

**Minutes of Le Sueur County Board of Commissioners Meeting
Tuesday, March 24, 2009**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, March 24, 2009 at 9:30 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Joe Connolly, John Grimm, Robert Culhane, William Stangler, and Joseph Doherty, Chairman. Also present were Brent Christian and Peggy Donovan.

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

On motion by Culhane, seconded by Grimm and unanimously approved, the Board approved the consent agenda:

- Approval of March 17, 2009 County Board Meeting Minutes

Kathy Brockway, Planning and Zoning Administrator appeared before the Board with the following action items:

On motion by Grimm, seconded by Culhane and unanimously approved via roll call vote 5-0, the Board granted a After-the-Fact Conditional Use Permit to JOHN TAPPER, ROSEMOUNT, MN (APPLICANT/OWNER); to allow a guesthouse in a Recreational Residential "RR" District on a Recreational Development "RD" lake, German Lake. Property is located at Lots 18 & 19, Stavenau's Beach, & part of Government Lots 1 & 2, Section 9, Elysian Township. This application is approved with the following conditions:

1. Cannot be utilized as a residence.
2. Cannot be utilized as rental property.

On motion by Culhane, seconded by Connolly and unanimously approved, the Board referred the application to operate an animal rescue facility back to the Planning and Zoning Commission for further clarification. This application for an After-the-Fact Conditional Use Permit was made by SOUTHERN MINNESOTA ANIMAL RESCUE TEAM INC. (S.M.A.R.T.), MONTGOMERY, MN (APPLICANT); MARK JINDRA, LE CENTER, MN, (OWNER) in an Agricultural "A" District . This property is located in the NE 1/4, Section 13, Lexington Township.

Jamie Swenson, representing I & S Group, updated the Board on the progress of the revision of the County's Zoning and Subdivision Ordinance. A workshop was scheduled for April 14, 2009 at 1:00 pm in the Commissioner's Room.

Cindy Westerhouse appeared before the Board with the following action items:

On motion by Stangler, seconded by Culhane and unanimously approved, the Board approved the following changes to the Le Sueur County Personnel Policy effective March 2009:

Mission Statement:

It is the mission of Le Sueur County to provide efficient, professional and courteous service to our citizens and colleagues alike.

Page 6: Deleted the following statement -

The Minnesota Department of Economic Security shall be notified of all job vacancies. This notification shall include the job title and a brief description of the duties involved, qualifications required, starting pay rate, and closing date for applications.

Page 7: Changed -

Pera: Employees can contact PERA as early as six months or at least 30 days prior to retirement. Public Employees Retirement Association of Minnesota has a satellite office located at 12 Civic Center, Mankato, MN 51645. The telephone number is 507-389-6899.

Page 8: Changed –

Work Week: A normal workweek shall consist of five (5) eight (8) hour days, comprising a forty (40) hour week. Delete remainder of sentence.

Added: Other schedules may be authorized by individual department heads or the County Commissioners.

Lunch Breaks: Department heads are responsible for scheduling lunch periods that do not interfere with work requirements. The normal lunch period is a half (1/2) hour long. It is not part of the compensated workday. Delete the one hour lunch period statement.

Office Hours:

Delete: The County Attorney's Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

Page 9: Added

Cell Phones: Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action per county policy.

Page 15: Changed –
setting forth

Page 15: Under Disciplinary Action – Suspensions
Changed from may be to **will** be given

Page 19: Added –

Computer Usage: Item 11 - diskettes, memory sticks and compact discs,

Delete - ~~outside~~

Page 19: Deleted –

Computer Usage: Individual departments may use, and keep on file, an Employee Agreement form for each employee who uses a computer. Individual departments can use Appendix A as an example for County use, or a similar form, if required.

Page 21: Changed -

Computer Usage: The Management Information Systems Department shall have the responsibility to insure the integrity of County data (an asset). Department heads and supervisors shall consult with the Management Information Systems Department to resolve and answer any questions about this Acceptable Use Policy or its interpretation. Violations of the policy which are not promptly remedied may result in the expulsion of the offending employee from County network services in addition to disciplinary action which, depending on the nature of the violation, could include termination. Final authority for this Acceptable Use Policy lies with the Le Sueur County Board of Commissioners.

Compensation:

Exclusions:

Add: or the employee has received prior approval from their supervisor.

Page 22: Changed –

Hire Date/Step Increase: Part-time employees receive step increase upon completion of 2,080 hours, and also upon satisfactory review by Department Head and/or Supervisor.

Page 22: Added –

Holidays: Christmas Eve Day – ½ day when it falls on a Monday - Thursday

Page 23: Changed –

Holidays: If an employee does not use their Floating Holidays by the end of the year, the hours cannot be carried over into the following year.

Add: There shall be no compensation for unused Floating Holidays.

Add: Regular part-time employees shall receive holiday pay on a pro-rated basis.

Page 24: Changed –

Vacation: The following notice should be given to the Department Head **and/or Supervisor** when vacation is requested:

Vacation Leaves: Full-time employees shall accrue vacation at the rate listed below based upon their year of service. Regular part-time employees and employees who work less than 80 hours in a pay period shall receive vacation accrual on a pro-rated basis.

Sick Leave: Regular part-time employees shall receive sick leave accrual on a prorated basis.

Deleted: Sick leave may be granted in not less than one (1) hour increments.

Page 25: Changed –
Military Leave: the 15-day period

Add: or any other reserve component of the military....

Jury Duty:

Change: Full-time employees will be compensated the difference between regular pay and that received for such jury duty changed to: A day of jury duty will be compensated as a regular day of work for full time regular employees.

Page 26: Added –
Unpaid Leave of Absence: If a holiday occurs during the time the employee is on an unpaid leave of absence, the employee is not eligible for the holiday pay.

Page 26: Added –

Unpaid Leave for Military Events:

An employee may take unpaid leave or time off of work to attend official military family functions or events involving the employee's parent, spouse or child that is a service member. Such events may include departure or return ceremonies, family training or readiness events sponsored or conducted by the military, events held as part of reintegration programs.

The employee is required to give reasonable notice when requesting time off for such military events and the employer must provide a reasonable amount of unpaid leave, not to exceed two consecutive days or six days in a calendar year. And, the employer may not require that the employee use accumulated vacation leave for these events.

The employee will not accrue any vacation and/or sick leave benefits during an unpaid leave of absence. If a holiday occurs during the time the employee is on an unpaid leave of absence, the employee is not eligible for the holiday pay. In the event the leave of absence is in excess of fourteen (14) calendar days, the employee will be required to make both the employer and the employee contributions to the health insurance plan to maintain insurance coverage during the period of the leave of absence.

Page 29: Added -

MILITARY FAMILY MEDICAL LEAVE POLICY

Eligible employees are entitled to take family medical leave due to exigencies related to active military service. The qualifying exigency leave provides 12 workweeks of leave during any 12-month period because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty. Examples of such leave would include:

1. Arranging for child care
2. See a child or spouse off or welcoming home ceremony
3. Attending pre-deployment meetings
4. Attending family support meetings
5. Attending reintegration briefings

A qualifying employee who is the spouse, son, daughter, parent or next of kin of a wounded service member (recovering from a serious illness or injury sustained in the line of duty on active duty) is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. The military caregiver is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Page 30: Deleted -

INSURANCE

...(insurance for yourself ~~and any dependents~~).

EXPENSES

Page 30-32: Rearranged order and changed –

REIMBURSED EXPENSES

Reimbursement for expenses incurred on official County business shall be made as follows:

Payment: Changed: Itemized, detailed receipts must be attached to the request forms for all expenses reimbursed.

Out-of-State Travel

Parking and Miscellaneous

Training and Seminars

Lodging: Delete: Receipts for lodging are required before such expenses are reimbursed.

Deleted from Reimbursed Expenses:

Meals: The meal reimbursement policy was reinstated as of November 1, 2006. The complete meal reimbursement policy is located on page 31 of the Personnel Manual Policy. No advance per diems will be allowed.

COUNTY VEHICLES

Added: Use of cell phones while driving county vehicles is strongly discouraged.

Le Sueur County Mileage Reimbursement Policy

Privately owned Automobile Reimbursement

Personal Automobile

Le Sueur County Meal Reimbursement Policy

Meals:

Lunch: deleted: and while county business is being conducted during the meal period.

Page 33: Changed -

MISCELLANEOUS

Employee Records: Each department head may maintain an employee service record for each employee.

Delete: He/she shall maintain a cumulative record of vacation time, overtime, and sick leave accumulation as well as all such time taken, including compensatory time.

Badges: Employee badges must be worn at all times and should be visible to the public/staff. County badges ~~should also~~ shall be turned in at the end of employment with Le Sueur County.

Yearly Review: All employees will receive an annual review from their department head or his/her supervisor.

On motion by Grimm, seconded by Culhane and unanimously approved, the following resolution was enacted:

**COUNTY BOARD RESOLUTION 2009-07
ELECTED OFFICIALS SALARY**

Whereas: The Le Sueur County Auditor has submitted a letter to the County Coordinator giving up his 2009 pay increase due to consequences of the stagnated economy;

Whereas: Ratwik, Roszak, & Maloney, P.A. has advised that a voluntary rejection of a pay increase by an elected official is permissible;

Whereas: The County Auditor has agreed, in writing to waive his Right Of Salary Appeal pursuant to Minnesota Statutes 384.151, Subd 7;

Therefore Be It Resolved: That the recompense for Ron Germscheid for calendar year 2009 be established at the 2008 pay rate of \$ 71,879.29.

On motion by Grimm, seconded by Culhane and unanimously approved, the following resolution was enacted:

**COUNTY BOARD RESOLUTION 2009-08
ELECTED OFFICIALS SALARY**

Whereas: The stagnating economy has driven the projected state deficit to 7 Billion Dollars;

Whereas: The County is getting calls for help from people who are now jobless or are losing their homes;

Whereas: We are all in this together, and this is a way I can sacrifice as well;

Whereas: Ratwik, Roszak, & Maloney, P.A. has advised that a voluntary rejection of a pay increase by an elected official is permissible;

Therefore Be It Resolved: I, John Grimm, Le Sueur County Commissioner, hereby request that my recompense for 2009 be reduced to the 2008 salary level of \$960.31 bi-weekly effective March 16, 2009.

On motion by Culhane, seconded by Grimm and unanimously approved, the following resolution was enacted:

**COUNTY BOARD RESOLUTION 2009-09
ELECTED OFFICIALS SALARY**

Whereas: The stagnating economy has driven the projected state deficit to 7

Billion Dollars;

Whereas: The County is getting calls for help from people who are now jobless or are losing their homes;

Whereas: We are all in this together, and this is a way I can sacrifice as well;

Whereas: Ratwik, Roszak, & Maloney, P.A. has advised that a voluntary rejection of a pay increase by an elected official is permissible;

Therefore Be It Resolved: I, Robert Culhane, Le Sueur County Commissioner, hereby request that my recompense for 2009 be reduced to the 2008 salary level of \$960.31 bi-weekly effective March 16, 2009.

On motion by Grimm, seconded by Stangler and unanimously approved, the Board hired Beth Hewitt, as a part time Family Home Visitor in the Public Health Department, at \$14.04 per hour effective March 23, 2009.

On motion by Connolly, seconded by Grimm and unanimously approved, the Board accepted the resignation of Joan Binder, Social Worker in the Human Services Department, effective March 19, 2009.

On motion by Culhane, seconded by Stangler and unanimously approved, the Board hired Salli Derner as a temporary Office Assistant in the Veteran's Service Office at \$10.00 per hour effective April 13, 2009.

Jeff Neisen, MIS Technician, appeared before the Board to discuss the budgeted purchase of updated switches county wide and cabling in the Highway. On consensus motion, the Board approved the budgeted purchases of ProCurve Switches from GovConnection at a cost of \$26,818.83, with an estimated trade in from HP at \$3934.80 for a net cost of \$22,884.03. The data cabling was also approved to be purchased from Global Communications at a cost of \$1425.00 for labor and materials.

Dave Gliszinski, County Sheriff, appeared before the Board to receive approval to apply for the COPS Grant to hire a new officer for three years that is funded 100%. On motion by Grimm, seconded by Connolly and unanimously approved, the Board gave permission for the Sheriff to apply for the COPS Grant.

On motion by Culhane, seconded by Grimm and unanimously approved, the Board authorized the disbursement of the 2009 appropriations with the Aging Services for Communities receiving half of their budgeted amount at this time. The Board instructed the County Coordinator to enclose a letter with each check informing their recipients that future appropriations will be affected by the difficult economic times and to expect some type of decrease in funding in the year 2010.

Peggy Donovan, County Coordinator, presented two quotes for the County's Long Distance phone service due to the increase in rates from their current carrier:

	<u>Telrite Corporation</u>	<u>Frontier Communication</u>
In State	.2030 per minute	.0950 per minute
Out State	.0570 per minute	.0650 per minute

Both companies offer month to month contracts and the County's expends the most dollars on in state calls. On motion by Grimm, seconded by Culhane and unanimously approved, the Board approved the contract with Frontier Communication for our long distance phone service effective as soon as all paperwork is signed and equipment is switched.

On motion by Connolly, seconded by Culhane and approved, the Board adjourned until Tuesday, April 14, 2009 at 9:30 am.

At 11:00 am the County Board convened a work session with Soil and Water Conservation District Board Members-Glendon Braun, Jon Schabert and Alvin Dietz along with Soil and Water Conservation District Employees-Sue Prchal, Roger Ruhland and Gene Krautkramer.

ATTEST: _____
Le Sueur County Coordinator **Le Sueur County Chairman**