



Board Meeting
Wednesday December 20, 2023 5:00 PM

The Town of Big Lake Board of Supervisors met, at 5:00 PM, on Wednesday December 20, 2023, at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park Community Center, at 21960 County Road 5 NW, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Chair Bruce Aubol and the Pledge of Allegiance was recited. Vice-Chair Dean Brenteson, Supervisor Larry Alfords – via telecommunications, per MN Statute Stat. 13D.02, Supervisor Laura Hayes, Supervisor Mark Hedstrom, Treasurer Kenneth Warneke, and Clerk Brenda Kimberly-Maas were in attendance. All voting was done by roll-call due to Supervisor Alfords' telecommunication attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented Meeting Agenda by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. Motion Prevailed. The meeting proceeded in accordance with the presented agenda.

Earned Safe & Sick Time (ESST) – Effective January 1, 2024

On January 1, 2024, Minnesota's Earned Sick and Safe Time law comes into effect. This law requires that employers provide employees who work inside the State of Minnesota with a certain minimum time off. Sick and safe time is paid leave employers must provide to Minnesota employees that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse. ESST law states that ALL employees who work a minimum of 80 hours annually MUST accrue 1 hour of ESST per 30 hours worked. This includes part-time, seasonal, intermittent, and temporary employees. Elected officials are EXEMPT from ESST and election judges generally do NOT work 80 hours annually

Townships as employers have certain choices to make in the implementation of this law; for example, under Minn. Stat. § 181.9446 the township must decide if it will pay out earned but unused sick and safe time, permit carryover, or alternatively to frontload sick and safe time at the beginning of the year.

In the first year of ESST implementation – 2024, the policy MUST allow for up to 48 hours of safe and sick time to be carried over and up to 80 hours to be carried over in each following year.

EX. Employee earns 48 hours ESST in 2024 and uses no time. The ESST is carried over to 2025. In 2025 the same employee earns an additional 48 hours (total 96 hours earned) and uses 7.5 hours (88.50 hours remain). The law requires 80 hours MUST be carried over to 2026. It does NOT require the town to payout the unused hours.

The Supervisors Hayes and Hedstrom met with Clerk Maas to review the options available to the Town and presented their recommendation to the Board. Supervisor Hedstrom that he thought that the minimum time increment which should be allowed to use ESST should be 1-hour. However, during discussion, it was brought up during that discussion that an employee may need to pick up their child early from school to go to a doctor's appointment and only need to leave work 15 minutes early, which is easily handled by the town's accounting software – CTAS. Therefore, that is what is proposed in the policy. They also determined that the ESST will be accrued as employees work and no carryover of time beyond the 80-hour requirement will be paid out.

Clerk Maas brought to attention a suggested revision of terms from "Probationary and regular employees" to "Eligible employees" in the **Accrual and Carryover of Leave** section. She also informed the Board she learned that the statute requires the employer to reinstate an employee's unused, accrued ESST should the employee detach from employment and return within 180 days of detachment. "When there is a separation from employment with the Town and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Time that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment." will be added under the **Termination, Separation or Transfer** section of the policy.

The Board reviewed the policy and had no concerns with the recommended changes.

Motion/second to adopt Resolution 2023-18 – Resolution Adopting Earned Sick and Safe Time Policy with the addition of required language and changes of terms by: Aubol/Hedstrom. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Options, inc. Cleaning Contract – Renewal for 2024

Clerk Maas informed the Board with Options, Inc. has served as the weekly light cleaning service for several years. The crews have always done a wonderful job providing janitorial services of the common areas, including the Board room, for Big Lake Township Hall. Janitorial services include vacuuming, sweeping, mopping, toilets, urinals, sinks, counters, and windows.

Motion/second to enter Janitorial Cleaning Services contract with Options, Inc., for 2024 by: Aubol/Alfords. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Adjournment

Motion/Second to adjourn at 5:31PM by: Hayes/Brenteson. Approved by: Alfords, Aubol, Brenteson, Hayes, and Hedstrom. None Opposed. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk

Accepted this 10th day of January, 2024, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk