

Le Sueur County
Board of Commissioners

Meeting Agenda

County Board Room

Le Sueur County Courthouse

February 25, 2020 at 9:00 A.M.

1. 9:00 A.M. Call The Le Sueur County Board Of Commissioners Meeting To Order
2. Pledge Of Allegiance
3. Agenda Review And Approval
4. Consent Agenda Review And Approval

1. February 18, 2020 Board Minutes and Summary Minutes

Documents:

[FEBRUARY 18, 2020 BOARD MINUTES.PDF](#)
[FEBRUARY 18, 2020 BOARD SUMMARY MINUTES.PDF](#)

5. 9:02 A.M. Public Open Forum
Note: This opportunity is reserved for private citizens only - not employees, unions or other organized groups funded by or associated with Le Sueur County. There is a three minute time limit per person to discuss topics that are not already on the meeting agenda for the day. The Board will not take action at the time of the presentation, but will direct County staff to respond appropriately to issues raised by citizens.
6. 9:10 A.M. Joshua Mankowski, P&Z Administrator (10 Min)
 1. Planning Commission RFA
 2. Zoning Permits for Campground Decks

Documents:

[02-25-20 RFA.PDF](#)
[02-13-20 DRAFT MINUTES.PDF](#)

7. 9:20 A.M. Kristi Pursell, Executive Director Cannon River Watershed Partnership (20 Min)
8. 9:40 A.M. Tyler Luethje, Parks Director (10 Min)
 1. 2019 Parks Review
9. 9:50 A.M. Cindy Westerhouse, HR Director (5 Min)
 1. February 25, 2020 HR Agenda

Documents:

[FEBRUARY 25 HR AGENDA.PDF](#)
[FINAL APPOINTED AUDITOR TREASURER EMPLOYMENT AGREEMENT FEB 2020.PDF](#)

10. 9:55 A.M. Darrell Pettis, County Administrator (5 Min)

1. Schedule of County Ditch Informational Meetings
2. Schedule of Joint Ditch Hearings with Blue Earth County
3. Landowner Meeting on Sakatah Lake Basin Project
 1. Tuesday, February 25 at 5:30 p.m. Senior Center Waterville
4. Administrative Assistance Hiring Update

11. Commissioner Committee Reports

12. Future Meetings

Documents:

[FEBRUARY 25, 2020 FM.PDF](#)

13. Adjourn

Minutes of Le Sueur County Board of Commissioners Meeting February 18, 2020

The Le Sueur County Board of Commissioners met in regular session on Tuesday, February 18, 2020 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: John King, Dave Gliszinski, Lance Wetzel and Danny O'Keefe. Also present were Darrell Pettis and Brent Christian. Steve Rohlffing was excused.

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

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

- Approved the February 4, 2020 County Board Minutes and Summary Minutes.
- Approved the Le Sueur Friends of the NRA Application for Exempt Permit for Caribou Gun Club.
- Approved the Renewal of Consumption and Display Permit for Caribou Gun Club.
- Approved the Electronic Funds Transfer Report
 - 2/5/2020 Transferred \$800,000.00 from Hometown Bank Cleveland to Cornerstone State Bank of Le Sueur for Payroll.
 - 2/12/2020 Transferred \$1,200,000.00 from First State Bank of Le Center to Cornerstone State Bank of Le Sueur for Payroll and Human Services claims.
- Approved the January 2020 Transfers:
 - #1776 Transfer 4,528.00 from Agency to Revenue (January Record EASE)
 - #1777 Transfer 6,000.00 from Revenue to Human Services (2011 Ford Escape – Assessors)
 - #1778 Transfer 3,094.84 from Agency to Revenue (zero out Vet's acct in Agency for mileage)

Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report. This presentation covered Finance, Income Maintenance, Child Support, Family Services, and Mental Health.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Vice Chair to sign the Home and Community Based Waiver Services Contract with Alee Services.

On motion Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the cases and claims for Human Services:

Financial: \$37,788.62
Soc Services: \$91,276.25

Ann Traxler, Emergency Management Director appeared before the Board with one item for consideration.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved and authorized the Vice Chair sign the Statement of Work between Futurity and Le Sueur County for Emergency Management Software licenses with a five-year commitment.

Brett Mason, Sheriff appeared before the Board with two items for approval.

Sheriff Mason presented three squad car quotes / bids for three vehicles to the Board for their consideration. Total bid amount; State Contract: \$104,341.68, Wolf Motors: \$96,870, and Jeff Belzer's: \$96,573.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved and authorized the purchase of three squad cars from Jeff Belzer's in the amount of \$96,573.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Vice Chair to sign the 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement.

At 10:00 a.m. Highway Department Seasonal Bids were presented to the Board.

On motion by King, seconded by Wetzel and unanimously approved, the Board accepted the 2020 Highway Department Seasonal Bids. Highway Department staff will tabulate the bids received and present them to the Board at a future meeting.

Holly Kalbus, Environmental Resources Specialist appeared before the Board to discuss the Greater Jefferson German Lake Association request for assistance with the spraying of Curly Leaf Pond Weed. The department will gather further information and no formal action was taken on the request.

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

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the recommendation to promote Jeremy Swenson, currently a full time Correctional Officer, Grade 6, Step 6, \$22.97 per hour, to a full time Corporal, Grade 8, Step 4, \$24.04 per hour, in the Sheriff's Office, effective March 15, 2020.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the recommendation to promote James Staupe, currently a full time Correctional Officer, Grade 6, Step 6, \$22.97 per hour, to a full time Corporal, Grade 8, Step 4, \$24.04 per hour, in the Sheriff's Office, effective March 15, 2020.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the recommendation to promote Josh Overmohle, currently a full time Correctional Officer, Grade 6,

Step 8, \$24.61 per hour, to a full time Corporal, Grade 8, Step 6, \$25.80 per hour, in the Sheriff's Office, effective March 15, 2020.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the recommendation to promote Nick Cesafsky, currently a full time Correctional Officer, Grade 6, Step 9, \$25.47 per hour, to a full time Corporal, Grade 8, Step 7, \$26.72 per hour, in the Sheriff's Office, effective March 15, 2020.

Darrell Pettis, County Administrator appeared before the Board.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 6.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 21.

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 23.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 32.

On motion by Gliszinski, seconded by Wetzel and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 50.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 58.

On motion by Wetzel, seconded by King and unanimously approved, the Board approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 67.

On motion by King, seconded by Wetzel and unanimously approved, the Board approved request from Deb Van Guilder to reserve the next 2 years of donations from COVIA for the rehab of the Rinshed House in Ottawa to repair damage to the house if that damage was caused by blasting.

Commissioner Committee Reports:

- Commissioner Gliszinski reported on Labor Management.
- Commissioner King reported broadband meeting, annual township association meeting and the library board.
- Commissioner O'Keefe reported on community health board and the annual township association meeting.
- Commissioner Wetzel reported on Planning Commission meeting.

On motion by Gliszinski, seconded by King and unanimously approved, the following claims were approved for payment:

Warrant #	Vendor Name	Amount
58371	Advanced Correctional Healthcare Inc.	\$ 3,769.27
58373	Ag Partners Coop	\$ 5,965.67
58377	Axon Enterprise Inc.	\$ 5,600.00
58379	Baker Tilly Virchow Krause LLP	\$ 6,950.00
58387	Bolton & Menk Inc.	\$ 48,589.05
58393	Cellebrite Inc.	\$ 3,700.00
58396	Champ Software Inc.	\$ 19,329.00
58398	Christian, Keogh, Moran & King	\$ 2,765.67
58400	Contech Engineered Solutions LLC	\$ 4,426.33
58408	G.M.S. Industrial Supplies	\$ 2,065.31
58409	Gall's LLC	\$ 5,785.41
58410	General Office Products Co.	\$281,500.47
58426	I & S Group Inc.	\$ 6,861.36
58429	ITsavvy LLC	\$ 29,071.56
58441	Richard Lea	\$ 3,480.00
58450	MN Counties Computers Coop	\$ 2,625.00
58461	Nuss Truck & Equipment	\$ 3,363.29
58466	Paragon Printing & Mailing Inc.	\$ 7,623.33
58474	RMS Rentals	\$ 2,149.40
58478	RTVision Inc.	\$ 3,951.30
58480	S.E.H. Inc.	\$ 7,146.50
58483	Smith Schafer & Associates LTD	\$ 3,700.00
58489	Summit	\$ 9,657.95
58501	Traxler Construction Inc.	\$ 3,468.00
58514	Wondra Automotive Inc.	\$ 2,872.25
58516	Wornson Goggins PC	\$ 4,860.00
121	Claims paid less than \$2,000.00:	\$ 42,041.81
26	Claims paid more than \$2,000.00:	\$481,276.12
147	Total all claims paid:	\$523,317.93

On motion by Wetzel, seconded by Gliszinski and unanimously approved, the Board adjourned until Tuesday, February 25, 2020 at 9:00 a.m.

ATTEST: _____
Le Sueur County Administrator

Le Sueur County Chairman

Summary Minutes of Le Sueur County Board of Commissioners Meeting, January 21, 2020

- 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.
- Approved the amended agenda for the business of the day. (Wetzel / Gliszinski)
- Approved the consent agenda (Gliszinski / Wetzel)
- Approved and authorized the Vice Chair to sign the Home and Community Based Waiver Services Contract with Alee Services. (King / Gliszinski)
- Approved the cases and claims for Human Services: Financial: \$37,788.62, Soc Services: \$91,276.25. (Wetzel / Gliszinski)
- Approved and authorized the Vice Chair sign the Statement of Work between Futurity and Le Sueur County for Emergency Management Software licenses with a five-year commitment. (Gliszinski / Wetzel)
- Approved and authorized the purchase of three squad cars from Jeff Belzer's in the amount of \$96,573. (King / Gliszinski)
- Approved and authorized the Vice Chair to sign the 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement. (Wetzel / Gliszinski)
- Accepted the 2020 Highway Department Seasonal Bids. (King / Wetzel)
- Approved the recommendation to promote Jeremy Swenson, currently a full time Correctional Officer, Grade 6, Step 6, \$22.97 per hour, to a full time Corporal, Grade 8, Step 4, \$24.04 per hour, in the Sheriff's Office. (Gliszinski / Wetzel)
- Approved the recommendation to promote James Staupe, currently a full time Correctional Officer, Grade 6, Step 6, \$22.97 per hour, to a full time Corporal, Grade 8, Step 4, \$24.04 per hour, in the Sheriff's Office. (King / Gliszinski)
- Approved the recommendation to promote Josh Overmohle, currently a full time Correctional Officer, Grade 6, Step 8, \$24.61 per hour, to a full time Corporal, Grade 8, Step 6, \$25.80 per hour, in the Sheriff's Office. (Wetzel / King)
- Approved the recommendation to promote Nick Cesafsky, currently a full time Correctional Officer, Grade 6, Step 9, \$25.47 per hour, to a full time Corporal, Grade 8, Step 7, \$26.72 per hour, in the Sheriff's Office. (Gliszinski / King)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 6. (Wetzel / King)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 21. (Gliszinski / King)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 23. (Wetzel / Gliszinski)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 32. (King / Wetzel)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 50. (Gliszinski / Wetzel)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 58. (King / Gliszinski)
- Approved the Findings and Order Appointing Viewers for the Redetermination of Benefits for CD 67. (Wetzel / King)
- Approved request from Deb Van Guilder to reserve the next 2 years of donations from COVIA for the rehab of the Rinshed House in Ottawa to repair damage to the house if that damage was caused by blasting. (King / Wetzel)

Commissioner Committee Reports:

- Commissioner Gliszinski reported on Labor Management.

- Commissioner King reported _____ broadband meeting, annual township association meeting and the library board.
- Commissioner O’Keefe reported on community health board and the annual township association meeting.
- Commissioner Wetzel reported on Planning Commission meeting.
- The following claims were approved for payment:

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58466	Paragon Printing & Mailing Inc.	\$ 7,623.33
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58478	RTVision Inc.	\$ 3,951.30
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58483	Smith Schafer & Associates LTD	\$ 3,700.00
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121	Claims paid less than \$2,000.00:	\$ 42,041.81
26	Claims paid more than \$2,000.00:	\$481,276.12
147	Total all claims paid:	\$523,317.93

- Adjourned until Tuesday, February 25, 2020 at 9:00 a.m. (Wetzel / Gliszinski)

ATTEST: Le Sueur County Administrator Le Sueur County Chairman

LE SUEUR COUNTY PLANNING AND ZONING COMMISSION
February 25, 2020

TO: LE SUEUR COUNTY BOARD OF COMMISSIONERS

FROM: LE SUEUR COUNTY PLANNING AND ZONING COMMISSION

SUBJECT: "REQUEST FOR ACTION"

The Planning Commission recommends your action on the following items:

ITEM #1: LUTHER & LYNETTE GALCHUTT, WATERVILLE, MN
(APPLICANT\OWNER): Request that the County allow the applicant to rezone 2.38 acres from Special Protection "SP" District to Recreational Residential "RR" District, on Lake Tetonka, a Recreational Development "RD" lake. Property is located in Government Lot 1, Section 19, Waterville Township.

Based on the information submitted by the applicant, as required by the Le Sueur County Zoning Ordinance, the Planning Commission developed the attached findings for this request:

Therefore, the Planning Commission recommends Approval of the application as written.

ITEM #2: JIM & SHERY KLEIN, OWATONNA, MN, (APPLICANT\OWNER):
Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 33 cubic yards for a shoreline rip rap project in a Recreational Residential "RR" District, on Lake Jefferson, a Recreational Development "RD" lake. Property is located at Lot 29 Geldner's Unrecorded Plat, Sections 5 & 6, Elysian Township.

Based on the information submitted by the applicant, as required by the Le Sueur County Zoning Ordinance, the Planning Commission developed the attached findings for this request:

Therefore, the Planning Commission recommends Approval of the application with the following conditions:

1. Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the east side of the property along the proposed riprap project. The neighbor to the east is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline.

ITEM #3: KEITH & CHARLOTTE FREUNDL, MANKATO, MN, (APPLICANT\OWNER):
Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 47.5 cubic yards for a shoreline rip rap project in a Recreational Residential "RR" District, on Lake Jefferson, a Recreational Development "RD" lake. Property is located at Lot 30 Geldner's Unrecorded Plat, Section 5, Elysian Township.

Based on the information submitted by the applicant, as required by the Le Sueur County Zoning Ordinance, the Planning Commission developed the attached findings for this request:

Therefore, the Planning Commission recommends Approval of the application with the following conditions:

1. Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the west side of the property along the proposed riprap project. The neighbor to the west is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline.
2. Plant deep rooted Minnesota native vegetation in front of the shed along the proposed riprap project.

ITEM #4: MICHAEL & MELISSA KVEENE, NEW PRAGUE, MN,
(APPLICANT\OWNER): Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 24.5 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lots 27 & 28 Geldner’s Unrecorded Plat, Sections 6, Elysian Township.

Based on the information submitted by the applicant, as required by the Le Sueur County Zoning Ordinance, the Planning Commission developed the attached findings for this request:

Therefore, the Planning Commission recommends Approval of the application with the following conditions:

1. Plant a 3’ x 20’ deep rooted Minnesota native vegetation buffer along the proposed riprap project.

ACTION: ITEM #1: _____

ITEM #2: _____

ITEM #3: _____

ITEM #4: _____

DATE: _____

COUNTY ADMINISTRATOR’S SIGNATURE: _____

ITEM # 1 FINDINGS OF FACT

WHEREAS, LUTHER & LYNETTE GALCHUTT, WATERVILLE, MN (APPLICANT\OWNER) has applied for a Conditional Use Permit to allow the applicant to rezone 2.38 acres from Special Protection “SP” District to Recreational Residential “RR” District, on Lake Tetonka, a Recreational Development “RD” lake. Property is located in Government Lot 1, Section 19, Waterville Township.

WHEREAS, the Le Sueur County Planning and Zoning Commission held on public hearing on February 13, 2020 in order to hear public testimony from the applicants as well as interested parties pertaining to and as provided by the Zoning Ordinance of Le Sueur County.

WHEREAS, the Le Sueur County Planning and Zoning Commission, acting as an advisory board to the Le Sueur County Board of Commissioners recommends Approval of the application due to the following findings:

1. *The proposal reflects and is consistent with the goals and polices of the Le Sueur County Land Use Plan.*
2. *The proposal is compatible with the overall character of existing development in the immediate vicinity of the affected property. Consideration shall be made if there are similar land uses nearby or if the proposed use would be isolated.*
3. *The proposal will not have an adverse effect on the values of adjacent properties.*
4. *The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already permitted.*
5. *The proposal will not impede the normal and orderly development of surrounding vacant property for predominant uses in the area.*
6. *The density of the proposal is not greater than the density of the surrounding neighborhood or density indicated by the applicable Zoning District.*
7. *Adequate utilities, access roads, drainage, and other necessary infrastructure are being provided.*
8. *Soil conditions are adequate to accommodate the proposal.*
9. *The proposal will not create a potential pollution hazard.*
10. *The proposal will not degrade the water quality of the County.*
11. *The proposal will not have a negative impact upon natural resource areas such as bluffs, wetlands, water bodies, agricultural land, woodlands, and aggregate resource deposits.*
12. *The proposal will not negatively affect the protection of the public health, safety, and general welfare.*

The proposal will not negatively affect the protection of the public health, safety, and general welfare. **WHEREAS,** On February 25, 2020, at their regularly scheduled meeting, the Le Sueur County Board of Commissioners **APPROVED/DENIED** the Conditional Use Permit application as requested by **LUTHER & LYNETTE GALCHUTT, WATERVILLE, MN (APPLICANT\OWNER).**

NOW, THEREFORE, IT IS HEREBY RESOLVED, the following Findings of Fact were adopted at the February 25, 2020 Le Sueur County Board meeting in order to protect the public health, safety and general welfare of the citizens of Le Sueur County.

1. *The proposal reflects and is consistent with the goals and polices of the Le Sueur County Land Use Plan.*
2. *The proposal is compatible with the overall character of existing development in the*

immediate vicinity of the affected property. Consideration shall be made if there are similar land uses nearby or if the proposed use would be isolated.

- 3. The proposal will not have an adverse effect on the values of adjacent properties.*
- 4. The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already permitted.*
- 5. The proposal will not impede the normal and orderly development of surrounding vacant property for predominant uses in the area.*
- 6. The density of the proposal is not greater than the density of the surrounding neighborhood or density indicated by the applicable Zoning District.*
- 7. Adequate utilities, access roads, drainage, and other necessary infrastructure are being provided.*
- 8. Soil conditions are adequate to accommodate the proposal.*
- 9. The proposal will not create a potential pollution hazard.*
- 10. The proposal will not degrade the water quality of the County.*
- 11. The proposal will not have a negative impact upon natural resource areas such as bluffs, wetlands, water bodies, agricultural land, woodlands, and aggregate resource deposits.*
- 12. The proposal will not negatively affect the protection of the public health, safety, and general welfare.*

BE IT FURTHER RESOLVED, by the Le Sueur County Board of Commissioners that based on the above Findings of Fact, a Conditional Use Permit to allow the applicant to rezone 2.38 acres from Special Protection “SP” District to Recreational Residential “RR” District, on Lake Tetonka, a Recreational Development “RD” lake. Property is located in Government Lot 1, Section 19, Waterville Township, is **APPROVED/DENIED**.

ATTEST:

Steven Rohlfing, Chairman, Le Sueur County Board of Commissioners.

Darrell Pettis, Le Sueur County Administrator

DATE: _____

ITEM # 2 FINDINGS OF FACT

WHEREAS, JIM & SHERY KLEIN, OWATONNA, MN, (APPLICANT\OWNER) has applied for a Conditional Use Permit to allow grading, excavating, and filling of approximately 33 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lot 29 Geldner’s Unrecorded Plat, Sections 5 & 6, Elysian Township.

WHEREAS, the Le Sueur County Planning and Zoning Commission held on public hearing on February 13, 2020 in order to hear public testimony from the applicants as well as interested parties pertaining to and as provided by the Zoning Ordinance of Le Sueur County.

WHEREAS, the Le Sueur County Planning and Zoning Commission, acting as an advisory board to the Le Sueur County Board of Commissioners recommends Approval of the application due to the following findings:

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
- 5. Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
- 6. The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
- 7. The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

WHEREAS, On February 25, 2020, at their regularly scheduled meeting, the Le Sueur County Board of Commissioners **APPROVED/DENIED** the Conditional Use Permit application as requested by **JIM & SHERY KLEIN, OWATONNA, MN, (APPLICANT\OWNER)**.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the following Findings of Fact were adopted at the February 25, 2020 Le Sueur County Board meeting in order to protect the public health, safety and general welfare of the citizens of Le Sueur County.

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and*

loading space to serve the proposed use.

5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

BE IT FURTHER RESOLVED, by the Le Sueur County Board of Commissioners that based on the above Findings of Fact, a Conditional Use Permit to allow grading, excavating, and filling of approximately 33 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lot 29 Geldner’s Unrecorded Plat, Sections 5 & 6, Elysian Township, is **APPROVED/DENIED**.

ATTEST:

Steven Rohlfig, Chairman, Le Sueur County Board of Commissioners.

Darrell Pettis, Le Sueur County Administrator

DATE: _____

ITEM # 3 FINDINGS OF FACT

WHEREAS, KEITH & CHARLOTTE FREUNDL, MANKATO, MN, (APPLICANT\OWNER) has applied for a Conditional Use Permit to allow grading, excavating, and filling of approximately 47.5 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lot 30 Geldner’s Unrecorded Plat, Section 5, Elysian Township.

WHEREAS, the Le Sueur County Planning and Zoning Commission held on public hearing on February 13, 2020 in order to hear public testimony from the applicants as well as interested parties pertaining to and as provided by the Zoning Ordinance of Le Sueur County.

WHEREAS, the Le Sueur County Planning and Zoning Commission, acting as an advisory board to the Le Sueur County Board of Commissioners recommends Approval of the application due to the following findings:

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
- 5. Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
- 6. The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
- 7. The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

WHEREAS, On February 25, 2020, at their regularly scheduled meeting, the Le Sueur County Board of Commissioners **APPROVED/DENIED** the Conditional Use Permit application as requested by **KEITH & CHARLOTTE FREUNDL, MANKATO, MN, (APPLICANT\OWNER).**

NOW, THEREFORE, IT IS HEREBY RESOLVED, the following Findings of Fact were adopted at the February 25, 2020 Le Sueur County Board meeting in order to protect the public health, safety and general welfare of the citizens of Le Sueur County.

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and*

loading space to serve the proposed use.

5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

BE IT FURTHER RESOLVED, by the Le Sueur County Board of Commissioners that based on the above Findings of Fact, a Conditional Use Permit to allow grading, excavating, and filling of approximately 47.5 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lot 30 Geldner’s Unrecorded Plat, Section 5, Elysian Township, is **APPROVED/DENIED**.

ATTEST:

Steven Rohlfig, Chairman, Le Sueur County Board of Commissioners.

Darrell Pettis, Le Sueur County Administrator

DATE: _____

ITEM # 4 FINDINGS OF FACT

WHEREAS, MICHAEL & MELISSA KVEENE, NEW PRAGUE, MN, (APPLICANT\OWNER) has applied for a Conditional Use Permit to allow grading, excavating, and filling of approximately 24.5 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lots 27 & 28 Geldner’s Unrecorded Plat, Sections 6, Elysian Township.

WHEREAS, the Le Sueur County Planning and Zoning Commission held on public hearing on February 13, 2020 in order to hear public testimony from the applicants as well as interested parties pertaining to and as provided by the Zoning Ordinance of Le Sueur County.

WHEREAS, the Le Sueur County Planning and Zoning Commission, acting as an advisory board to the Le Sueur County Board of Commissioners recommends Approval of the application due to the following findings:

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
- 5. Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
- 6. The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
- 7. The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

WHEREAS, On February 25, 2020, at their regularly scheduled meeting, the Le Sueur County Board of Commissioners **APPROVED/DENIED** the Conditional Use Permit application as requested by **MICHAEL & MELISSA KVEENE, NEW PRAGUE, MN, (APPLICANT\OWNER).**

NOW, THEREFORE, IT IS HEREBY RESOLVED, the following Findings of Fact were adopted at the February 25, 2020 Le Sueur County Board meeting in order to protect the public health, safety and general welfare of the citizens of Le Sueur County.

- 1. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
- 2. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
- 3. Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
- 4. Adequate measures have been or will be taken to provide sufficient off-street parking and*

loading space to serve the proposed use.

5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

BE IT FURTHER RESOLVED, by the Le Sueur County Board of Commissioners that based on the above Findings of Fact, a Conditional Use Permit to allow grading, excavating, and filling of approximately 24.5 cubic yards for a shoreline rip rap project in a Recreational Residential “RR” District, on Lake Jefferson, a Recreational Development “RD” lake. Property is located at Lots 27 & 28 Geldner’s Unrecorded Plat, Sections 6, Elysian Township, is **APPROVED/DENIED**.

ATTEST:

Steven Rohlfig, Chairman, Le Sueur County Board of Commissioners.

Darrell Pettis, Le Sueur County Administrator

DATE: _____

LE SUEUR COUNTY PLANNING AND ZONING COMMISSION
88 SOUTH PARK AVE.
LE CENTER, MINNESOTA 56057
February 13, 2020

MEMBERS PRESENT: Don Reak, Doug Krenik, Jeanne Doheny, Shirley Katzenmeyer, Al Gehrke, Scott Vonlehe, Commissioner O'Keefe

MEMBERS ABSENT: Pam Tietz

OTHERS PRESENT: Joshua Mankowski

1. The meeting was called to order at 7:00 pm by Chairperson Jeanne Doheny.
2. Agenda. Motion to approve agenda was made by Doug Krenik. Second by Don Reak. Approved.
3. Minutes from January 9, 2020 Meeting. Motion to approve minutes was made by Al Gehrke. Second by Scott Vonlehe. Approved.
4. Applications:

ITEM #1: LUTHER & LYNETTE GALCHUTT, WATERVILLE, MN (APPLICANT\OWNER):
Request that the County allow the applicant to rezone 2.38 acres from Special Protection "SP" District to Recreational Residential "RR" District, on Lake Tetonka, a Recreational Development "RD" lake. Property is located in Government Lot 1, Section 19, Waterville Township.

Joshua Mankowski presented the PowerPoint presentation.

Luther & Lynette Galchutt were present for application.

TOWNSHIP Notified. Response: Al Gehrke, Waterville Township supervisor, stated that the township had no issues with the application.

DNR Notified. Response: None.

LETTERS: None.

PUBLIC COMMENT: None.

Discussion was held regarding: The fact that current zoning for the lot splits it between Recreational Residential and Special Protection and that this was not an issue until a previous landowner split the lot; Recreational Residential District does abut the property so this is not a spot zone; lot size and dimensions are conforming in the Recreational Residential District; and current flooding on the lot were discussed.

Findings by majority roll call vote:

1. *The proposal reflects and is consistent with the goals and polices of the Le Sueur County Land Use Plan.*
2. *The proposal is compatible with the overall character of existing development in*

the immediate vicinity of the affected property. Consideration shall be made if there are similar land uses nearby or if the proposed use would be isolated.

3. *The proposal will not have an adverse effect on the values of adjacent properties.*
4. *The proposal will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already permitted.*
5. *The proposal will not impede the normal and orderly development of surrounding vacant property for predominant uses in the area.*
6. *The density of the proposal is not greater than the density of the surrounding neighborhood or density indicated by the applicable Zoning District.*
7. *Adequate utilities, access roads, drainage, and other necessary infrastructure are being provided.*
8. *Soil conditions are adequate to accommodate the proposal.*
9. *The proposal will not create a potential pollution hazard.*
10. *The proposal will not degrade the water quality of the County.*
11. *The proposal will not have a negative impact upon natural resource areas such as bluffs, wetlands, water bodies, agricultural land, woodlands, and aggregate resource deposits.*
12. *The proposal will not negatively affect the protection of the public health, safety, and general welfare.*

Motion was made by Al Gehrke to Approve the application as presented.

Second by Doug Krenik. Motion approved. Motion carried.

ITEM #2: JIM & SHERY KLEIN, OWATONNA, MN, (APPLICANT/OWNER): Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 33 cubic yards for a shoreline rip rap project in a Recreational Residential "RR" District, on Lake Jefferson, a Recreational Development "RD" lake. Property is located at Lot 29 Geldner's Unrecorded Plat, Sections 5 & 6, Elysian Township.

Joshua Mankowski presented the PowerPoint presentation.

Jim Klein was present for application.

TOWNSHIP Notified. Response: None.

DNR Notified. Response: None.

LETTERS: Holly Kalbus, Environmental Resources Specialist, stating her recommendation to approve the application with one condition: Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the east side of the property along the proposed riprap project. The neighbor to the east is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline.

PUBLIC COMMENT: None

Discussion was held regarding: The size and type of stone to be used; the proposed timeline for completion; access for the project, and the extent of the erosion issues were discussed.

Findings by majority roll call vote:

1. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
2. *The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
3. *Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
4. *Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

Motion was made by Shirley Katzenmeyer to Approve the application. Conditions: Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the east side of the property along the proposed riprap project. The neighbor to the east is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline.

Second by Scott Vonlehe. Motion approved. Motion carried.

ITEM #3: KEITH & CHARLOTTE FREUNDL, MANKATO, MN, (APPLICANT/TOWNER):
Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 47.5 cubic yards for a shoreline rip rap project in a Recreational Residential "RR" District, on Lake Jefferson, a Recreational Development "RD" lake. Property is located at Lot 30 Geldner's Unrecorded Plat, Section 5, Elysian Township.

Joshua Mankowski presented the PowerPoint presentation.

Keith Freundl was present for application.

TOWNSHIP Notified. Response: None

DNR Notified. Response: None

LETTERS: Holly Kalbus, Environmental Resources Specialist, stating her recommendation to approve the application with two conditions: 1. Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the west side of the property along the proposed riprap project. The neighbor to the west is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline. 2. Plant deep rooted Minnesota native vegetation in front of the shed along the proposed riprap project.

PUBLIC COMMENT: None

Discussion was held regarding: Past attempts to address shoreline erosion; the current condition of the shoreline; and access for the project were discussed.

Findings by majority roll call vote:

1. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
2. *The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
3. *Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
4. *Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

Motion was made by Don Reak to Approve the application. Conditions: 1. Plant a 3' x 20' deep rooted Minnesota native vegetation buffer on the west side of the property along the proposed riprap project. The neighbor to the west is also proposing to install a buffer. This will connect shoreland habitat, and provide additional benefits to the shoreline. 2. Plant deep rooted Minnesota native vegetation in front of the shed along the proposed riprap project.

Second by Al Gehrke. Motion approved. Motion carried.

ITEM #4: MICHAEL & MELISSA KVEENE, NEW PRAGUE, MN, (APPLICANT\OWNER):
Request that the County grant a Conditional Use Permit to allow grading, excavating, and filling of approximately 24.5 cubic yards for a shoreline rip rap project in a Recreational Residential "RR" District, on Lake Jefferson, a Recreational Development "RD" lake. Property is located at Lots 27 & 28 Geldner's Unrecorded Plat, Section 6, Elysian Township.

Joshua Mankowski presented the PowerPoint presentation.

Michael Kveene was present for application.

TOWNSHIP Notified. Response: None.

DNR Notified. Response: None.

LETTERS: Holly Kalbus, Environmental Resources Specialist, stating her recommendation to approve the application with one condition: Plant a 3' x 20' deep rooted Minnesota native vegetation buffer along the proposed riprap project.

PUBLIC COMMENT: None.

Discussion was held regarding: The deteriorating sea wall and its planned removal and the lack of steps in the riprap were discussed.

Findings by majority roll call vote:

1. *The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminishes and impairs property values within the immediate vicinity.*
2. *The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.*
3. *Adequate utilities, access roads, drainage and other facilities have been or are being provided.*
4. *Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.*
5. *Adequate measures have been or will be taken to prevent and control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.*
6. *The Conditional Use Permit is consistent with and supported by the statement of purposes, policies, goals and objectives in the Ordinance.*
7. *The Conditional Use Permit is consistent with the Comprehensive Land Use Plan.*

Motion was made by Al Gehrke to Approve the application. Condition: Plant a 3' x 20' deep rooted Minnesota native vegetation buffer along the proposed riprap project.

Second by Doug Krenik. Motion approved. Motion carried.

5. Discussion Items: An update was given on communications with the DNR and Cities on the proposed setbacks for the solar ordinance.
6. Warrants/Claim-signatures:
7. Motion to adjourn meeting by Al Gehrke. Second by Scott Vonlehe. Motion approved. Motion carried.

Respectfully submitted,

Joshua Mankowski

***Tape of meeting is on file in the
Le Sueur County Environmental Services Office***



Human Resources

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057

Telephone: 507-357-8517 • Fax: 507-357-8607

Cindy Westerhouse – Human Resources Director

HUMAN RESOURCES AGENDA ITEMS February 25, 2020

Recommendation to grant regular status to Kelly Mittman, full time Sheriff Administrative Assistant in the Sheriff's Office, effective February 18, 2020. Kelly has completed the one-year probationary period.

Recommendation to approve and sign the County Auditor-Treasurer Contract, effective February 25, 2020.

COUNTY AUDITOR-TREASURER CONTRACT

ARTICLE I PURPOSE

This Contract is entered into between Le Sueur County of the State of Minnesota, hereinafter referred to as the County, and Pam Simonette, Le Sueur County Auditor-Treasurer, hereinafter referred to as the Officer.

ARTICLE II APPLICABLE STATUTE

This Contract is entered into between the County and Officer in conformance with Minn. Stat. § 375A.1205.

ARTICLE III STATUTORY RECITALS

The parties acknowledge that Minn. Stat. § 375A.1205 permits the Board to appoint the Officer by following the process outlined in Section 375A.1205. The parties further acknowledge that the Officer is an incumbent who was previously elected to the Officer's position. The parties wish to execute this Contract to provide that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service.

ARTICLE IV DURATION, EXPIRATION, TERMINATION

Section 1. Duration: This Contract is effective as of February 25, 2020 and shall remain in full force and effect unless (a) modified by mutual consent of the County Board and Officer, (b) terminated as provided in this Contract or (c) the County Board adopts a resolution to provide for the election to the Officer's position pursuant to Minn. Stat. § 375A.1205, Subd. 7.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of the Contract's term, neither party shall have any further claim against the other, and the County's employment of the Officer shall cease, unless a subsequent contract is entered into in accordance with Minn. Stat. § 375A.1205.

Section 3. Performance Review: The County Board shall provide Officer with a written personnel performance review annually during the term of this Contract. This review shall be subject to Minnesota's Open Meeting Law, Minn. Stat. §13D, and Minnesota's Data Practices Act, Minn. Stat. § 13.

Section 4. Title: The Officer shall hold the title, County Auditor-Treasurer, and any change to this title shall constitute a demotion, as that term is defined in Article IV Section 5 of this Contract, unless agreed to in writing by the Officer.

Section 5. Termination During the Term: The parties acknowledge that pursuant to Minn. Stat. § 375A.1205, Subd 5, the Officer must serve in his or her capacity and perform the duties, functions and responsibilities required by statute until the completion of the term of office to which the Officer was elected, or until a vacancy occurs in the office, whichever occurs earlier. The parties further acknowledge and agree that after the Officer completes the term of office to which he or she was elected, pursuant to Minn. Stat. § 357A.1205, Subd. 4, the Officer's employment may be terminated and the Officer may be demoted during the term of this Contract only for incompetency or misconduct, which shall be defined as:

- a. willful disregard of the lawful, reasonable and substantive directives of the County Board after notice and reasonable opportunity to cure;
- b. commission by or conviction of the Officer of, or plea of guilty or *nolo contendere* to, any felony related to the duties set forth in this Contract; or
- c. the Officer's fraud, or illegal or intentional misconduct in connection with the performance of any material portion of the duties for the County set forth in this Contract.

In the event the County seeks to discharge or demote the Officer, the parties shall follow the procedures detailed in Minn. Stat. § 375A.1205, Subd. 4. The County shall not, however, begin such procedure absent a unanimous County Board vote to initiate the demotion and/or termination procedure detailed in Minn. Stat. § 375A.1205, Subd. 4.

For purposes of this Contract, a demotion shall be defined as the County's removal, without the Officer's consent, of any of the Officers' job duties identified in Article 5 below.

Section 6. Officer's Resignation: This Contract may be terminated by the Officer submitting 30 days' written notice of his or her intended resignation to the County Board.

Section 7. Mutual Consent: This Contract may be terminated at any time by mutual consent of the County Board and the Officer.

ARTICLE V DUTIES

The Officer shall complete all duties required by Minnesota Statutes § 384 & 385, as well as other duties assigned by the County Board, which may include but not be limited to the following:

- Direct day-to day operations of the Auditor-Treasurer's office, including all personnel duties such as hiring, approving time off, year-end reviews and any necessary disciplinary actions
- Certified by the Department of Revenue in tax calculation by passing the exam every 4 years
- Sign, mail and distribute all warrants issued against the county, balance and receipt all money received in County by fund, and balance the monthly trial balance with the Finance Director
- Serve as recipient of all bids on behalf of the county construction projects, equipment, and services provided
- Prepare budget reports for approval of County Board for Auditor-Treasurer, License Bureau, Tobacco Compliance, Forfeit Tax, Machine Room, Law Library and District & County Courtroom departments
- Work with County Administrator and Finance Director in preparing information for credit-rating agencies in the bond issuance process
- Send the Truth-in-Taxation notices and annual real estate, personal property and mobile home tax statements to taxpayers, as well as bill for Transmission & Distribution and Solar taxes
- Collect current and delinquent taxes and proof totals to distribute collections to proper taxing districts after each tax deadline
- Research the legality of and initiate Confessions of Judgment relating to the payment of taxes
- Collect special assessments for cities and townships and distribute collections to proper taxing authority
- Initiate or concur with assessor in the preparation and issuance of tax abatements
- Identify, track, and implement legal proceedings of the tax forfeiture process and conduct tax forfeited land sales

- Maintain up to date records on each parcel of land in the county, including legal description and ownership and any transfers, sales, splits, mortgages, etc.
- Record all county and judicial ditch proceedings and assess any payments ordered by the ditch board
- Serve as the deputy registrar for the county
- Issue liquor, wine, beer, auctioneer, fireworks, and other licenses deemed by the County to be appropriate
- Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the Extension Committee
- Invest excess County funds in order to receive the highest and safest return for the County, keeping public funds separate from any private funds of any person
- Balance & deposit County funds daily
- Maintain and balance the County cashbook
- Work with brokers/banks of certificate of deposits and investments
- Maintain sufficient liquidity to cover disbursements, ensure appropriate and sufficient collateral is pledged, and maintain a principal/interest earned record on investments and securities
- Maintain a bond register of debt issued by local governments and school districts within the County
- Maintain tax escrow accounts for taxpayer parcels and all escrow transactions
- Examine and sign off on County Recorder transfer documents for compliance with statute and collect taxes, if due, on splits
- Collect NSF checks, refund overpayments, prepare stop payments on outstanding checks and reconcile County bank account statements monthly
- Sign off on affidavit/permits for manufactured homes for titling and relocation purposes
- Prepare documents to report delinquent manufactured home taxes to the Department of Revenue for collection and prepare bank account levies
- File unclaimed property with the Department of Revenue
- Balance and close all ledger accounts for the previous year and prepare reports for private audit team and County Board at year end.

ARTICLE VI LEAVES OF ABSENCE

Section 1. Vacation: As of the effective date of this Contract, the Officer shall be given 20 paid vacation days. Thereafter, the Officer shall accrue additional paid vacation days pursuant to the County's normal employment procedures and the Officer's total years of service to the County. Upon termination of employment, no matter the reason, the Officer shall be entitled to payment for any unused vacation days accrued pursuant to the provisions of this section at the current rate of pay pursuant to County policy.

Section 2. Holidays: The Officer shall be entitled to the same paid holidays that all exempt County employees receive. This shall include paid floating holidays.

Section 3. Sick Leave: As of the effective date of this Contract, the Officer shall be given 12 days of paid sick leave. Thereafter, the Officer shall accrue additional paid sick leave days pursuant to the County's normal employment procedures and the Officers' total years of service to the County. Upon termination of employment, no matter the reason, the Officer shall be entitled to payment for any unused sick leave days accrued at the current rate of pay according to County policy.

Section 4. Workers' Compensation: Pursuant to Minn. Stat. § Chapter 176, an Officer injured on the job in the service of the County and collecting workers' compensation insurance may be entitled to additional leave benefits as outlined in the County's Personnel Policy.

Section 5. Bereavement Leave: The Officer may be granted bereavement leave consistent with County policy applicable to other similarly situated employees.

Section 6. Jury Service: The Officer who serves on jury duty shall be granted the day or days necessary as outlined in the County's Personnel Policy.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law.

ARTICLE VII SEVERANCE

Upon separation of employment, the Officer shall receive severance pay equal to three (3) months of the Officer's base salary at the time of termination if not mutually agreed upon.

INSURANCE

Section 1. Health and Hospitalization and Dental Insurance: The County shall provide the Officer and the Officer's dependents with health and hospitalization and dental insurance coverage under the County's group health and hospitalization and dental insurance plans at the same rate as provided to non-union management employees as outlined in the County's Personnel Policy.

Section 2. Life Insurance: The County shall provide, at its own expense, term life insurance for the Officer under the County's group term life insurance plan in the amount of \$10,000.00, payable to the Officer's named beneficiary(ies).

Section 3. Voluntary Optional Insurance: The County shall offer voluntary optional benefit insurance for the Officer under the County's group insurance plans.

Section 4. Eligibility: The eligibility of the Officer and the Officer's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the County pursuant to this Article.

ARTICLE VIII SALARY

In year one of this Contract, the Officer shall be paid an annual salary of \$110,615.44. Thereafter, the Officer shall be placed on the County's salary schedule and receive an annual raise, but no salary deduction, pursuant to the County's salary schedule. The annual salary shall be paid bi-weekly during the Contract year.

ARTICLE IX RETIREMENT BENEFITS

The County shall provide health insurance coverage, at its own expense, for the Officer upon retirement for a period equal to 1 year of coverage for each elected term, as provided by current policy for elected officials.

ARTICLE X INDEMNIFICATION

In the event that an action is brought or a claim is made against the Officer arising out of or in connection with the Officer's employment and the Officer is acting within the scope of employment or official duties, the County shall defend and indemnify the Officer to the extent provided by law. The County shall also maintain proper insurance coverage that covers the services the Officer performs pursuant to this Contract and within the scope of his employment or official duties and personally covers the Officer in his capacity as a County employee. Indemnification, as provided in this section, shall not apply in the case of malfeasance in

office or willful or wanton neglect of duty, and the obligation of the County in this regard shall be subject to the limitations as provided in Minn. Stat. § 466.

ARTICLE XI
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision.

ARTICLE XII
PERSONNEL POLICY

Except where specifically abridged or modified by this Contract, the County's personnel policies as set forth in the County's Personnel Policy Manual shall apply to the County Auditor/Treasurer.

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20__

Officer

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20__

County Board Chair

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20__

County Administrator

February- March 2020
Future Meetings

February

Tuesday, February 25	County Board Meeting, 9:00 a.m.
Wednesday, February 26	AMC Legislative Conference, Intercontinental – St Paul
Thursday, February 27	AMC Legislative Conference, Intercontinental – St Paul

March

Tuesday, March 3	County Board Meeting, 9:00 a.m.
Tuesday, March 3	Road and Bridge Work Session following the Board Meeting
Thursday, March 12	P&Z Meeting, 7:00 p.m. at Environmental Services
Tuesday, March 17	County Board Meeting, 9:00 a.m.
Thursday, March 19	Board of Adjustment Meeting, 3:00 p.m. at Environmental Services
Tuesday, March 24	County Board Meeting, 9:00 a.m.
Tuesday, March 24	Blue Earth – Le Sueur JD # 15 Hearing Blue Earth – Le Sueur JD # 2 Hearing Le Sueur – Blue Earth JD # 1 Hearing 1:30 p.m. BEC Historic Courthouse (3 members need to attend)