

LE SUEUR COUNTY BOARD OF  
COMMISSIONERS  
OPERATING PROCEDURES  
ADOPTED JANUARY 6, 2026

**District I     Dennis Tietz**  
**District II    Danny O’Keefe**  
**District III   John King**  
**District IV    Dave Preisler**  
**District V     Steve Rohlfig**

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## **I. Overview**

### **a. Purpose**

- i. The Le Sueur County Board of Commissioners is the body charged by law with the management of the affairs of Le Sueur County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of state and federal law. The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes (MS), especially but not exclusively Chapters 370, 373 and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board. The Operating Rules and Guidelines of the Le Sueur County Board of Commissioners are intended to facilitate the transaction of business by the County Board and its committees. The following principles shall guide the County Board in its interpretation and application of the Rules.

### **b. Statement of Principles**

- i. The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The County Board’s essential principles that form the framework through which the operating rules and actions of the Board are constructed and evaluated are as follows:
  - 1. *Governing Le Sueur County.* Elected officials work in tandem with a strong, professionally managed work force to accomplish the goals and objectives of Le Sueur County.
  - 2. *Commitment and Service to our Citizens.* Le Sueur County government will provide fiscally prudent, risk sensitive, cost-effective solutions, with the objective being to serve to the best of our ability those who use county services
  - 3. *Commitment to Staff.* Le Sueur County government is committed to providing a positive and healthy work environment. We are committed to preparing and educating our workers to provide quality services.

4. *Expectations and Accountability of Each Other.* We expect honesty, integrity, and a commitment to the values of our organization without regard for position or title. We expect leadership and all personnel to hold each other accountable for their actions.
5. *Managing County Government.* Our goal is to create an organizational culture which fosters creativity and a willingness to take reasonable risks, with an acceptance of responsibility, accountability, and authority.
6. *Performance and Continuous Improvement.* We will monitor performance in an effort to continuously improve our services to our citizens.
7. *Transparency and Communication.* We will conduct business openly and strive to effectively communicate with our citizens.

**c. Review, Adoption and Amending Operating Rules**

- i. Operating rules shall be reviewed, amended and adopted at the first Board meeting in January of each year, otherwise known as the statutory meeting as outlined in MS §375.07.
- ii. Any member of the County Board may initiate action to amend the Operating Rules at any time. The County Administrator may also recommend changes.

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## **II. County Board Organization**

**a. Membership**

- i. The Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

**b. Commissioner Districts**

- i. The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to MS §375.025.
- ii. The following resolution was adopted on April 19, 2022 establishing Commissioner Districts.

**WHEREAS**, Minnesota Statutes Chapter 375 established the procedure and requires a process for redistricting County Commissioner districts based on population figures from the Federal Census; and,

**WHEREAS**, Minnesota Statute section 204B.135, subd. 2 requires that County Commissioner Districts be redistricted within 80 days of when the legislature has been redistricted or at least 15 weeks before the state primary election, whichever comes first; and,

January 2026

**WHEREAS**, pursuant to these statutes the 2020 Federal Census population figures shall be used to redistrict the Le Sueur County Commissioner Districts by April 26, 2022 and that Commissioner Districts shall be bounded by town, municipal, ward, city district, or precinct lines; and,

**WHEREAS**, the Le Sueur County Board of Commissioners has considered the possibility or potential for maximizing minority representation on the board of commissioners; and,

**WHEREAS**, Le Sueur County published a three week notice in the newspaper having the contract for publishing the commissioner's proceedings for the county for 2022; and,

**WHEREAS**, Le Sueur conducted a public hearing on redistricting on April 19, 2022 at 9:05 a.m.:

**NOW, THEREFORE BE IT RESOLVED**, that the Le Sueur County Board of Commissioners hereby redistricts the County of Le Sueur, following town, municipal, ward, city district, or precinct lines as reestablished in April, 2022, and reestablishes the length of terms as follows:

District 1 - South half of New Prague City, Heidelberg City and Lanesburgh Township (continuation of current term, 2024 Election)

District 2 - Montgomery City, Montgomery Township, Lexington Township, Sharon Township and Ottawa Township (4-year term, 2022 Election)

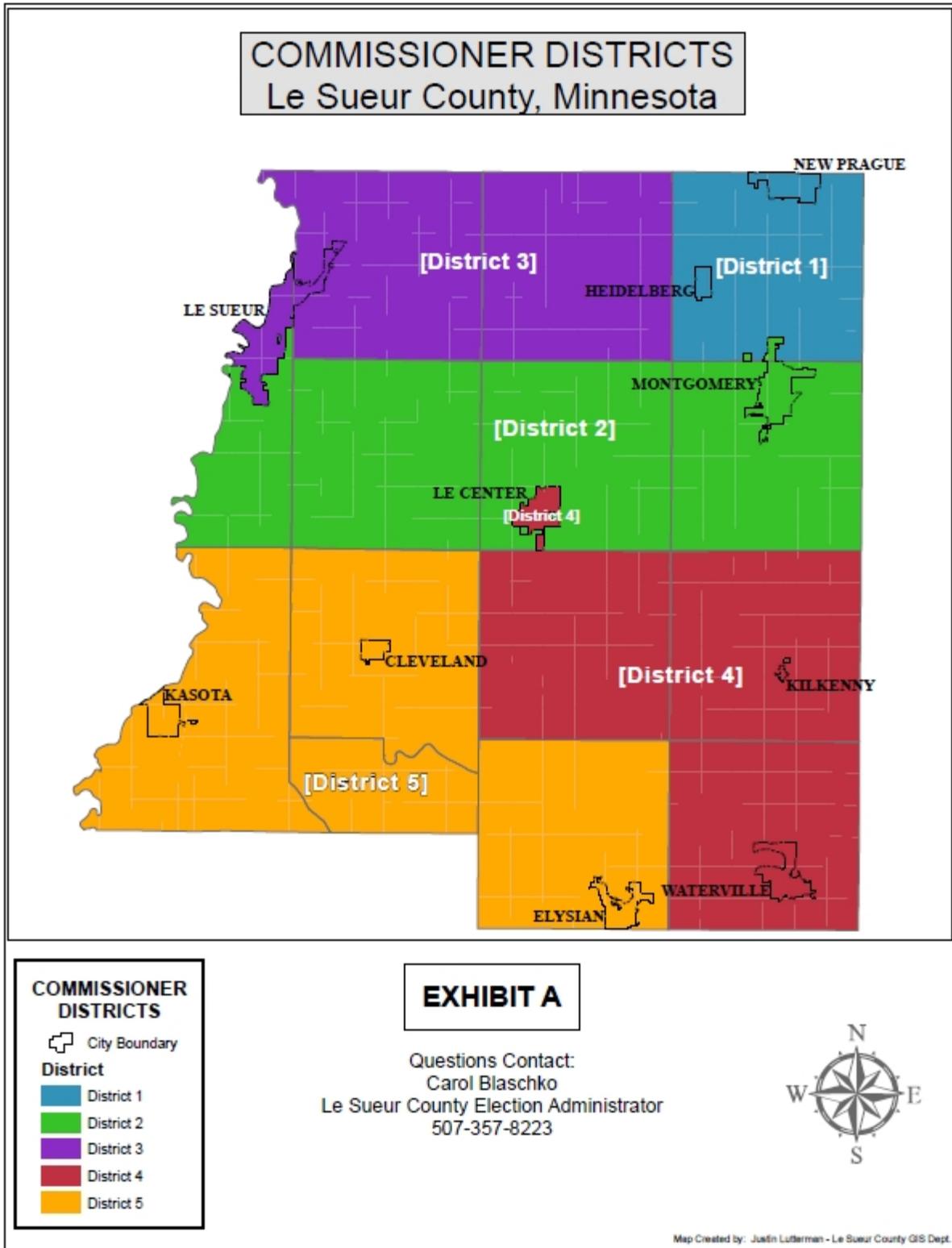
District 3 - Le Sueur City Ward 1 and Ward 2, Derrynane Township and Tyrone Township (continuation of current term, 2024 election)

District 4 - Le Center City, Kilkenny City, Kilkenny Township, Waterville City, Waterville Township And Cordova Township (4-year term, 2022 Election)

District 5 - Cleveland City, Cleveland Township, Elysian City, Elysian Township, Kasota City, Kasota Township Precinct 1 and Precinct 2, Washington Township and Mankato City (4-year term, 2022 Election)

**BE IT RESOLVED** that the County Administrator is directed to file the redistricting plan with the Election Administrator by May 3, 2022, to be effective on June 3, 2022, for the 2022 primary and general election and publish in the Le Sueur County News.

**BE IT FINALLY RESOLVED** that the districts are, for illustrative purposes, identified in a map of the county attached hereto and marked Exhibit A which by reference is hereby made a part hereof.



**District 1**

Heidelberg City	137
New Prague City (LS Co)	3456
Lanesburgh Township	1997
<b>TOTALS</b>	<b>5590</b>

Kilkenny City	148
Le Center City	2517
Waterville City	1750
Cordova Township	496
Kilkenny Township	362
Waterville Township	674
<b>TOTALS</b>	<b>5947</b>

**District 2**

Montgomery City	3249
Lexington Township	756
Montgomery Township	707
Ottawa Township	287
Sharon Township	639
<b>TOTALS</b>	<b>5638</b>

**District 5**

Cleveland City	747
Elysian City	704
Kasota City	714
Mankato City	0
Cleveland Township	710
Elysian Township	1017
Kasota Township P1 & P2	1573
Washington Township	778
<b>TOTALS</b>	<b>6243</b>

**District 3**

Le Sueur City	4213
Derryane Township	532
Tyrone Township	511
<b>TOTALS</b>	<b>5256</b>

**28,674**

**District 4**

**c. Terms of Office**

- i. The terms of each Board member are four years, except as otherwise established pursuant to MS §375.03.

**d. Vacancy**

- i. A vacancy in the office of County Commissioner is filled in one of two ways, pursuant to MS §375.101.

**e. Officers**

- i. The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature on the

Board's behalf. The Chair's signature, attested by the County Administrator, is binding as the signature of the County Board. The County Board Chair and County Administrator are authorized to sign all legal documents and resolutions on behalf of the Board of Le Sueur County Commissioners.

- ii. The County Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice-Chair performs the duties of the Chair when the Chair is unable to perform those duties.
- iii. If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the County Administrator (MS §375.13).
- iv. At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs, appointment of members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the County Board.

**f. Compensation**

- i. County Board members receive as compensation for services an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the New Year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper (MS §375.055).
- ii. County Board members shall also receive a per diem for attendance at assigned committee meetings as per the Le Sueur County Committee Appointments which is approved annually and updated by the County Board as needed throughout the year. The per diem rate must be established prior to the end of the preceding year, and is effective January 1 of the new year. A commissioner may not collect more than one days per diem pursuant to the same authority regardless of the number of hours spent performing work in a single day.
- iii. Members of the County Board shall not receive a per diem for service on the board of auditors, the board of equalization, or the canvassing board (MS §375.055, Subd. 5).
- iv. Expense reports shall be completed in accordance with the Personnel Policy.

**v. All County elected officials shall receive County-paid medical and life insurance benefits at the same level and under the same terms and conditions as those provided to County non-union employees.**

**vi. All County elected officials of whom have served a minimum of five (5) years as an elected official of Le Sueur County shall be entitled to medical insurance coverage paid by the County at the rate of 25% of the years elected. (i.e. nine (9) years in office equals 2 ¼ years of paid health insurance.) The surviving**

**spouse and dependents shall be entitled to coverage if dependent coverage is in place at the time of terminated service. The maximum payment of this medical benefit shall be the same as provided to the County non-union employees. The maximum length of paid health insurance benefit is five (5) years which would require a minimum of twenty (20) years of service in elected office.**

**g. County Board Budget**

- i. The County Board is allocated an annual budget which includes salary, per diem, benefits, conferences, meetings and related expenses.

**h. Personnel/Executive Committee**

- i. The Chair and Vice Chair of the Board serve on the Personnel/Executive Committee, which meets prior to each Board meeting and on an as needed basis to discuss personnel or other important matters.

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### **III. County Board Meetings**

**a. Guidelines for Appropriate Actions**

- i. The County Board is a nonpartisan body that does not advocate for positions or policies that do not have a direct and explicit relationship to County programs, services, policies, or budgets.
- ii. Policy and Statement Resolutions
  1. Policy and Statement resolutions may be considered about State and Federal issues that directly and explicitly relate to the County budget, programs and services.
  2. Policy and Statement resolutions will NOT be considered on issues that do NOT have a direct and explicit link to the County budget, programs or services.
    - a. Some examples include:
      - i. Expressing an opinion on matters of political or ideological controversy.
      - ii. Expressing an opinion on issues generally identified and known as supported by one political party as opposed to the other.
      - iii. Recognizing events or organizations with no explicit relationship to the County's programs, services, policies or budgets.
      - iv. Politically related campaigns.

3. Requests for county board action on a resolution or proclamation will be processed by the County Administrator. The County Administrator will apply these guidelines and provide a reply to the requester.

**b. Virtual Meeting Rules (State Statute 13D.02)**

- i. Unless designated a closed meeting, all meetings of the County Board will be streamed live.
- ii. Meetings are recorded, but recordings are not posted on the website.
  1. The public may request a recording of any meeting.
  2. Recordings are not official minutes of meetings.
  3. Recordings are kept for 12 months.
- iii. Work sessions are not live streamed or recorded.
- iv. Commissioners may participate in a County Board meeting virtually and vote if all the following conditions are met.
  1. ~~They inform the County Administrator before the formal agenda is posted that they will not be present, and they provide the address that they will be joining the meeting from.~~
    - a. ~~The location will be posted on the formal agenda, and citizens are allowed to join you at that location if they so choose.~~
  2. All commissioners participating in the meeting can see and hear one another, all testimonies being presented, and all discussions at any location where a member is present.
  3. Members of the public ~~present at each location~~ can see and hear all discussions, testimony, and votes of the commissioners.
  4. At least one commissioner is physically present at the regular meeting location.
  5. ~~Each location where a member is present is open and accessible to the public.~~
  6. If interactive television is used to conduct a meeting, members of the public shall be allowed to monitor the meeting electronically from a remote location to the extent possible. ~~Persons choosing to monitor a meeting electronically may be required to pay for fees incurred for additional connections.~~
  7. **All votes must be conducted by roll call, and each Commissioners vote must be recorded.**

**c. Regular Meetings**

- i. The County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by vote of the County Board.

- ii. Unless otherwise stated, all regular meetings of the County Board will be convened in the Board of Commissioners' Room in the Le Sueur County Government Center, Le Center, MN. All regular meetings of the County Board are open to the public.
- iii. Meetings are generally held on the first, third and fourth Tuesday of each month.

**d. Statutory Meeting (MS §375.07)**

- i. The County Board meets in the Board of Commissioners' Room in the Le Sueur County Government Center for the transaction of business on the first Tuesday after the first Monday in January. The County Board transacts organizational business during this meeting, including:
  - 1. Administration of the Oath of Office (if required)
  - 2. Election of Board Chair and Vice-Chair

**e. Open Meeting Law**

- i. All meetings of the Le Sueur County Board of Commissioners are subject to the Open Meeting Law (MS §13D.01, 13D.02, and 13D.021). A meeting governed by Minnesota Statutes may be conducted by interactive television as long as the following conditions are met (MS §13D.02):

**f. Closed Meetings**

- i. The County Board may hold closed meetings as authorized by MS §13D.03 and 13D.05. Business which may be considered in closed session is in accordance with the attorney/client privilege, to consider strategy for labor negotiations, to develop or consider offers or counteroffers for the purchase or sale of real or personal property, or as otherwise required or permitted by the Minnesota Open Meeting Law.
- ii. Before closing a meeting, the County Board will state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

**g. Special/Emergency Meetings**

- i. Procedures to schedule any special or emergency meetings shall be in accordance with MS §13D.04. Emergency meetings may be called and a good faith effort to provide notice of the meeting shall be made.
- ii. Special meetings shall be preceded by three days' notice, including a posting of the meeting notice and either (1) mailed or delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper, or **(3) posted on the County website.**
- iii. Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date

and place must be publicly specified by the Board prior to adjourning the meeting.

- iv. Members of the County Board are entitled to ten days' notice of Board meetings. A meeting cannot be held without such notice unless each member has consented to holding a special meeting (MS §375.07).
- v. The County Board may schedule work sessions, retreats, forums or additional meetings at such times and concerning such subjects as may be established by resolution of the Board. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board not regularly held shall be subject to the same notice requirements of the Open Meeting Law. A joint meeting with the Le Sueur County Board and any other political subdivision may be held within boundaries of either subdivision as will be specified in the meeting notice.

#### **h. Public Hearings**

- i. From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure:
  - 1. Presiding officer opens the hearing and states the purpose.
  - 2. Brief description of issue by county staff or other appropriate persons.
  - 3. Presentation, if applicable, by affected or interested persons
  - 4. Open discussion by members of the general public.
  - 5. Discussion by the County Board.
  - 6. Public hearing closed.
  - 7. Decision of the County Board.
- ii. At any time during the process, the County Board may address any questions as deemed appropriate. The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.
- iii. Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech. Individuals making comments shall first give their full name and address. This is required for an official record of the public hearing.

#### **i. Audience Participation in Board Meetings**

- i. It is the intention of these rules to support the interest of the public in following Board business during their meetings. As such, during each Board meeting, a designated open public forum section is established to start around 9:00 a.m.

- ii. This is an opportunity reserved for citizens, not employees, unions or other organizations not associated with Le Sueur County.
- iii. There is a three-minute time limit per person to express themselves on a particular matter.
- iv. The Board will not take action at the time of presentation, but will direct staff to respond as deemed necessary.
- v. The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff.
- vi. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting.
- vii. If an individual seeks to appear before the County Board,
  1. They should notify County Administration of his/her intention and the issue to be presented.
  2. The administrator will notify the Chair.
  3. No citizen requests will be placed as agenda items on the County Board agenda, unless directed by the County Board Chair.
  4. Questions directed to the Board may not be answered immediately; however, all appropriate questions will be responded to in a timely manner by the Board and/or county staff.

**j. Quorum**

- i. A quorum is necessary for the transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of the whole County Board (MS §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.
- ii. Each member participating in the meeting by interactive television shall be considered present at the meeting for purposes of determining a quorum.
- iii. Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the county administrator to indicate his or her planned absence.

**k. Role of Presiding Officer**

- i. The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer include the following:
  1. Preside at all meetings of the County Board.
  2. Preserve order and decide questions raised by members subject to appeal to the Board.
  3. To vote all questions regularly moved and to announce the result.

4. Review and comment on the draft agenda for each regular and special meeting of the Board.
  5. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations, and minutes of the Board and certifications.
- ii. The Chair of the Board is permitted to offer a second to any motion offered by another Board Member, and has the same voting rights and responsibilities as other members. In roll-call votes, the vote of the Board Chair shall be called last.

**I. Addressing the Chair**

- i. Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as “Mr./Madam Chair.” Members of the County Board are addressed as “Commissioner (last name).”
- ii. Any member of the County Board or members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the rules.

**m. County Administrator**

- i. The county administrator or designee shall attend all meetings of the County Board. The county administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the county administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.
- ii. The county administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The county administrator or designee also:
  1. Makes regular entries of all Board resolutions and decisions upon all questions;
  2. Records the vote of each member on any question submitted to the Board;
  3. Preserves and files all business acted upon by the Board;
  4. Certifies, under seal of the county, copies of any and all resolutions or decisions of the Board;
  5. Performs such further duties as designated by the Board; and
  6. Leads collaborative efforts across county departments, county agencies and across county lines.

## **IV. Conduct of Debate**

### **a. Principles**

- i. The rules of Parliamentary Practice embodied in Robert's Rules of Order shall govern the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes.

### **b. Parliamentarian**

- i. The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the county attorney in interpreting and deciding upon rules and questions of order.

### **c. Role of the Chair**

- i. The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the county administrator or designee to restate the motion, who made the motion, and who seconded the motion, or to announce the result of the vote.

### **d. Suspension of the Rules**

- i. At the beginning of any Board Meeting, the Board Chair polls the other members and the county administrator for any additional agenda items over and above the printed agenda. When the Board Chair declares that the additional items are permitted, this constitutes the meeting agenda, hence, no other action items are permitted without a unanimous approval of a suspension of the rules. Information items may be additionally considered without the necessity of any formal action of the Board.

### **e. Main Motion**

- i. The main motion in the form of a resolution shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the Board member(s) may call upon staff for additional information prior to introduction of the motion. The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the rules.

### **f. Second Required**

- i. All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the

second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

**g. Amended Motion**

- i. Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

**h. Division of the Question**

- i. Upon the request of any Board member, a resolution in debate may be divided and separated into more than one action provided the Chair rules that the resolution will allow such a division. Each of the resulting resolutions must be complete to allow independent consideration and action.

**i. Withdrawal of Motion**

- i. After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

**j. Discussion Procedures**

- i. The following operating rules shall guide debate:
  - 1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
  - 2. Upon recognition of the Chair, the board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the board. There is no time limit for comments from individual Board members.
  - 3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

**k. Adoption**

- i. A motion or resolution shall be adopted if approved by a majority of the whole Board (MS §375.07).

**l. Procedural Motion**

- i. In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert’s Rules that are most often used. It is not intended to be a complete list. These motions shall be considered in the following order of precedence as taken from Robert’s Rules of Order:

1. Motion to Adjourn
2. Motion to Recess
3. Motion to Suspend the Rules
4. Motion for Division of the Question
5. Motion to Defer Consideration (Motion to Lay on the Table)
6. Call of the Previous Question
7. Motion to Postpone to Certain Time or Day
8. Motion to Refer to Committee
9. Motion to Amend
10. Motion to Reconsider

**m. Voting**

- i. It is the duty of every member to vote. Voting shall be called by the Chair as those in favor signify by an “aye” vote and opposed use the same sign. Voting records are recorded as “duly passed” when a unanimous vote occurs, and “in favor”, “opposed” or “abstain” for issues not unanimous, by the county administrator or designee and duly noted in the minutes.
- ii. If a Commissioner has a real or perceived conflict of interest, they shall publicly announce they are abstaining from the vote, however, they can participate in the discussion.

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## **V. Types of Board Actions**

**a. Resolution**

- i. The County Board takes formal action by resolution (MS §373.02). A motion may be introduced by any member of the County Board with the exception of the Board Chair. The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of

business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the County Board.

**b. Ordinance**

- i. The County Board may take formal action by ordinance (MS §375.51), also by a motion. An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County. County Board action shall be taken by ordinance when required by law, to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

**c. General Consensus**

- i. The County Board provides information direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

**d. Policy Development**

- i. Authority for the development of policies in Le Sueur County is granted to the County Board through Minnesota Statute Chapter 373 (Counties, Powers, Duties, and Privileges), Minnesota Statutes Chapter 375 (County Boards), and in other statutes.
- ii. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

**e. Notice of Resolution**

- i. Any members of the Board may introduce a resolution for consideration and action pursuant to general rules and operating procedure. A copy is provided to other Board members and the county administrator and/or designee with as much advance notice as reasonable and practical, normally as part of the agenda prepared by the county administrator.
- ii. The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

## **VI. County Board Agenda**

### **a. Preparation and Distribution**

- i. The county administrator or designee shall cause preparation of the agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the Agenda by informing the county administrator or designee prior to Thursday noon of the week prior to the meeting.
- ii. Copies of the agenda and supporting material are made available to the county staff, public, and media as appropriate. Members of the public who are interested in following issues should sign up on the website to receive notifications.
- iii. The agenda and minutes are always available on the Le Sueur County website.

### **b. Order of Business**

- i. The Order of Business for each regular meeting of the County Board shall be as follows:
  1. Call to Order
  2. Pledge of Allegiance
  3. Review and Approval of Agenda
  4. Consent Agenda Review and Approval (See addendum for consent agenda procedures)
    - a. Any item on the consent agenda can be pulled off by the request of one Commissioner to be a stand-alone item for discussion and action.
  5. Public Open Forum
  6. Claims
  7. Consideration of Board Actions Items and/or Department updates
  8. Commissioner Committee/Activity Reports
  9. Future meetings review
  10. Adjournment
- ii. The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board, or the county administrator subject to County Board consensus.

### **c. Consent Agenda**

- i. A consent agenda will be prepared by the County Administrator and consist of routine non-controversial actions and motions by the Board. All such motions shall be in writing.
- ii. The consent agenda shall be considered as one item of business.

- iii. In the minutes of the meeting, the actions passed in the consent agenda motion shall be recorded individually and in full.
- iv. Consent agenda items shall not be discussed separately. If at the Board meeting, any Commissioner so requests, an item shall be removed from the consent agenda and considered separately.

**d. Official Records**

- i. The county administrator or designee shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.
- ii. The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (MS §375.12). The Official Board Proceedings are also distributed to interested parties and available on the County website.
- iii. The official public record of County Board meetings is available in the County Administration Office.

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## **VII. Advisory Committees**

**a. Policy**

- i. The county administrator maintains a complete list of all committees, including information on member terms and applicable term limits.
- ii. The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statutes. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy.
- iii. When vacancies occur in committees that have citizen representation from each Commissioner's District, a nomination to fill a vacancy will be sought from the Commissioner in whose District the vacancy occurred.
- iv. The current list of committees is available in the Office of the County Administrator.

**b. Role and Purpose of Committees**

- i. Each committee serves a statutory, policy, or operations purpose within Le Sueur County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

- ii. Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of county government are:
  1. To involve members of the public in the decision-making process.
  2. To meet requirements of state law.
  3. To ask residents to help define community standards and norms.
  4. To provide technical expertise in certain areas.
  5. To serve as advocates for the county.
  6. To provide an independent sounding board for issues, ideas, and policy matters.

**c. Reimbursements**

- i. Individuals appointed by the Board to committees may receive a per diem reimbursement for attendance at regular or special meetings of such committees and for meetings impacting the county which are not identified under the normal committee listing, but as approved by the County Board. Some committees are funded separately from the County and dictate per diems through their specific operating rules or bylaws. Per diem levels may change from time to time by County Board adoption and/or Minnesota Statute.

**d. Attendance Policy and Residency Requirements**

- i. Attendance and residency criteria are guided by each committee and the rules or bylaws they follow.
- ii. County Board appointees to committees are required to forfeit appointment upon failure to maintain a principal residence within the county and/or County Commissioner district (if applicable) from which they were appointed.

**e. Resignations**

- i. It is the responsibility of each committee chair to inform County Administration of any resignations or vacancies. Administration will then follow up with filling the vacancy.

**f. Notification**

- i. The committee chair, or designated county staff, shall inform the appointees at the initial yearly meeting, or at the first meeting attended by a member, of all applicable attendance policies, residency requirements and other pertinent information needed to perform the duties as a committee member.

**g. Terms**

- i. The terms of the appointees to the various committees are for one, two, and three years and vary per committee pursuant to Minnesota Statute and Board Policy. **Committee members may be replaced at any time by the Board of Commissioners.**

**h. Ex-Officio Members**

- i. Ex-officio members on any committee are non-voting members.

**i. Appointments of Chairs**

- i. Committees will select a chair for their respective committee per their own operating rules or bylaws chairs.

**j. Board Committees and Reporting Requirements**

- i. The Committees report their activities to the County Board as needed or on a periodic basis.
- ii. For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings shall be kept and shall become official upon approval by the committee. Actions of the committees are generally considered recommendations to the County Board.

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**VIII. Code of Ethics**

**a. Expectations**

- i. Effective County Government is premised upon public respect and confidence in the integrity and principles of the elected Board members. The County Board formally adopts on an annual basis the Code of Ethics as stated in the Personnel Policy.
- ii. It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards.
- iii. In the execution of their official duties, all County Board Members shall strive to:
  - 1. Observe the highest moral and ethical standards.
  - 2. Maintain and respect the confidentiality of private and confidential information.
  - 3. Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
  - 4. Comply with the ethical obligations imposed by law, including MS §10A.07, 10A.071, 382.18, 471.87-471.895, including, where

appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.

5. Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
6. Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.

**b. Conflicts of Interest and Recusal**

- i. Commissioners must exercise good faith and avoid participating in any activity where there exists an actual or perceived conflict of interest.
- ii. Such conflicts may exist due to past or present relationships with individuals or organizations that are the subject of Board action, or if the Commissioner or their close family has any financial interest in a decision before the Board.
- iii. Before any matter comes to discussion, Commissioners are expected to announce they may have a conflict of interest and that they will not be voting on the matter with the real or perceived conflict.
- iv. At the Chair's discretion, the Commissioner may participate in the discussion on the matter, but not vote on the matter.

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## **IX. Citizens**

**a. Public Communication**

- i. Individual citizen outreach.
  1. The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Board meetings are open to the public. Board/Committee agendas are posted on the county's website. The County Board encourages the residents of Le Sueur County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.
- ii. Information/News Media outreach
  1. Le Sueur County regularly updates the county website with information about specific issues of interest. County information is distributed through announcements to local news media and in articles provided by staff to local news publications, along with sharing information via social media.

**iii. Public Hearings**

1. The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board.

**b. Responding to Correspondence/Inquiries/Complaints from Citizens**

- i. County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Le Sueur County.
- ii. Written Correspondence
  1. Upon receipt of a written inquiry, request for information, or complaint about county business which has been sent to a Board member, upon notification and direction from county administrator or designee, staff will confer with the Board member to determine the appropriate course of action. The inquiry will be handled as directed with the county administrator or designee advising the Board member upon completion.
- iii. Telephone Calls
  1. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.
  2. Telephone calls requesting information about specific areas of county business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff, and an appropriate method of tracking the information requests and responses will be utilized.

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**X. Staff Roles**

**a. County Administrator**

- i. The County Board has adopted the County Administrator form of government.
- ii. The position of County Administrator is established pursuant to MS §375A.06.
- iii. The county administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the county administrator.

- iv. In general, the Administration Department is responsible for the execution of all orders, resolutions and policies of the Le Sueur County Board of Commissioners.
- v. The county administrator serves as the principal administrative officer for the County Board in the supervision of department heads who are engaged in directing county departmental operations.
- vi. The administration is responsible for the preparation of County Board meeting agendas and the Official Proceedings of County Board meetings.
- vii. Further responsibilities include preparation of the county budget; capital improvement plan; risk management and safety plan coordination; labor negotiation; and direct oversight of the West Jefferson Sewer District.
- viii. The county administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The county administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the county in its relations with other governments.
- ix. Functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed, by the Board or individual member, to the county administrator or designee for action.

**b. County Attorney**

- i. It is desired that the County Attorney or designee attend all regular meetings of the County Board. During Board meetings, the County Attorney may offer advice that may be useful to the board in its deliberations pertaining to the laws and statutes governing works of the County Board. Board members may also call upon the County Attorney to participate in the discussions and issues being considered.

**c. Department Heads & Staff**

- i. In certain instances, Board members may want assistance from Department Heads and/or County staff, or their involvement in evaluating policy and/or programmatic changes, whether from the Board or Le Sueur County citizens.
- ii. Board members who wish to initiate policy or program change are encouraged to first present such requests to the appropriate Committee for discussion and recommendations.

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## **XI. Key Financial Policies**

**a. Purchase and Bid Requirements (Non-Drainage)**

- i. The County will procure goods and services required to meet the needs and fulfill the County's mission as economically feasible, in a manner that is efficient,

unbiased, and complies with all federal, state, and local laws as well as all other County policies.

- ii. The budget allocates funds for the purchase of personnel, supplies, other services, and capital. Requests cannot be made for items outside the budget except under special circumstances. These special circumstances will have to be approved by the Board.

**Approval Process for budgeted items**

<b>Value</b>	<b>Approval Required</b>	<b>Bids</b>	<b>Sealed Bids</b>
Over amount line-item spending when line-item budget is over by \$2,500 or more	County Administrator	No	No
Under \$25,000	Department Head	Preferred 2 quotes	No
\$25,000-\$50,000	County Administrator	Preferred 2 quotes	No
\$50,001-\$174,999	County Board	Preferred 2 quotes	No
Greater than \$175,000	County Board	Preferred 2 quotes	Yes

**Approval Process for non-budgeted items**

<b>Value</b>	<b>Approval Required</b>	<b>Bids</b>	<b>Sealed Bids</b>
Under \$10,000	County Administrator	None required	No
\$10,001-\$174,999	County Board	Preferred 2 quotes	No
Greater than \$175,000	County Board	Preferred 2 quotes	Yes

**Approval Process for Highway Department Purchases**

<b>Value</b>	<b>Approval Required</b>	<b>Bids</b>	<b>Sealed Bids</b>
Contract Change Orders required to complete project as-bid.	County Engineer may, contingent upon sufficient funds being available, approve contract change orders required to complete the project as bid. County Engineer will report on significant contract changes during regular updates to the County Board.	None required	No

Le Sueur County Board Operating Procedures

January 2026

Contract Change Order changing scope of project. (i.e. adding additional roadways to paving contract, or adding additional infrastructure not required to complete the project as-bid)	Board Approval	None required	No
Material and Supply Purchases and Road Work Expenses under \$175,000	Upon verifying sufficient fund availability, the County Engineer may receive quotes and approve contracts up to \$175,000 for maintenance and repair of existing roadway infrastructure. The County Engineer will report on significant expenditures during regular updates to the County Board.	As required by current Minnesota Statutes for "Uniform Municipal Contracting Law".	No
Material and Supply Purchases and Road Work Expenses over \$175,000	Board Approval required	As required by current Minnesota Statutes for "Uniform Municipal Contracting Law".	Yes
Equipment Purchases under \$50,000	County Engineer	As required by current Minnesota Statutes for "Uniform Municipal Contracting Law".	No
Equipment Purchases over \$50,000	Board Approval	As required by current Minnesota Statutes for "Uniform Municipal Contracting Law".	No
Professional Services Purchases under \$50,000	County Engineer	Procuring professional services can be done through open negotiation, quotation, or requests for proposals. Procurement of professional services must take into consideration of	No

		qualifications, specifications, competency, and availability of the most qualified service provider initially and independent of cost.	
Professional Services Purchases over \$50,000	Board Approval	Procuring professional services can be done through open negotiation, quotation, or requests for proposals. Procurement of professional services must take into consideration of qualifications, specifications, competency, and availability of the most qualified service provider initially and independent of cost.	No

**b. Purchase and Bid Requirements for Drainage Projects**

- i. The Ditch Manager, Inspector and County Administrator has the authority to initiate ditch-related work that is \$25,000 or less for needed repairs and maintenance. At least two bids will be sought with preferred contractors.
  - 1. When an existing project reaches the \$25,000 mark and there is additional work to be completed, the County Administrator has the authority to approve an additional \$15,000. This option should only be exercised for extraneous circumstances, such as the need for waiting for a Board meeting when priority work needs to be done in a timely manner.
- ii. All work exceeding \$25,000 must go before the Board for approval.
- iii. All projects exceeding \$175,000 will go through sealed bid process.

**c. Personal/Professional Services Agreements/Contracts**

- i. The County may enter into professional services agreement contracts with individuals and entities to perform certain functions for the County.
- ii. All new and renewed agreements/contracts must be first reviewed by the County Attorney and then approved by the Board of Commissioners.

- iii. Any new contract over \$175,000 MUST go through sealed bids or a formal Request for Proposal process.
  - 1. If an existing or renewed professional services contract exceeds the \$175,000 mark, the bid and RFP process may be waived, but the proposed contract must still come before the Board for approval.

**d. Capital Improvement Plan**

- i. As part of the annual operating budgeting process a capital improvement plan is created which identifies short-term and long-term initiatives. It should reflect all identified capital improvement activity for at least five-year period and shall be updated and adopted on an annual basis.
- ii. Capital improvements for the upcoming year will be reviewed during Board budget work sessions and be incorporated into the operating budget as deemed appropriate or used for planned bonding.
- iii. The County Board adoption of the five-year capital improvement is to assist in planning and provide direction for County departments, but it does not establish permanent County Board commitment to the project either in scope or timeline for construction.

**e. Debt Management Policy**

- i. The County should avoid using debt in a manner that weakens the County's overall financial condition and maintain the best possible credit rating. It is the goal of the county to maintain at least an AA bond rating.
- ii. The County will confine long-term borrowing to capital improvements, equipment or projects that have a life of more than five years and cannot be financed from current revenues.
- iii. The County will strive to keep the total maturity length of general obligation bonds below 20 years. In all cases, the maturity shall be shorter than the life of the related assets.
- iv. The County will strive to keep the direct debt per capita and direct debt as a percent of estimated market value at or below the median set out by the credit rating agencies.
- v. The County will not use long-term debt for non-capital expenditures.
- vi. Refinancing or bond refunding will only be undertaken when there is significant economic advantage to the County, and when it does not conflict with other fiscal or credit policies.
- vii. Interfund borrowing shall have a reasonable repayment schedule and be approved by County Board resolution.
- viii. The County shall work with an independent, professional bond advisor on all municipal debt transactions.

**f. Interfund Loan Policy**

- i. It is the policy of the County Board that interfund loans between the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds or the Enterprise Funds may be used to alleviate a temporary cash deficiency.
- ii. Amounts transferred shall be repaid within 180 calendar days or as approved by Board resolution.
- iii. Borrowing shall occur only when the fund or account receiving the money will earn sufficient revenue during the current fiscal year, to repay the amount transferred. No more than 75 percent of the maximum money held in any fund or account during a current fiscal year may be loaned or transferred.
- iv. Such loans shall not be used to balance the budget of the borrowing fund, nor shall they deter any function or project for which the loaning fund was established.
- v. The County Board must adopt a resolution before any interfund loan transaction takes place. The resolution shall contain the exact amount of the loan, the funds involved, the purpose of the loan, the specific source of funds for repayment, the schedule for repayment and any interest rate involved.
- vi. It is the policy of the County to not borrow the ditch system funds from the General Fund. If a certain ditch system is in need of funds to pay expenses, those funds should be borrowed from other ditch funds. The only time General Fund dollars can be borrowed to ditch systems is by special resolution of the Board of Directors, and the resolution shall specifically include terms and conditions of repayment, including interest.
- vii. It is the policy of the County to not borrow the Sewer District funds from the General Fund for operating or capital expenses. If the system is in need of funds and funds must be used from the General Fund, a special assessment should be promptly placed on the users of the system. Any funds borrowed from the General Fund must be authorized by resolution of the Board, which shall specifically include terms and conditions of repayment, including interest.

**g. Loans to Townships for Broadband Projects**

- i. The Board adopted a resolution in March 2023 signaling their support for funding partnerships with townships to expand broadband services in the County.
- ii. The County may pay all up front local financial match amounts to internet service providers. Payments will be made to providers after the project is awarded and construction is completed. These costs may be paid for via the general fund, reserves or other accounts within the County.
- iii. All costs incurred by the County will be fully reimbursed to the County by Townships where the construction work is completed.

- iv. Townships shall submit a proposed repayment schedule to the County Board to be approved by the County Board. Once the schedule is approved by the County Board, the Township shall also formally adopt the repayment schedule.
- v. The terms of the repayment schedule shall not exceed 10 years, and the annual percentage interest rate shall be zero.

**h. Fund Balance Policy**

- i. In October of each year, the County Administrator and Auditor-Treasurer will review and report to the Board all fund balances according to the fund balance classifications as of December 31 of the previous year.
- ii. Based upon the Statement of Position by the Office of the State Auditor, Fund Balances for Local Government, guidance from the State Auditor's Office is that counties shall maintain an unrestricted (committed, assigned, unassigned) fund balance as of December 31 equal to the following:
  - 1. 35– 50% of the current year operating budget in the General Fund;
  - 2. 35– 50% of the current year operating budget in Human Services fund; and;
  - 3. 35 – 50% of the current year operating budget in the Road and Bridge Special Revenue Fund.
- iii. General Fund
  - 1. The County's policy is to have a balance on December 31 of unrestricted funds, committed, assigned, and unassigned, in the amount of 35%, at a minimum, of the following year's operating expenditures. Balances shall not exceed 50% unless the funds are dedicated to a specific project.
- iv. Road and Bridge Fund
  - 1. The County's policy is to have a balance on December 31 of unrestricted funds, committed, and assigned in the amount of 35%, at a minimum, of the following year's operating expenditures. Balances shall not exceed 50% unless funds are dedicated to a project that has been identified in the five-year road plan.
- v. Human Services Fund
  - 1. The County's policy is to have a balance as of December 31 of unrestricted funds, committed and assigned, in the amount of 50% of the following years operating expenditures. Balances should not exceed 65% unless the funds are dedicated to a specific project.
- vi. County Ditch Fund

1. The fund balance shall be evaluated annually in December by the County Auditor-Treasurer to determine the balances required for sufficient funds to finance ditch maintenance as it is needed. This determination is usually done in preparation for the annual ditch assessment for inclusion on property taxes in January.
2. To avoid borrowing from the ditch fund or the regular placement of special assessments to pay for normal maintenance and repair, it is recommended that each drainage system have a fund balance to pay for normal maintenance costs, and the Auditor-Treasurer place annual assessments to build appropriate fund balances for each ditch system.
  - a. Individual ditch systems will require different levels of fund balance depending on the maintenance needs of the system.

vii. Debt Service Fund

1. Debt service funds will be reported as restricted for those funds levied per M.S. 475.61. Per M.S. 475.612 on the financial statement, taxes shall be levied to make principal and interest payments, plus 5%, until such time as the debt is paid off. Other receipts and transfers will be presented as committed or assigned funds per this policy definition.
2. The County's policy is to have a balance on December 31 so that when the final tax settlement dollars are added, it shall be sufficient to pay the next bond payment. When new bonds are established, the receipts for one year will be used for the following year's bond payments. The fund balance above \$500,000 may be used for interfund loans.

viii. Capital Projects Fund

1. Funds will be reported as restricted, committed, or assigned. Bond funds will be restricted for the purpose issued. The board will commit funds according to planned capital expenditures. Any remaining balance will be assigned by the Board's assignee according to the Capital Improvement Plan.
2. The County's policy is to have a balance on December 31 to sufficiently cover any projects identified in the Capital Improvement Plan that are to be paid using reserves, plus \$500,000 to cover any emergency capital projects. The County Administrator and Auditor-Treasurer shall review the balance in the Capital Projects Fund on August 1 to determine if any levy will be required the following year.

ix. Enterprise Funds

1. West Jefferson Subordinate Sewer District (SSD) is used to account for operations of the sewer system serving the district.

2. The County's policy is to have a balance on December 31 to sufficiently cover repairs and maintenance costs for the next three years.

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## **XII. Board Calendar and Key Action Items**

### **a. Meeting times**

- i. The Board will meet on the first, third and fourth Tuesday of each month and start their meetings at 9:00 a.m.
- ii. Board meetings may be rescheduled due to conflicts, but as a rule, meetings will occur on the set dates.

**iii. The Board of Appeal and Equalization hearing in June and Truth and Taxation Hearings in December are held in the evening, starting around 6 p.m.**

### **b. Key Action Items for Board**

#### **i. January (Statutory Meeting)**

1. First meeting of the year on first Tuesday after the first Monday (Minn. Statute 375.07)
  - a. Swear in new Commissioners
  - b. Election of Chair and Vice Chair
  - c. Pass resolution awarding printing and publication contract (Minn. Statute 375.12)
  - d. Delegate electronic fund transfer authority
  - e. Approve Commissioner appointments to Committees
  - f. Eligible citizen advisory committees and per diems
  - g. Set date for Board of Appeal and Equalization in June
  - h. Appoint County Assessor every four years (Minnesota Statute 273.061). (Last appointed 2021, due 2025)
  - i. Set minimum salaries for elected officials
  - j. Approve Association of Minnesota County delegates
  - k. Setting IRS mileage rate

#### **ii. Adopt 5-Year Capital Improvement Plan**

#### **iii. Adopt Board Operating Procedures**

#### **iv. Adopt County Operating Procedures**

#### **v. Adopt County Finance Policy**

#### **vi. Adopt County Drainage Policy**

#### **vii. Adopt Board calendar**

#### **viii. February**

1. Create a financial statement from prior year and publish the statement or summary.

#### **ix. March**

1. Quarterly update on sewer district
- x. April**
  1. Appoint Veteran Services Director every four years (Minnesota Statute 197.60) (Last appointed 2024)
  2. Quarterly Financial Report
- xi. May**
  1. Resolution to appoint county engineer every four years (Minn. Statute 163.07) (Last appointed 2025).
- xii. June**
  1. Hold Board of Appeal and Equalization public meeting
  2. Quarterly update on sewer district
  3. Annual Sewer District Meeting
- xiii. July**
  1. Quarterly Financial Report
- xiv. August**
  1. Budget work sessions
- xv. September**
  1. Set preliminary levy (Minn. Statute 275.065)
  2. Quarterly update on sewer district
- xvi. October**
  1. Audit report
  2. Quarterly Financial Report
- xvii. November**
  1. Advertise for bids for printing and publishing
  2. Set public hearing and public notice for Budget/Levy and Fee Schedule
  3. Address delinquent sewer district accounts and certify special assessments and terms
  4. Review of Personnel Policy
- xviii. December**
  1. Setting wages for leadership
  2. Final levy hearing and setting of final budget and levy
  3. Publish a budget summary statement (Minn. Statute 375.169)
  4. Setting annual fees, including sewer district rates

5. Approve Government Center operating hours and work week
6. Appoint Personnel Board of Appeals
7. Set Board calendar for the year
8. Setting of compensation (salary, benefits and per diem) for commissioners (Minn. Statute 375.055)
9. Setting of compensation and minimum salaries for elected officials (Minn. Statutes 384.151, 386.015, 387.20, 388.18)
10. Set mileage and per diem rates (Minn. Statute 471.665)
- 11. Review and adopt annual service contracts (e.g. Surveyor, Broadband, Aging Services, Sewer District, SWCD, etc.)**

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### c. Public Notice Requirements

- i. The following business items require Public Notice, please note, this list is not exhaustive.
  1. New or revised ordinances
  2. User Fees and Final Levy
  3. Bids for printing and publishing
  4. Bidding for projects greater than \$175,000
  5. Drainage system matters, as required by Minnesota Statute 103E
  6. Redistricting
  7. Tax Forfeiture Auctions

## Addendum on How Business Items Should be Placed on Consent or Regular Agenda

*\*Note: Any item on the consent agenda may be pulled off the consent agenda and placed on regular agenda for stand-alone discussion at the request of one Commissioner*

## Consent Agenda

1. Minutes
2. Human Resources Items
  - Probation approvals
  - Wellness Budget/Program Plan
  - PERA Phased Enrollment/Renewals
3. Contracts and Grants
  - Annual contract renewals which are deemed ordinary business and non-controversial. **Note: Service contracts with significant fee increases should be placed on the regular agenda.**
  - Annual grant application and acceptance
4. Financial/Auditor-Treasurer Business
  - Claims
  - Claims for Auditor-Treasurer approval (annual)
  - **Human Services Claims**
  - Contract Pay Applications
  - Credit card approvals
  - Gambling, liquor and tobacco licenses
  - Fund transfers
  - Budgeted expenditures
  - Designation of Depositories
5. **Other Items**
  - **Solid Waste Applications**
  - **Out of State Travel Requests**

## Regular Agenda (Stand-Alone Items)

1. Human Resource Items
  - General staffing updates
  - Setting of salaries/wages
  - Organizational chart changes
  - Union contracts
  - Memorandum of Understandings
  - Grievances
  - Request for Leaves of Absence
  - Medical Premium Rates
  - Personnel Policy updates
  - Appointments
    - Board of Appeals
    - Veterans Service
    - Assessor
    - Highway Engineer
    - County Administrator
  - PERA Police Officer Declaration
  - Setting of per diems, per diem eligible committees, and mileage rates
  - Retirements with recognition
  - Length of service awards
2. Auditor-Treasurer items
  - a. Tax forfeiture
  - b. Ballot Board designation
  - c. Drainage decisions, including all levies
  - d. Lease renewals
  - e. Dedicated Reserves (annual)
3. Budget Items and Expenditures
  - Budgeted expenditures over \$50,000
  - Non-budgeted expenditures over \$10,000
  - ~~Human Services claims~~
  - Preliminary and final budgets
  - Fees
4. Use Permits and Variances
5. Department Updates and Reports

6. Sewer District Updates
7. Contracts
  - New or controversial contracts
8. Drainage Liens (multi-year)
9. Policies and MOUs
  - Major operating policy changes
  - Memorandums of Understanding with LGUs or JPAs
10. Items that require Public Notice