

Approved Minutes Emmet County Board of Supervisor Minutes
September 5, 2023 at 9:00 a.m.
Regular Meeting
Board Room, Courthouse

Present: Todd Glasnapp, Chair
Tim Schumacher – telephonically via Zoom
John Pluth
Lisa K. Hansen
Jeff Quastad

Absent:

Media: Mike Tidemann

Chairman Glasnapp, called the meeting to order. All in attendance recited the Pledge of Allegiance. Motion by Quastad, second by Hansen to approve the minutes from the last meeting also approving them for publication. All Ayes, motion carried.

During Public forum, Auditor Sathoff reported that she and EMA Director, Travis Sheridan and IT Director Trevor Duckett participated in an Election Security roundtable with CISA and the Secretary of State last week. The exercises were geared toward troubleshooting and preparing for election security issues that could arise on prior to Election Day and on Election Day.

Supervisor Pluth shared that the IA Lakes Coordinator will be holding their quarterly meeting in Estherville at the College on Thursday at 11 a.m. to introduce the new CEO.

Mackenzie Kollasch from the Auditor's Office along with Justin Schultes, Michelle Howing, Luwanda Towell, Travis Sheridan, Casee Ross and Melanie Bauler joined the meeting to present proposed changes to the personnel policy from the Personnel Policy Committee.

The Personnel Policy Committee meets every three years to review the personnel policy and make recommended changes or clarifications to the policy. The Committee is proposing the following recommendations:

4.3.9 Medical/Sick Leave Disposition Upon Separation – After twelve (12) months of continuous employment by the County, an employee will be paid for any accrued and/or unused medical/sick leave, upon resignation of employment. Employees shall be paid at the rate of \$2.00 per hour for unused medical/sick leave upon resignation of employment, except any employee who is terminated shall forfeit any accrued, unpaid sick leave benefits. Motion by Quastad, second by Pluth to decline this recommendation. All ayes, motion carried.

4.3.10 Medical/Sick Leave Disposition Upon Retirement - Employees who retire from the county after age 55, or after age 50 for sheriff's department, will be paid for unused accumulated medical/sick time, an employee will be paid for a maximum of 450 Hours (900 Max Employees) or maximum of 425 Hours (850 Max Employees) of unused accumulated sick leave, or one-half (1/2) of the employees accumulated sick leave total, whichever is less. Medical/Sick Leave pay shall be paid at the regular rate of pay. Motion by Pluth, second by Quastad to decline this recommendation. All ayes, motion carried.

Holidays with Pay: The following days shall be recognized as holidays: New Year's Day (January 1), Martin Luther King Day (3rd Monday in January), Presidents Day (3rd Monday in February), Memorial Day (Last Monday in May), **Juneteenth (June 19)**, Independence Day (July 4), Labor Day (1st Monday in September), Veterans' Day (November 11th), Thanksgiving Day (4th Thursday in November), the Friday following Thanksgiving, Christmas Eve (December 24th) provided it is a regularly scheduled work day, and Christmas Day (December 25th). Motion by Schumacher, second by Pluth to decline the addition of the Juneteenth holiday. All ayes, motion carried.

4.6.2 Sheriff's Office Deputies & Jailers will be granted 10 Hours per holiday to use in their leave Holiday bank per calendar year. Motion by Pluth, second by Hansen to approve the request. Roll Call Vote: Ayes: Pluth, Hansen and Glasnapp. Nays: Schumacher and Quastad. Motion carried.

4.6.3 Sheriff's Office/Jailers/Emergency Management: If employee is scheduled to work on one of the holidays listed above, they shall also be entitled to holiday pay equal to one and one half (1 ½) times their normal rate as well as being compensated for time for the 10-hour holiday time. If a holiday falls on an employee's normal day off, they will be compensated for holiday time for a 10-hour shift basis. An employee on layoff or leave of absence is not eligible for holiday pay. Motion by Hansen, second by Pluth to approve the request. Roll Call Vote: Ayes: Glasnapp, Pluth and Hansen. Nays: Quastad and Schumacher. Motion carried.

4.7 Closing of the Building: In the event the Board of Supervisors orders any county offices effectively closed, there shall be no loss in pay or status for the employees involved. For employees in departments that serve the public 24 hours per day or during severe weather (Including: Sheriff's Office/Jailers/Emergency Management/Maintenance) are expected to work their regular hours during severe weather conditions. Motion by Pluth, second by Schumacher to decline the recommendation. Pluth and Schumacher withdrew their motion. Motion by Quastad, second by Hansen to approve the recommendation. Ayes: Quastad, Hansen, Pluth and Glasnapp. Nays: Schumacher. Motion carried.

4.7.2 In the event of office closure at the discretion of the Department Head, any employee who is available & willing to work shall receive their normal days' pay. Any employee who has posted any vacation time, earned compensatory time, or personal day, or medical/sick leave for the day of closure shall not be given back that time. The Board will consider this recommendation with clarification and the Board will also consider a policy on the sharing of sick leave between employees at next week's Board meeting.

Maureen Hansen, District Director of the 3rd Judicial District Department of Correctional Services along with Probation Officer Tyler Reck joined the meeting to update the Board on changes and the report on the realignment of the 3rd Judicial District.

Hansen shared information on the various programs and facilities offered by the 3rd Judicial District. Hansen also shared statistical information on the cases in Emmet County.

Emmet County Sheriff Mike Martens and Emmet County Attorney Bauler expressed concerns regarding the lessening of conviction sentences of Offenders due to lack of capacity in the current facilities and the need for additional beds.

Hansen shared information on Clay and Dickinson County’s Drug Court program that has been in place since January.

Heidi Goebel from the Auditor’s office joined the meeting and presented Resolution 23-19 as shown below:

**Resolution of Public Purpose for the FY24 Emmet County Employee
Wellness Program
RESOLUTION NO. 23-19**

WHEREAS, the Emmet County Healthcare Committee is organizing and providing quarterly wellness program activities and trainings for all Emmet County employees who choose to participate; and,

WHEREAS, the Board of Supervisors has approved an amount not to exceed \$3500 for fiscal year 2024 to facilitate this wellness program;

THEREFORE, BE IT RESOLVED we find the health and wellness of Emmet County employees in the form of wellness program expenditures for food, beverages, participation prizes and items of a similar nature are a public purpose and in the best interest of the public.

Dated: September 12, 2023

Attested:

Todd Glasnapp, Chair
Board of Supervisors

Amy M. Sathoff
Emmet County Auditor

Motion by Hansen, second by Pluth to adopt the resolution as presented. Roll Call Vote: Ayes: Schumacher, Hansen, Pluth, Quastad and Glasnapp. Nays: None.

There has been no news from the DNR on the erosion/bulkhead issue in Drainage District 44 and this will be put on next week’s meeting agenda.

The Board reviewed the following Manure Management Plans:

Owner	Facility	Facility ID:
West Swan Lake Swine Care	West Swan Swine Care	#69123
James Boyer	Boyer James Site 2	#62465
James Boyer	Boyer James Site 1	#58213

Motion by Hansen, second by Schumacher to adjourn the meeting at 11:10 a.m. All Ayes. Motion carried.

Amy M. Sathoff, Auditor

Todd Glasnapp, Chairman