



Commissioner Glynn on behalf of the Personnel Committee stated to the Board that the Human Resources Director had informed the Committee of changes to IRS regulations which impact the current PTO Cash out. The Human Resources Director has presented a proposal which addresses the IRS regulations, continues to allow for a cash out and enhances the policy by providing the ability to convert "yet to be earned" PTO to cash or to a Deferred Compensation plan. The Human Resources Director has had the proposal reviewed by an attorney who specializes in these types of policies. The attorney has approved the new policy. The proposed policy along with revisions to the current policy were provided to the Board for their review. The noted revisions of significance to the Current PTO policy, were as follows:

- A. Changing the minimum hours per week from 14 to 20 in order to earn PTO
- B. Removing the language in the section titled PTO sellback.
- C. The policy title changes from Section D115 to Section D114

The new policy will be titled Section D115, PTO Conversion Policy. The new policy meets IRS regulations by changing the cash out to PTO that is "yet to be earned". The Human Resources Director has made to proposal regarding the conversion of PTO, one is for the year 2015 and the other would be our on-going policy. The amount available to employees to convert this year is based on the PTO they have "yet to earn". The proposal for the conversion rate is higher for the year 2015 due to the year being partially completed. The proposal for 2015 is a minimum conversion of 15% and a maximum of 90%. The HR Director also proposed extending the Conversion policy to employees who are on Vacation/Sick instead of on PTO.

The Human Resource Director, Sherry Roth, provided additional information for the Board's consideration.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to amend Personnel Policy D115 Paid Time Off effective May 26, 2015 by

- 1. Renumbering the Policy to Section D114 Paid Time Off (PTO);
- 2. Under Eligibility amend the minimum number of hours to work per week from 14 hours to 20 hours per week;
- 3. Under Accrual in the last sentence replace "but" with "or";
- 4. Under Scheduling in the last sentence of the first paragraph add "or Supervisors (varies by department)" following Department Heads;
- 5. Under Usage / first paragraph
  - a. first sentence delete "temporary" and replace with "short term"
  - b. last sentence delete "supervisor" and replace with "Department Head"; and
- 6. Delete the entire last section entitled "PTO Sellback"

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to adopt Personnel Policy D115 PTO Conversion Policy effective May 26, 2015 and authorize the Human Resources Director to set the deadlines for enrolling in this program on an annual basis. The new policy is as follows:

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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**SECTION D115**  
**PTO Conversion Policy**

**Policy Statement:**

This policy permits a conversion of "yet to be earned" PTO to either cash or deferred compensation. The decision to convert is (1) made on an annual basis, (2) and made with respect to "yet to earned" PTO and (3) irrevocable once made.

**Eligibility:**

All regular full and part time employees, who work a minimum of 20 hours per week, are eligible to convert "yet to be earned" PTO/Vacation to either cash or deferred compensation. **The PTO Conversion election form must be submitted to payroll by the designated deadline.** Employees are responsible to maintain an adequate amount of PTO in their banks to account for any need to be absent from work.

**Conversion Rates:**

The minimum conversion rate is 10%. The maximum conversion rate varies based on your PTO accrual level. The higher the accrual rate, the higher the maximum conversion rate. Employees can elect to convert to cash, deferred compensation or a combination of the two. The amount converted to deferred compensation cannot exceed IRS annual thresholds.

County PTO Scale							
Accrual Rate	Earned in 26 PP	Minimum 10%	50%	60%	70%	Maximum 75%	Remaining after max conversion
6.16	160.16	16.02	80.08				80.08
7.08	184.08	18.41	92.04	110.45			73.63
8.62	224.12	22.41	112.06	134.47	156.88		67.24
10.16	264.16	26.42	132.08	158.50	184.91	198.12	66.04

The accrual rates are based on years of service as described below:

Years of Service	Accrued per Pay Period
Less than 5 years	6.16
More than 5 years – Less than 12 years	7.08
More than 12 years – Less than 21 years	8.62
21 or more years	10.16

**Conversion Date:**

The first payroll in December is when the cash out will occur for those who elected to cash out. The conversion to deferred compensation will take place by the second payroll in December.

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the 2015 PTO conversion with a minimum of 15% and a maximum of 90% detailed as follows:

County PTO Scale										
2015 PTO Conversion										
Accrual Rate	Earned in 11 PP	Minimum 15%	20%	30%	40%	50%	60%	70%	80%	Maximum 90%
6.16	67.76	10.16	13.55	20.33	27.10	33.88	40.66	47.43	54.21	60.98
7.08	77.88	11.68	15.58	23.36	31.15	38.94	46.73	54.52	62.30	70.09
8.62	94.82	14.22	18.96	28.45	37.93	47.41	56.89	66.37	75.86	85.34
10.16	111.76	16.76	22.35	33.53	44.70	55.88	67.06	78.23	89.41	100.58

and for the Human Resources Director to set the deadline date to participate in this year's conversion. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett, to provide the same conversion rate for employees who earn vacation instead of PTO. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the minutes of May 12, 2015. Motion carried.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the following Commissioner warrants for payment:

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
180 Degrees Inc	9,804.84	Midwest Monitoring & Surveillance	4,451.75
Baudoin Oil Company	2,892.08	Motorola Solutions Inc	207,054.00
Cedar Valley Services, Inc	28,076.15	Nelson Auto Center	27,293.95
Election Systems & Software	15,255.00	Rochester Sand And Gravel, Inc	2,102.91
Home Federal Savings Bank	4,217.40	School District 492	2,000.00
Marco Inc	2,800.00	Sheriff Freeborn County	4,500.00
Mayo Clinic Health System-Albert Lea &	12,808.35	Taser International	2,131.43
Melchert Hubert Sjodin	5,766.90	100 Payments less than 2000	40,887.37
		<b>Final Total:</b>	<b>372,042.13</b>

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to approve the application of Cathryn Saterdalen for a duplicate warrant in the amount of \$666.75 for previous warrant #83479 without bond or surety. Motion carried.

Motion by Commissioner Reinartz, seconded by Commissioner Glynn to approve the tobacco license effective July 1, 2015 through June 30, 2016 for the following:

- Freeborn County Coop Oil, Albert Lea
- K & H Classic Stop, LeRoy
- BP Food Shop, LeRoy (subject to the Sheriff signing the application)

Motion carried.

The Board recessed at 9:47 a.m. and reconvened at 10:00 a.m.

A Public Hearing was held in regard to adopting an Interim Ordinance imposing a moratorium on the expansion, development or creation of solid waste facilities in Mower County while a study and review of possible amendments to the County's Official controls relating to the regulation of waste within the county is being conducted.

Angie Knish, Environmental Services Supervisor, reviewed the proposed Interim Ordinance.

The Chair asked for public input. Three persons spoke for and one person spoke against the Interim Ordinance.

**Date: May 26, 2015**

**ORD. #01-15**

INTERIM ORDINANCE

On motion of Commissioner Reinartz, seconded by Commissioner Bennett, the following Interim Ordinance was passed and adopted by the Mower County Board of Commissioners at a meeting held May 26, 2015 at the Government Center, Austin, Minnesota.

WHEREAS, pursuant to Chapters 400 and 115A of Minnesota Statutes, Mower County has the ability to regulate and manage waste in order to protect the State's land, air, water, and other natural resources and the public health by improving waste management in the county through such diverse things as reduction in the amount and toxicity of waste

generated; separation and recovery of materials and energy from waste; reduction in indiscriminate dependence on disposal of waste; insuring the orderly and deliberate location and development of waste facilities; and insuring adequate financial security of waste facilities, including disposal facilities; and

WHEREAS, the waste management goal of the State is to foster an integrated waste management system in a manner appropriate to the characteristics of the waste stream and thereby protect the state's land, air, water and other natural resources and the public health; and

WHEREAS, the policy of Mower County is to provide for the management of solid waste in a manner that will protect the public health, welfare and safety, prevent the spread of disease, prevent the creation of nuisance, conserve natural resources, and protect the State's water, air and land resources. It is also the policy of the County to conform to the purposes outlined in Minn. Stat. § 115A.02 and to establish and implement a County Solid Waste Management Plan pursuant to Minn. Stat. § 115A.46.

WHEREAS, pursuant to Minnesota Statutes § 394.34, the Mower County Board of Commissioners has the authority to adopt an interim zoning ordinance for the purpose of classifying and regulating land uses and related matters.

WHEREAS, Mower County has initiated a study of its Official Controls insofar as they relate to waste management and regulations, a process that may result in changes to its Zoning Ordinance, Waste Management Ordinance, and Comprehensive Land Use Plan; and

WHEREAS, Mower County intends to conduct one or more public hearings relating to any proposed changes of its Official Controls if recommended by and through the study referred to above; and

WHEREAS, the Mower County Board desires to protect the public health, safety and welfare by its study of the County's waste management and regulations; and

WHEREAS, the Mower County Board deems it necessary to adopt an Interim Ordinance placing a moratorium on the location and establishment of new solid waste facilities, and the expansion of existing solid waste facilities, for a period of one year from the effective date of this Interim Ordinance to permit the planning process to take place and to allow County staff, the Planning Commission and the County Board sufficient time to proceed in an orderly fashion to make any necessary changes, modifications and updates to the County's Official Controls and Comprehensive Plan.

NOW, THEREFORE, the Mower County Board of Commissioners Hereby Ordains:

Section 1. Temporary Restrictions on Solid Waste Facility Zoning and Permitting. For a period of one year from the effective date of this Interim Ordinance, or until such earlier time as the Mower County Board of Commissioners determines by resolution that the reasons for the interim ordinance no longer exist, no

application for zoning, rezoning or land use permit (including, without limitation, conditional use permits) for a solid waste facility shall be accepted, processed or approved by the County.

- Section 2. Temporary Restrictions on Solid Waste Facility Operation and Licensing. For a period of one year from the effective date of this Interim Ordinance, or until such earlier time as the Mower County Board of Commissioners determines by resolution that the reasons for the interim ordinance no longer exist, no application for the expansion or establishment of any solid waste facility shall be accepted, processed or approved by the County.
- Section 3. Definitions and Application. The term “solid waste facility” shall have the meaning given to it in Section 6.2 of the Solid Waste Management Ordinance. This Interim Ordinance shall not prohibit the re-issuance of any necessary license to operate a solid waste facility in accordance with State Law and/or with the County’s Solid Waste Ordinance, so long as the license does not expand or change in any way the materials disposed of in the facility. The temporary restrictions set forth in sections 1 and 2 apply to any pending or future applications.
- Section 4. Enforcement. Mower County may enforce any provision of this Ordinance by any and all means authorized by Mower County Ordinances and State Statutes.
- Section 5. Effective Date. This Ordinance shall take effect on the date of its passage and shall be in effect for a period of one year from the date hereof, unless earlier terminated by the Mower County Board of Commissioners.
- Section 6. Severability. Every section, provision, or part of this Interim Ordinance is declared severable from every other section, provision, or part thereof to the extent that if any section, provision, or part of this ordinance shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

Passed and approved this 26<sup>th</sup> day of May, 2015.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

By: \_\_\_\_\_  
Clerk/Coordinator

Motion by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the meeting at 10:21 a.m. Motion carried. The next meeting is scheduled for June 2, 2015 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

**BY:** \_\_\_\_\_  
**Chairperson**

**Attest:**

**By:** \_\_\_\_\_  
**Clerk/Coordinator**

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