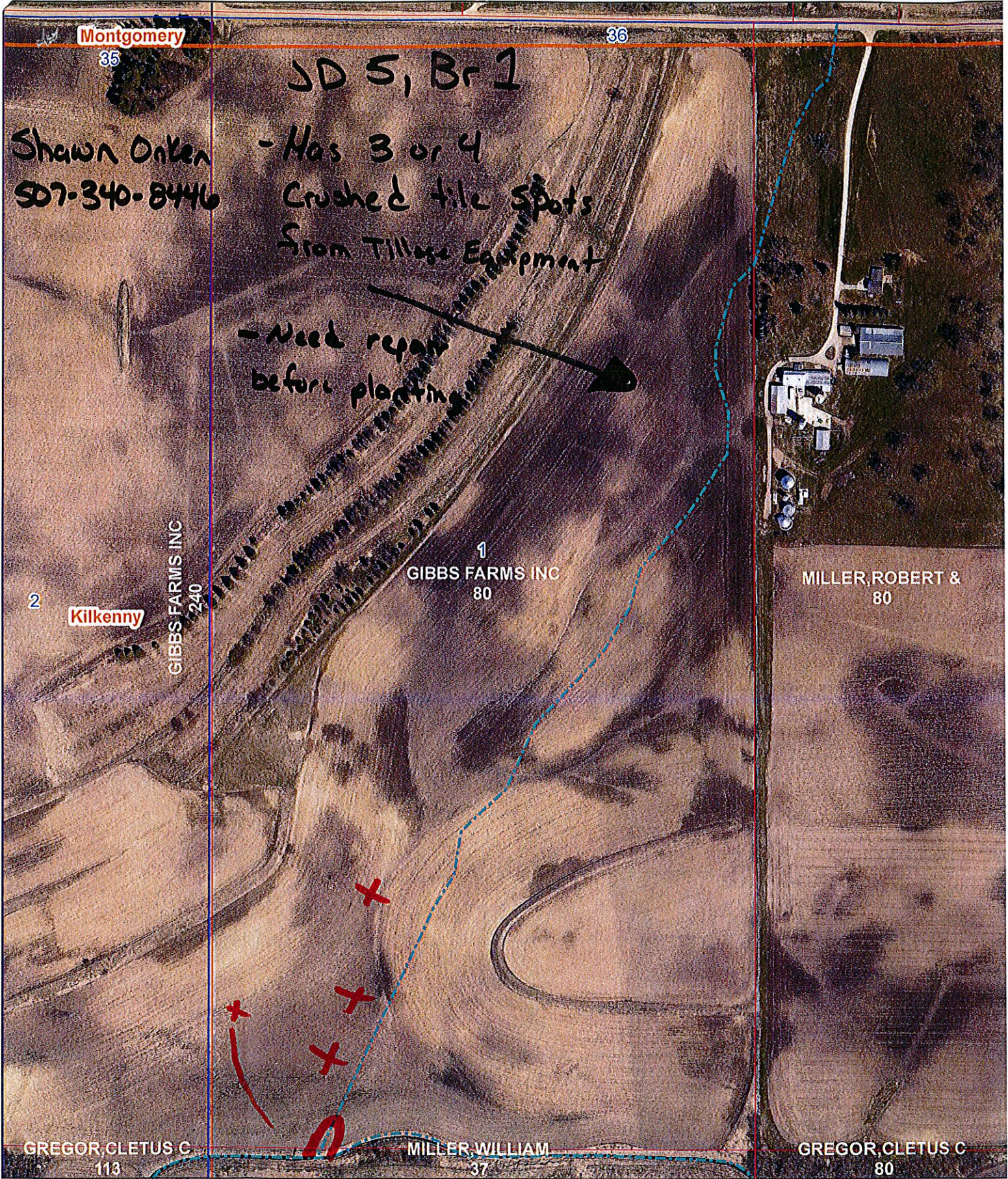
Shawn Onken
(Shawn Onken)

507 340 8446

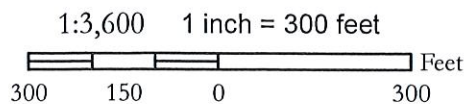
Date: 5/21/14

Description of problem: broken tile County ditch S

5/21/14 Needs to be repaired
Mill Smith



- Parcels
- Civil Townships
- Sections



Maps are for graphical purposes only. They do not represent a legal survey.



Le Sueur SWCD
181 W. Minnesota St
Le Center, MN 56057
(507) 357-4879 Ext. 3
Fax: (507) 357-4982

**LE SUEUR COUNTY BOARD OF COMMISSIONERS
MEETING AGENDA
COMMISSIONER'S ROOM, LE SUEUR COUNTY COURTHOUSE**

June 14, 2014

9:45am Agenda
 Consent Agenda
 Re: Approve the Minutes and Summary Minutes from June 3, 2014
 Re: Repair Request

10:00am Board of Appeal and Equalization

Future Meetings

June 10, 2014	No Meeting
June 12, 2014	Planning and Zoning Meeting – 7:00pm – Environmental
June 14, 2014	Board Meeting 9am
June 14, 2014	Saturday - Board of Appeal and Equalization Meeting –10:00am
June 17, 2014	Board Meeting, 9am
June 19, 2014	Board of Adjustment Meeting –7:00pm – Environmental Building
June 24, 2014	Board Meeting, 9am
June 24, 2014	Reconvene Board of Appeal and Equalization, 9:30am
July 1, 2014	Board Meeting 9am
July 8, 2014	Board Meeting 9am
July 15, 2014	Board Meeting 9am

Le Sueur County, MN

Saturday, June 14, 2014

Board Meeting

Item 2

10:00am Board of Equalization and Appeal Meeting

Staff Contact:

LE SUEUR COUNTY
BOARD OF APPEAL AND EQUALIZATION
COMMISSIONER'S ROOM, LE SUEUR COUNTY COURTHOUSE
MEETING AGENDA
JUNE 14, 2014
10:00 AM

Board of Appeal and Equalization

Finance Director Call Board to Order

Oath of the Board

Elect Chairman

Elect Vice-Chairman

Overview of process by Shayne Bender, County Assessor

Presentations by those in attendance

Recess Board of Equalization

June 24th 9:30 am Reconvene Board of Appeal and Equalization