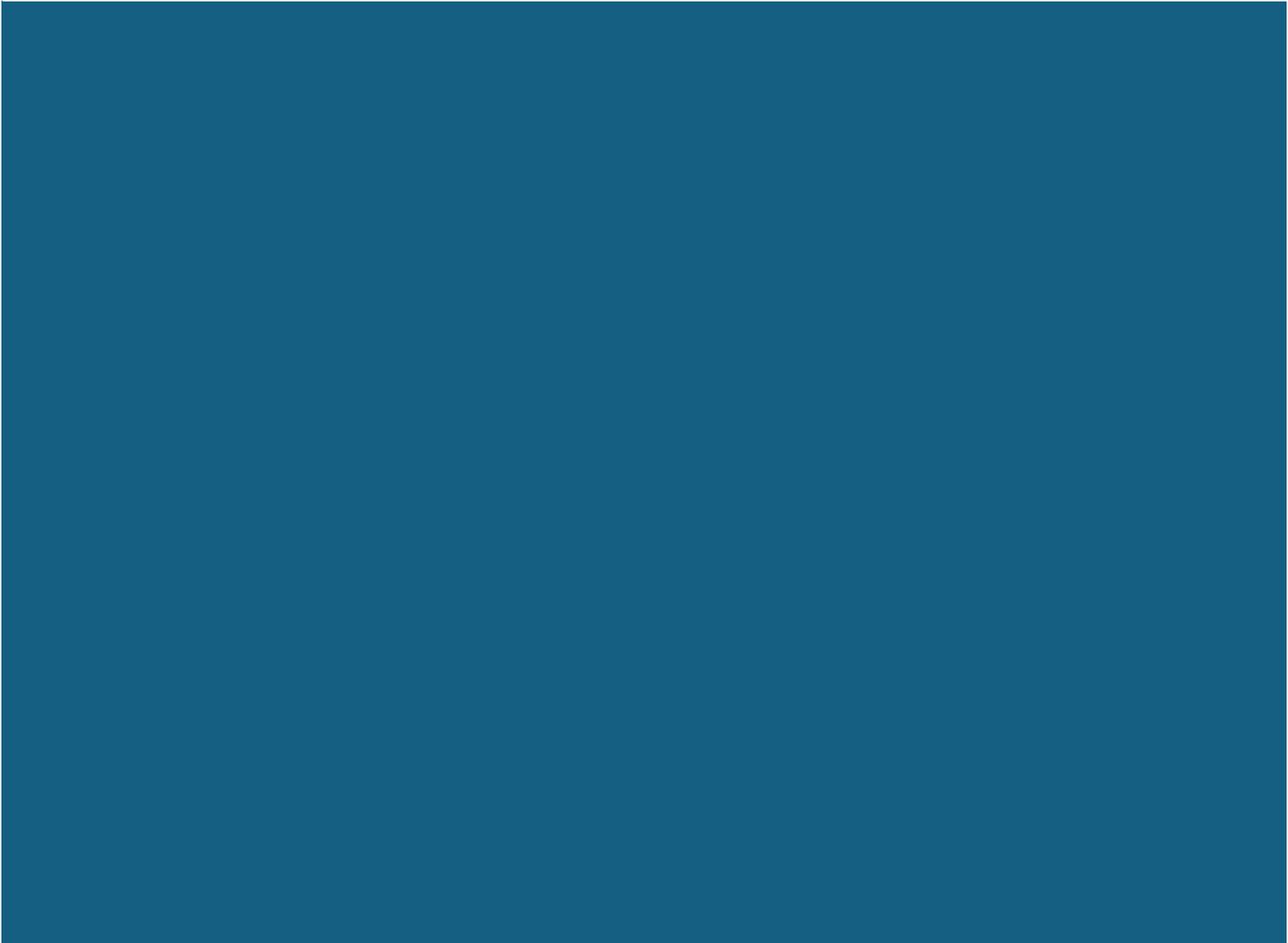




LE SUEUR COUNTY OPERATING POLICIES



Le Sueur County Operating Policies

Exterior Government Center Illumination Policy

2025.01

January 7, 2025

Purpose and Scope

This policy outlines the process for employees, individuals and organizations to request the illumination of exterior building lights at the Le Sueur County Government Center in recognition or celebration of an event. The policy ensures that all requests are reviewed and scheduled in an organized and fair manner while maintaining the building's aesthetic and operational integrity.

This policy applies to any employee, individual or organization seeking to have the exterior building lights illuminated.

Illumination requests must meet the following criteria:

- Request must be made at least 30 days in advance.
- Requesting party must contact County Administrator's Office with request.
- The event or cause must align with the county's mission, values, and interests.

Upon receiving a request:

- The Personnel Executive Committee in conjunction the Directors of Building Maintenance and Information Technology will review each application within 15 business days.
- Requests will be evaluated based on the event's alignment with county's mission, values and interests, availability of dates, and feasibility of the lighting configuration.
- Applicants will be notified of approval, denial, or a request for more information.

Le Sueur County Operating Policies

Le Sueur County Building Security Camera Policy

2025.02

January 7, 2025

Purpose and Scope

The purpose of this policy is to establish guidelines for the installation, operation, and access to security camera systems at county owned buildings, to help ensure the security and safety of employees, the public, and government property while respecting privacy rights. Camera footage is also to be used to assist in investigating security incidents.

Security cameras are installed in areas where employees and public do not have an expectation of privacy. Areas include common areas (lobbies, hallways, parking lots, etc.), service counter areas, building entrances and exits.

Cameras will NOT be installed in areas where there is an expectation of privacy (bathrooms or private offices).

All recordings are stored securely and retained for up to 30 days for non-restricted areas and 90-days for restricted areas, after which they are securely deleted unless required for an ongoing investigation. Access to the footage is restricted to authorized personnel only.

Real-Time Viewing Access Request and Approval Processes

Real-time viewing is permitted to the MIS Department at the discretion of the MIS Director for system maintenance, configuration changes, and testing purposes only.

All other employee requests for real-time viewing shall be subject to approval by the County Administrator, HR Director, or Le Sueur County Sheriff.

All approvals shall be submitted in writing to the MIS Director prior to access being provided.

Recorded Video Access Request and Approval Processes for General Areas

Access to recorded video is permitted to select staff within the MIS Department at the discretion of the MIS Director for system maintenance, configuration changes, and testing purposes only.

All other employee requests for recorded video access shall be subject to approval by the County Administrator, HR Director, or Le Sueur County Sheriff.

Members of the public may request access to recorded footage under the Freedom of Information Act or other applicable public records laws. All requests must be submitted to the County

Le Sueur County Operating Policies

Attorney's Office. The County Attorney will coordinate with the relevant authority to review and respond to the request in accordance with legal requirements. All approvals shall be submitted to the MIS Director prior to access being provided.

All requests for recorded footage will be evaluated and prioritized based upon the specific request made and nature of the footage collected.

Recorded Video Access Request and Approval Process for Restricted Areas

Certain areas within the Justice Center and under the jurisdiction of the Sheriff's Office are considered restricted areas (e.g. booking, detention, etc.). Requests for recorded video access are to be made to the Le Sueur County Sheriff's Office.

Retention and Disposal

Recorded footage shall be retained for a minimum of 30 days for non-restricted areas and 90-days for restricted areas (e.g. law enforcement) unless otherwise required for official purposes. After the retention period, recorded footage shall be securely deleted or destroyed in accordance with county records management policies.

Notification and Consent

A sign will be placed at each entrance of county owned buildings informing employees and the public that the building is under camera surveillance.

Policy Enforcement

County employees violating terms of this policy are subject to disciplinary actions, including legal actions for unauthorized tampering.

Le Sueur County Operating Policies

Le Sueur County Government Center and Public Health Buildings Lock Down Alarm 2025.03

January 7, 2025

Purpose and Scope

There is one lock down alarm button located in both the Government Center and Public Health Buildings to respond to certain incidents.

When activated, the alarm locks all the external public doors of the Government Center and Public Health buildings. This prevents entry into the building to all, except for law enforcement personnel.

Location of Alarms

Government Center

The lock down button is located on the 1st floor in the Auditor/Treasurer/License Bureau office area.

Public Health Building

The lock down button is located on the south side of the building.

Types of Incidents for Potential Alarm Activation

The alarms are intended to be used to reduce the threat to individuals located inside the building from an identified threat OUTSIDE of the building.

Potential incidents:

- Active shooter in vicinity
 - Shelter in place order due to certain threats in vicinity
 - Identified suspicious individual(s) outside of building
 - Unruly or aggressive crowds gathering outside of building
-

Who is Authorized to Activate Alarm

Any employee is authorized to activate the alarm in an emergency but should exercise caution and discretion, as activation of the alarm will prompt a call to dispatch and response from law enforcement.

Le Sueur County Operating Policies

If it's not an emergency and you feel there is an emerging threat that would warrant lock down, you should contact Human Resources or the County Administrators Office, who will then decide on activation.

How to Activate Alarm

To activate the alarm, lift the cover and push the button.

What Happens After Alarm is Activated

1. When the Dispatch Center receives a Lock Down Building Activation, the On-Duty Deputies will be notified and they will respond to the applicable building, where the Deputies will take actions to investigate the incident, while ensuring the safety of the staff and public, and/or to neutralize any threat.
 2. Employees will receive an alert that the building is under lock down. This will be either via email, phone, paging or other electronic communication. The nature of the threat will be shared along with guidance on what to do (e.g. secure location, shelter in place, etc.)
 3. Communication will be sent when threat no longer exists, and it is safe to leave the building.
-

Le Sueur County Operating Policies

Community Recognition Policy

2025.04

March 25, 2025

1. Purpose and Goals

- The Le Sueur County Board of Commissioners wishes to thank and recognize individuals and organizations for significant accomplishments and acts of public service.
- The goal is to publicly recognize individuals and organizations so the wider Le Sueur County community becomes aware of these acts and accomplishments and to build a stronger and more united community.

2. Nomination Process

- **Eligibility:** Le Sueur County residents, business owners, and county-based organizations are eligible to be nominated.
- **Nomination Criteria:** Criteria for eligible nominations include, but is not limited to: outstanding volunteer service, leadership, significant accomplishments, acts of heroism, and innovation that impacts the community.
- **Submission Process:** Nominations can only be submitted by a Le Sueur County Commissioner. If someone other than a County Commissioner feels someone is worthy of consideration, they should work through their respective County Commissioner(s) to have a nomination submitted. Nominations are to be submitted to the County Administrator's Office.

3. Review and Selection

- **Selection Committee:** The selection committee is the County Personnel Executive Committee, which comprises the Board Chair and Vice Chair, along with the County Administrator, Deputy County Administrator and Human Resources Director.

5. Recognition Ceremony

- **Award Presentation:** Award presentation will either occur during a regular Board meeting or at an arranged time if the recipient is unable to attend a regular Board meeting.
- **Types of Recognition:** Awards may include certificates or plaques.
- **Publicity:** If the recipient is agreeable, a photo and press release will be sent to local media, along with additional recognition on social media and the county website. Recognized individuals or groups may be featured in local media, on the county's website, or during county meetings.

Le Sueur County Operating Policies

6. Frequency of Recognition

- Goal would be no more than one recipient per month.

Le Sueur County Operating Policies

Le Sueur County Internship Policy

2025.05

May 6, 2025

1. Purpose

The Internship Policy is designed to provide students and recent graduates with meaningful work experience in public service. This policy establishes the guidelines for the recruitment, selection, responsibilities, and conduct of interns working within Le Sueur County departments. This policy ensures a structured and beneficial internship program that supports both the interns and the County's operational needs.

2. Eligibility

Internship applicants must meet the following criteria:

- Be enrolled in or recently graduated from an accredited educational institution (high school, college, or university).
- Demonstrate interest in public service or a related field.

3. Recruitment and Selection

- Internship opportunities will be approved dependent on the expectations from the intern and the ability for Le Sueur County to meet those.
- Candidates must submit an internship application, resume, and any required supporting documents.
- Selection will be based on qualifications, relevant experience, department ability, and department needs.
- Once a candidate is selected, the request will be made for approval by the Personnel-Executive Committee.
- Background checks may be conducted as necessary for specific roles. Expenses for background checks will be paid out of the applicable department budget.

4. Duration and Work Hours

- Internships may be offered for a predetermined length of time but can be terminated or extended at the discretion of Le Sueur County. An extension would need to be mutually agreeable between the County and the intern.
- Work hours will be determined based on departmental needs and academic schedules not to exceed 39.5 hours per week.
- Internships may be paid or unpaid, depending on budget availability and applicable laws.

5. Responsibilities

- Interns will be assigned duties that align with their educational background and career interests.

Le Sueur County Operating Policies

- Interns will receive access to Le Sueur County systems necessary to complete assigned duties. The username for access will be *Intern.FirstName.LastName* for computer, email and network access.
- Interns must adhere to County policies, including confidentiality and ethical standards.
- Interns must complete assigned projects and submit any required reports or evaluations.

6. Supervision and Evaluation

- Each intern will be assigned a supervisor who will provide guidance and mentorship.
- Interns will be required to complete an exit survey to help improve the program.
- Supervisors will be required to provide department specific MN Data Practices training to interns.

7. Conduct and Termination

- Interns must maintain professionalism and comply with County policies, department expectations and workplace regulations.
- Any misconduct or failure to perform duties may result in termination from the program.
- Internships may be terminated at the discretion of the County or at the request of the intern.

8. Compensation and Benefits

- Paid interns will receive compensation as determined by the County budget and applicable labor laws.
- Unpaid internships must comply with federal and state guidelines to ensure educational benefits.
- Interns are not eligible for employee benefits unless otherwise stated.

Equal Opportunity Statement

Le Sueur County is committed to providing equal internship opportunities regardless of race, color, religion, gender, sexual orientation, disability, or any other protected status.

Le Sueur County Operating Policies

Le Sueur County Economic Development/Tax Abatement Incentive Policy

2025.06

July 22, 2025

PURPOSE AND SCOPE

Le Sueur County is committed to encouraging economic growth as a cornerstone of a strong community and will partner with local jurisdictions to help them achieve economic success.

Le Sueur County wishes to promote flourishing industries, entrepreneurial success, high local employment levels, and income opportunities. With a targeted and quantified approach that follows state laws, Le Sueur County aims to use tax abatement as a tool to shepherd economic growth.

AUTHORIZATION AND STATUTORY REQUIREMENTS

Duration

Under state law, Le Sueur County may grant tax abatements with a duration of 15 years with the exception of projects eligible for 20-year abatements pursuant to Minnesota Statutes Section 469.1812 through 469.1815 subs. The duration of the tax abatement shall be the minimum amount necessary to meet the financial goals of the project, with the goal of tax abatements being no more than 10 years, and abatements not being 100% in any given year.

Limits on amount of abatement

In any year, the total amount of property taxes abated shall not exceed two percent of the net tax capacity of the county for the taxes payable year to which the abatement applies.

Le Sueur County may limit the amount of the abatement provided:

- To a specific amount of dollars per year or in total.
- To the increase in property taxes resulting from improvement of the property.
- To the increases in property taxes resulting from increases in the market value or tax capacity of the property.
- In any other manner the Board of Commissioners determines is appropriate.
- To the interest and penalty that would otherwise be due on taxes that are deferred.

PUBLIC INTEREST

Le Sueur County finds that the property tax abatement is in the public interest if it accomplishes one or more of the following objectives:

- Increase or preserve tax base.
- Provide employment opportunities in the political subdivision, with creation or retention of at least 10 jobs, with those jobs providing a livable wage in Le Sueur County as determined by the *Living Wage* Calculator based on one adult with no children.
- Help redevelop or renew blighted areas.

Le Sueur County Operating Policies

- Help provide access to services for residents.
- Invest in public infrastructure.

Other Requirements

- The County will not issue bonds or borrow money to provide up-front abatement.
- Requests for abatement must be made in advance of any improvements being made to the property.

Targeted Projects

- Child care centers (10 or more children)
- Senior housing (10 or more units)
- Agribusiness
- Manufacturing
- Corporate headquarters
- Research and development
- Wholesale trade and distribution
- Transportation/logistics
- Telecommunications
- Retail business
- Residential development on blighted or contaminated property

Minimum Thresholds for Private Investment

Anyone can apply, but the County's goal is that any proposed abatement project would include a minimum of \$100,000 in private investment.

Desired Objectives

- Creation of additional childcare facilities and/or openings
- Additional senior living housing
- Creation of jobs and appropriate wage level of those jobs
- Economic impact of development
- To create additional unsubsidized private investment
- To facilitate site development that would not occur without a business subsidy
- To redevelop blighted sites or to aid in the costs of redevelopment above the costs normally incurred in development (e.g. contaminated site clean-up)
- To achieve another policy goal of the County

Additional Considerations

The county will also consider the following factors when determining whether to grant the abatement.

- Whether or not the proposed project maximizes the use of the proposed site.

Le Sueur County Operating Policies

- The impact that the proposed project will have on infrastructure including pollution control, roads and traffic management, as well as government services such as law enforcement, human services, etc.
 - The impact that the project will have on natural resources.
 - The County will only consider application after applicant meets and consults with City or Township in which the business is located.
-

TAX INCREMENT FINANCING (TIF)

Background

Under a TIF, like a tax abatement, a local government exempts the increased assessed value of the new improvements. Unlike a tax abatement, the owner makes payments in lieu of taxes equal to the real estate taxes that would have been paid without the exemption. A TIF agreement between the local government and the owner redirects these payments in lieu of taxes to the local government and away from tax levy recipients and school districts. The local government then relies on the payment in lieu of taxes to fund the costs of the public infrastructure for the new development.

Le Sueur County **does not wish to establish TIF districts in unincorporated areas** but will work alongside cities who wish to establish districts within their municipality.

Process

As part of the public notice requirements, Le Sueur County will evaluate TIF district proposals submitted by cities and provide comment as deemed appropriate.

APPLICATION AND REVIEW PROCESS

Applications are available on the Le Sueur County website. Applications are received on an ongoing basis. A non-refundable application fee will be charged as set in the County fee schedule.

Applications will be received and reviewed by Le Sueur County staff. A staff team of at least three members will review each application and develop a report for the Le Sueur County Board of Commissioners. All applications and reports will be presented to Commissioners at a board meeting, and the Le Sueur County board will vote whether to recommend each application to move forward for further consideration.

If approved to move forward, the applicant shall submit a fee as set in the County fee schedule. The County Board reserves the right to waive or adjust fees, as deemed appropriate with the goal that fees should cover any anticipated County costs (e.g. legal fees, economic analysis, staff time, public hearing costs, etc.)

Le Sueur County Operating Policies

Staff may request additional information from the applicant, and the project will move forward with a public hearing and formal consideration by the County Board.

Nothing in this policy shall require the County to provide abatement for a project that is eligible under this program. Each application will be reviewed on a case-by-case basis.

Note: If the requested tax abatement is within a city jurisdiction, applicants should first contact the city and follow the city procedures, which may include a separate application and fees.

SUBSIDY AGREEMENT

All tax abatement projects will be required to enter into a business subsidy agreement with the County. Subsidy agreement will lay out the responsibilities of the abatement recipient.

Abatement recipients shall comply with annual reporting requirements stipulated in Minnesota Statute 116J.993-116J.995 or the subsidy agreement, or as established by the County.

Abatements may or may not be transferable upon sale of property. The eligibility of transferability will be addressed in the subsidy agreement.

Failure to follow the subsidy agreement may result in early termination of the abatement.

Le Sueur County Operating Policies

Le Sueur County Data Practices Policy
2026.01
January 6, 2026

(Policies for Members of the Public and Data Subjects)

Identification of Staff with Data Practices Responsibilities

Responsible Authority

Joseph Martin, Le Sueur County
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Data Practices Compliance Official

Brett Mason, Sheriff's Office
Emily O'Brien
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-4440; Fax: 507-357-4627

Brent Christian, Attorney's Office
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2278; Fax: 507-357-2270

Sharon Budin, Recorder's Office
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-8609

Danielle Ongie, Auditor/Treasurer's Office
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Shayne Bender, Assessor's Office
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Jamie Hayes, Human Services
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-8288; Fax: 507-357-6122

Megan Kirby, Public Health
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-4223

Mark Roemhildt, Veterans Services
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-6375

Le Sueur County Operating Policies

Theresa Kubes, Human Resources
88 South Park Ave, Le Center, MN 56057
Telephone: 507-357-2251; Fax: 507-357-8607

All data requests must be made to the Responsible Authority (RA) or designee. Regardless of which staff person actually manages a data request, the RA ultimately is responsible.

Setting Parameters for Data Requests

As stated in the Data Practices Policy for Members of Public and Data Practices Policy for Data Subject, individuals must make data requests in writing.

When an individual requests data about him/herself, or their minor children they must verify their identity.

Responding to Data Requests

Time frames

Le Sueur County will respond to data requests within ten business days. This does not mean that the County cannot inform the requester it may take longer than 10 days to fulfill the request due to circumstances such as staff constraints or if the request will require significant staff time for separating public versus nonpublic data.

Fees

Fees are authorized under Minnesota State Statute 13.03, subdivision 3.

Unless specified in the County fee schedule under a specific Departmental fee, the following general fees will be assessed for data requests.

1. Any data request that requires more than 30 minutes of staff time to compile will trigger the requester paying for the actual hourly wage and fringe cost of the employee(s) to compile the data request. *Note: Staff time spent separating and redacting public versus non-public data does not count toward the time calculation only time spent compiling the requested information.*
2. In addition to charges for staff time compiling data requests, the following charges for data transmittal will be assessed.
 - Paper copies: 25 cents per page, or 50 cents for two-sided copy
 - Electronic data via flash drive: County cost for flash drive depending on storage size

Le Sueur County Operating Policies

- If the request is for copies of data that the County cannot reproduce internally, such as photographs, requester will be charged actual cost paid to outside vendor.

Data Transmittal Methods

No data will be released until appropriate fees are paid.

The County will release information in the following ways:

1. On-site inspection (either electronically on county owned computer or visual inspection of paper copies).
 - a. There is no charge for individuals to come on site and inspect requested documents. However, fees will be charged if the request takes more than 30 minutes to compile, or if copies are requested.
2. Flash drives
3. Transmittal via an email address so long as data file is small enough to be transmitted.

Due to network security concerns, the County will NOT release information by uploading information to external sources or transfer services (e.g. Google Drive, Drop Box, One Drive, etc.)

Creating and Reformatting of Data

The County is NOT required to create new data or reformat data in a way the County does not normally collect and maintain data.

If the County chooses to create or reformat data to fulfill the request, the requestor will pay for actual staff time spent on the request.

Summary Data

Summary data means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

The County will prepare summary data if a formal request is made in writing and the cost of preparing the summary data is paid for by the requestor. The County is allowed to delegate the preparation of summary data.

The time to complete summary data requests will vary depending upon the request.

PUBLIC DATA REQUESTS

Submitting a Formal Data Request

A formal written data request must be submitted to the County. The form can be located on the Le Sueur County website.

The request for data should be submitted to the appropriate individual listed in the Data Practices Contacts.

The data request form can be hand delivered, or sent via mail, fax, or email.

DATA SUBJECTS

Data about Individuals

Minnesota Statute Chapter 13 guides the County on the release of personal information on data subjects.

The law outlines that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data.

Classification of Data on Individuals

The law presumes that all government data is public unless another law says that the data is not public. Data about individuals are classified by state law as public, private, or confidential. See below for some examples.

1. Public data: County must provide public data to anyone who requests it.
 2. Private data: County cannot give private data to the public, but County can provide private data to individuals about themselves, or someone with proper permissions.
 3. Confidential data: Confidential data has the most protection. Neither the public nor individual can access even when the confidential data is about the individual.
-

Le Sueur County Operating Policies

Rights under the Government Data Practices Act

Le Sueur County will keep all government data in a way that makes it easy for individuals to access data about themselves. Data subjects have the following rights:

- **Access to Data**
 - Right to look at (inspect), free of charge, public and private data that County maintains on individual.
 - Individuals also have the right to receive copies of public and private data, but the County will charge for copies according to our fee schedule.
 - Also, if individual requests, the County will inform if the data is classified public, private, or confidential.
 - In general, parents and legal guardians have the right to access public and private data about their minor children. However, minors do have legal rights to ask Le Sueur County staff not to give data about them to their parents or guardian.
 - Minors will be informed of their rights. The County may ask for formal requests in writing to include the reasons that County should deny parent and guardian access to the data. The County will make the final decision about the request based on minors best interests.

- **Data Collection**
 - When the County asks individuals to provide data about themselves that is not public, the County will provide a Tennessee Warning. The notice controls what the County will do with the data that is collected. The County will ask for written permission if the County needs to use or release private data, or if the data subject requests the release of information to another person. This permission is called informed consent. If an individual wants the County to release data to another person, the individual must use the consent form provided by the County.

- **Inaccurate and/or Incomplete Data**
 - Individuals have the right to challenge the accuracy and/or completeness of public and private data about themselves. Individuals also have the right to appeal County decisions. Parents or guardians also have the right to challenge the data regarding their minor children.

Requests for Data Subjects

A formal written data request must be submitted to the County to access individual data. The form can be located on the Le Sueur County website.

The request for data should be submitted to the appropriate individual listed in the Data Practices Contacts.

Le Sueur County Operating Policies

The data request form can be hand delivered, or sent via mail, fax, or email.

Le Sueur County requires proof of identity before the County can respond to requests for data. If a parent or guardian is requesting data about a minor child, the parent/guardian must show proof the child is in their care.

County Response to Data Requests

- The County will respond within 10 days of the request, with the following potential responses:
 - If the request is unclear, the County may ask the requester for clarification.
 - Request identity verification.
 - Don't have data requested.
 - Inform the requester data is confidential and not accessible and the reason why.
 - Inform the requester we have data requested and discuss how they want to receive data and any potential fees related to the request.