

- **Minutes of the Pipestone Soil and Water Conservation District Meeting**

**December 14th, 2023 at 9:00 a.m. Pipestone County Government Center Southwest
1016 8th Ave SW Pipestone, Minnesota**

Board Members Present:

Cal Spronk, Chairman
Ken Christensen, Vice-Chair
Bill Folger, Secretary/Treasurer
Brad Kruisselbrink, Programs
Ian Cunningham, PR&I

Board Members Absent: None

Others Present:

Melissa Rosendahl, Nathan Blankers, Luke Johnson, Kyle Krier, Kyle Kuphal, Shannon Bootsma

Chairman Spronk called the meeting to order at 9:02 a.m.

A. Approve Agenda

Motion made by Folger to approve the agenda as presented, seconded by Cunningham.
Affirmative: all. Oppose: none. Motion carried.

B. Approval of Minutes

Motion made by Christensen, seconded by Kruisselbrink to approve the minutes of the November board meeting. Affirmative: all. Oppose: none. Motion carried.

C. Financial Report and Approval of Bills

Cunningham made a motion to file the financial reports and approve the payment of bills. Folger seconded the motion. Affirmative: all. Oppose: none. Motion carried.

New Business:

A. Financial Audit Report by MTCO

- a. Matt Taubert from Meulebroeck, Taubert and Company presented the 2022 audit via conference call. Cunningham made a motion to approve the 2022 audit. Christensen seconded the motion. Affirmative: all. Oppose: none. Motion carried.

B. Area V Soil Health Grant Discussion

- a. Krier gave an update on the soil health grant funds that will be allocated for soil health outreach.

C. Wellhead Soil Health Contract

a. Krier presented a contract for Moeller Bros, contract # CWF22-SH-11, Fountain Prairie section 29, 30 acres in the amount of \$3,000.00. Cunningham made a motion to approve the contract and payment voucher. Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried.

D. Cost Share Voucher

a. Krier presented a cost share voucher for Jeff Biever, contract #23-Biever7, Rock township section 10 with a project amount of \$21,335.67 with 75% cost share is \$16,001.75. Cunningham made a motion to approve and pay the voucher. Kruisselbrink seconded the motion. Affirmative: all. Oppose: none. Motion carried.

E. Contract Cancellation

a. Krier presented a contract cancellation for Taylor Shellum, contract #23-Shellum-4, Eden township, section 5 in the amount of \$9,504.55. Folger made a motion to approve the cancellation. Cunningham seconded the motion. Affirmative: all. Oppose: none. Motion carried.

G. Employee Sick/Safe Leave Policy

a. Krier presented a proposed policy for the new Sick/Safe Leave Policy that the state is requiring business to take into effect by Jan 1, 2024 allowing each employee 48 hours a year of sick/safe leave. Attached is the policy. Cunningham made a motion to adopt the policy. Kruisselbrink seconded the motion. Affirmative: Cunningham, Kruisselbrink, Folger. Oppose: Christensen. Motion carried.

H. 2024 PayScale/2023 Comp Worth Study

a. Krier presented the proposed 2024 staff placement report. Folger made a motion to approve the placement. Cunningham seconded the motion. Affirmative: all. Oppose: none. Motion carried.

b. Krier presented the 2023 comp worth study report. Cunningham made a motion to approve and file the report. Christensen seconded the motion. Affirmative: all. Oppose: none.

Reports:

County Commissioner Report:

Johnson – At RCRC meeting Bolton & Menk have proposed a program to track numerous programs within the state. Also attended the National Association of Counties conference.

Supervisor Reports:

Cunningham – In October a film crew from the MASWCD visited Cunningham Family Farm to make a video promoting work the SWCD and NRCS offices have done. Also attended the state convention and gave resolution update.

Spronk – Attended Area V meeting in November and gave a convention update.

Christensen – Attended the 1W1P meeting where the FY24 workplan budget was discussed.

Kruisselbrink - Nothing.

Folger – Nothing.

NRCS Report: EQIP ranking deadline is January 16. Making CSP, EQIP and RCPP payments.

Manager's Report: Gave Redwood rive 1W1P meeting update. Schwebach discussed possible replacing the matting machine and starting to cost share on trees again.

Adjournment:

There being no further business Chairman Spronk declared the meeting adjourned.

Bill Folger, Secretary

EARNED SICK AND SAFE TIME

A. Designation of Sick Leave and PTO as Earned Sick and Safe Time

The first 48 hours of Sick Leave earned, or up to eighty (80) hours used in a year if eligible time has been carried over from the prior calendar year, shall be designated as Earned Sick and Safe Time (ESST) pursuant to Minn. Stat. § 181.9445 and may be used for any of the purposes of that statute and for those family members set forth therein.

B. Carryover Year to Year

An employee may carryover up to a maximum of eighty (80) hours of their unused Earned Safe and Sick Time (ESST) from year to year. Year to year shall be calendar year. The first partial year of employment shall constitute a year for the purposes of this policy.

C. Earning ESST

Sick leave/ESST benefits shall only accrue when an employee is in compensated payroll status. Sick leave/ESST benefits shall not be earned by any employee while in a non-pay status.

For those part-time employees not covered by a collective bargaining agreement or other personnel policy granting sick leave, ESST shall accrue at the rate of 1 hour for every 30 hours worked if the employee works 80 hours in the year.

D. ESST Use

The first 48 hours of Sick Leave, or up to eighty (80) hours if eligible time has been carried over from the prior calendar year, may be used for:

1. An employee's own or family member's need for illness, injury, medical or mental health care, or preventative medical or mental health care.
2. Absence due to domestic abuse, sexual assault, or stalking of employee or their family member. The employee may take leave to assist family member to seek medical care for related physical

or psychological injury or disability, obtain services from Victim Services organization, obtain counseling, relocate or secure their or to receive legal advice, take legal action or prepare for any related legal proceeding.

3. Closure of the employee's workplace due to weather or a public emergency.
4. Employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency.
5. Employee's inability to work or telework because:
 - a. The employer prohibits them from working due to potential transmission of illness related to a public emergency.
 - b. Seeking or awaiting the results of test or diagnosis of communicable disease related to a public emergency due to exposure or at the employer's request.
6. When a health care professional determines employee should quarantine because of exposure to a communicable disease regardless of if they contracted the disease.

Sick/ ESST leave shall be taken in 15-minute increments.

- E. Definition of Family:** For the purpose of using the first 48 hours of Sick Leave/PTO as ESST time, an employee's family shall include those individuals identified by Minn. Stat. 181.9445 Subd. 7.

The employee's, their spouses, or their registered domestic partner's:

- a. Child, Foster Child, Adult Child, Legal Ward or Child In-Law
- b. Spouse or registered Domestic Partner
- c. Sibling, Stepsibling, Foster Sibling
- d. Parent, Stepparent, Foster Parent
- e. Grandparent, Step-Grandparent
- f. Grandchild, Step-grandchild, Foster Grand Parent
- g. Sibling of parents, Siblings Child
- h. Child for whom employee stands in place of parents.
- i. Person who stood in place of a parent when the employee was a minor.
- j. Any individual related by blood or whose is equivalent of a family relationship.
- k. One individual who the employee identifies at the time of hire and thereafter at the time of health insurance open enrollment each year.

F. Request for Leave

Employees shall request Sick Leave/ESST from their supervisor prior to the start of the work day when leave is not foreseeable, or as soon thereafter as possible in an emergency situation. Requests shall be made by direct contact with the supervisor. When leave is foreseeable the employee shall request leave as far in advance as possible, preferably seven (7) calendar days, and shall schedule appointments so as to have the least impact on the business of the employer.

G. Verification

The employer may request verification of illness, injury, medical care or preventative treatment of the employee or a family member after three days, consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Upon exhaustion of the 48 hours of ESST time, the employer may require medical verification for sick leave consistent with SWCD/Southwest Prairie TSA policy and practice for the use of sick leave.

For the use of ESST for domestic abuse, sexual assault, stalking, or other qualifying reasons, the employer may request verification consistent with the requirements of Minn. Stat. § 181.447 Subd. 3.

RRM: #524585