

Mission Statement for Waseca County

The mission of Waseca County is to effectively provide services for the health, safety, and general welfare of the public.

2007 Waseca County Goals

1. Develop a long-range comprehensive plan for the County's future
2. Improve infrastructure
3. Implement G.I.S.
4. Review & evaluate organization structure
5. Provide opportunities for team-building & growth
6. Create an attractive climate for people to live, work, visit and do business
7. Implement land use plan through ordinance revisions

2007 Departmental Goals

Assessor

1. Maintain acceptable assessment level for County and Department of Revenue.
2. Continue to apply computer aided mass appraisal system countywide.
3. Aid in establishing parcel base map for County.

Auditor

1. Continue saving documents in common drive so that staff has easy access to them at all times.
2. Go through complete forfeited tax procedure. Continue training and cross-training.
3. Continue to progress toward GIS system by having Chief Deputy active on county committee.
4. Continue to talk to news media to help inform public on matters from our office.
5. Continue to work on polices and procedures manual.
6. Continue to hold office meetings and share office knowledge with staff.

Attorney

1. Make better use of available technology, especially in Courtroom.
2. Continue staff meetings
3. Continue positive relations with other employees and County Board
4. Develop skill in dealing effectively with news media
5. Plan long-term for major office expenses
6. Continue to provide sound advice to County Board
7. Try to find time to do long-range planning while still meeting day-to-day needs
8. Reduce case backlog
9. Resume law enforcement training and meetings of court-related offices.

Building Maintenance

1. Continue work on 2006 goals
2. Set up maintenance records and cost per mile for fleet vehicles
3. Increase departmental safety training
4. Maintain personnel activity reports (for indirect cost allocation) throughout year

Coordinator:

County-wide Goals

Continue my ongoing job responsibilities as effectively as possible

Assist and advise the County Board in the following:

- Finalizing economic development assistance to Janesville Ethanol project
- Adoption of classification and compensations study, and negotiation/implementation of results
- Deciding the “where” and “how” of new County building space, and following that the preparation of plans and specifications
- Public and intergovernmental relations related to Clear Lake Drive/Trail project
- Research, planning and implementing health insurance alternatives
- Assisting GIS implementation process
- Other unforeseen issues and projects, as they come up

Coordinator Office Goals:

1. Increase information on budget trends, using graphs ***in the works***
2. Conduct regular staff meetings, including IT department ***continue***
3. Provide individual discussion time for each employee supervised ***continue***
4. Conduct annual staff appraisals ***continue***
5. Add value to all working relationships ***strive to continue***
6. Provide more citizen-useful information on County website ***continue***
7. Review and update County policy manual ***get it done***
8. Provide Board with more updates on supervisor meetings, labor negotiations, etc. ***continue***
9. Plan Board/department head retreat or planning session ***schedule follow-up***
10. ***New*** Begin review and study of organization structure/staffing levels
11. ***New*** Begin “succession planning” for replacement of key positions

Information Technology Office Goals:

1. Strengthen supervisory and leadership abilities
 - a. Lead establishment of GIS
2. Continue to build positive, helpful relationships throughout County.
3. Provide increased, useful information about County on website
4. Continue frugal management of technology costs
5. Research new/improved technology that benefits County
 - a. Continue to improve website, including agenda
6. Provide training to technology users on regular, ongoing basis
7. Assist and share information with other governmental units in County.
8. ***New*** Plan for replacement of AS400 Coordinator position
9. ***New*** Address Information Technology space needs

Court Services

1. Provide objective, unbiased information to Court, orally and in writing.
2. Promote restorative justice programs
3. Create juvenile restitution program, explore program for adults
4. provide best possible supervision to offenders, considering protection of community and needs of offenders
5. Increase case management for chemical health clients

Human Services

1. **To work with the Waseca County Board, County Coordinator and other involved parties to move forward the building project for a human services/administrative building.**
2. Conduct regular meetings with all departmental staff
3. Participate regularly in unit staff meetings to work on building equitable relations with all departmental staff
4. Continue to improve budget process.
5. Begin working on departmental policies with the assistance of the agency supervisors.
6. **Work with unit supervisors to reach a level of stability in each unit following a year of ongoing change for the department.**

License Bureau

Previous goals:

1. Broaden cross training of department staff: We have established some cross training and hope to complete the cross training process this year (2007).
2. Purchase a passport photo camera. We did purchase a passport photo camera toward the end of this past year.
3. Establish regular staff meetings. We have set aside the 2nd and 4th Tuesday mornings of the month (staff reports at 7:45) for open discussion. Have found the staff meetings to be a helpful tool – so we're all on the "same page".

2007 goals

4. Continue to cross train staff.
5. Continue to provide the best service available for our customers in a timely and efficient manner.

Planning and Zoning

1. Conduct regular staff meetings and build sense of team within department
2. Develop standard format for P/Z information presented to Co. Bd.
3. Complete water plan
4. Continue to work zoning ordinance revisions with URS for approval in 2008.
5. Continue to build public trust in P/Z administration
6. Work with new staff member to learn position and eventually work to cross train
7. Effectively address concerns raised in 2006 departmental review

Public Health Services

1. Strengthen departmental cohesiveness and common purpose.
2. Continue to build positive public relations in media and personal contacts.
3. Track employee time in terms of program and funding sources.
4. Review senior and family health program status on a monthly basis with supervisors.
5. Update environmental health ordinances.
6. Receive training on ACCESS software.

Recorder

1. Implement LandShark
2. Order plat scanner
3. Scan/re-scan plats
4. Remain in compliance with the recording and returning of documents
5. Hire and train new employee
6. Do my part in obtaining GIS
7. Continue to back scan documents on the Application

Road/Bridge and Parks

1. Provide clear, concise, two-way communication.
2. Build a sense of purpose within the department.
3. Effectively contribute ideas and options toward bettering Waseca County
4. Build public support for activities of Highway Department
5. Provide maximum value for the revenue used by the department.
6. Balance day-to-day management with long-term plans.

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Sheriff

Continue to provide the following:

1. Training for maximum staff effectiveness
2. Positive staff relations and proper equipment
3. Best possible equipment for staff
4. Public/school education about crime prevention
5. Obtaining grants and donations
6. Constant availability to public and staff
7. Gathering best information possible, communication with Board, and acting on all information for common good
8. Cooperation with County departments and other law enforcement
9. Enhancing effective use of technology
10. Work with Coordinator and County Board for best service to citizens
11. Add staff to keep staff as safe as possible, increase investigative staff
12. Participate fully in supervisory meetings
13. Review timesheets thoroughly for accuracy

Solid Waste Services

1. Provide greater information for Board on programs and operations.
2. Review and possibly change service and tipping fee structure.
3. Maximize resource recovery.
4. Reduce costs and increase revenue.
5. Develop facility/operational strategy for dealing with increasing material volumes.

Treasurer

1. Continue development of Treasurer policy/procedure manual
2. Work with the MACATFO Association in getting Waseca County's tax information on-line
3. Clean up and organize office and vault using State of MN Retention Schedule

Veterans Service & Emergency Management

“To promote and improve the health, safety, and general welfare of the citizens of Waseca County” is the mission of Waseca County government and of the Veterans Service Office and Office of Emergency Mgt. Our 2006 department goals were:

1. Continue improvement of communication skills
2. Improve service to veterans and dependents, including new grant
3. Increase public safety throughout the county

New goals for Veterans Service in 2007:

1. Improve and expand our operations to meet increased demand for services from a larger number of veterans and dependents.
2. Obtain state certification as a VSO under the new standards.
3. Ensure their successful readjustment of National Guard members returning from Iraq to civilian life following a very long and difficult deployment.

New goals for Emergency Management in 2007:

4. Apply for recertification of “StormReady” designation
5. Prepare the Waseca County Emergency Operations Plan for approval by the Regional Review Committee.
6. Train and adjust for the new storm warning policy (issued in a more localized fashion) so that Waseca County remains safe during severe weather events.
7. Adjust to vacancy in Assistant Director position
8. Develop a successful regional (required) Homeland Security grant plan by working with regional partners.
9. Build a new EOC as part of any new building construction project that the county may undertake.