

WASECA COUNTY BOARD OF COMMISSIONERS-SEPTEMBER 6, 2011

The Waseca County Board of Commissioners met in regular session on Tuesday, September 6, 2011, in the Commissioners Room, 300 N. State Street, Waseca, Minnesota. Members present were Chair Mike Hintz; Blair Nelson, Richard Androli, Jim Peterson and Dan Kuhns.

Others present were Laura Elvebak, County Administrator; Joyce Oliver, Auditor-Treasurer; Ruth Ann Hager, News Reporter; Paul Dressler, County Attorney; Mark Leiferman, Planning & Zoning Administrator; Nathan Richman, Highway Engineer; Brad Milbrath, Sheriff; Marilee Reck, Human Services Director; Cheri Lewer, Public Health Director.

Chair Hintz called the meeting to order at 9:30 a.m. Roll call was taken and the Pledge of Allegiance was recited.

The Chair asked for public comments. There were none.

Peterson moved and Kuhns seconded the motion to approve the agenda as presented. Motion carried by a unanimous vote.

There was no discussion of bills or department head time.

Mark introduced a resolution vacating a portion of the drainage and utility easements in a portion of the Woodville Estates Subdivision and the Woodville Estates No. 2 Subdivision.

A required public hearing was called to order at 9:35 a.m. Being no public was present at the hearing, the public hearing was closed at 9:36 a.m.

Kuhns moved and Androli seconded the motion to adopt the following resolution. Motion carried by unanimous vote and the resolution was adopted.

RESOLUTION NO. 2011 - 37

**RESOLUTION OF THE WASECA COUNTY BOARD OF COMMISSIONERS
VACATING A PORTION OF THE DRAINAGE AND UTILITY EASEMENTS IN A PORTION OF THE WOODVILLE ESTATES SUBDIVISION AND THE WOODVILLE ESTATES NO. 2 SUBDIVISION**

WHEREAS, Corey W. Burns and Katherine J. Burns, husband and wife (hereinafter the "Burns"), are the owners of Lot 1, Block Three (3), Woodville Estates and Lot 1, Block One (1), Woodville Estates No. 2 according to the plats on file and of record in the office of the Waseca County Recorder; and Donald A. Finnern and Judy M. Finnern (hereinafter the "Finnerns") are the owners of Lot 1, Block Four (4),

Woodville Estates and Lot 4, Block Two (2), Woodville Estates No. 2 according to the plats on file and of record in the office of the Waseca County Recorder, and have requested that their lots be re-platted into a new subdivision to be known as Woodville Estates No. 3; and

WHEREAS, the Burns have a 40-foot wide drainage and utility easement located between the lots they own as described above which is in the wrong location and the Finnerns have a 10-foot wide utility easement that will no longer be necessary upon filing of the Woodville Estates No. 3 plat.

NOW, THEREFORE, be it resolved by the Waseca County Board:

Section 1. The County Board of Waseca County finds that the vacation of the portion of the easements described and depicted on Attachment A, attached hereto, will not impact the public health, safety, or welfare or interest of any owners of property surrounding the proposed easement, any public utility nor will such vacation be inconsistent with the Comprehensive Land Use Plan of Waseca County.

Section 2. Waseca County hereby vacates the easements as described and depicted on Attachment A.

Section 3. Waseca County agrees that the vacation of the easements shall take effect upon the recording of the Woodville Estates No. 3 plat.

Attachment A
Utility Easement Vacation

Tract A. Corey W. & Katherine J. Burns:

The 5 foot wide utility easement along the north line of Lot 1, Block Three, Woodville Estates, EXCEPT the easterly and westerly 10 feet.

Also the 35 foot wide drainage and utility easement along the south line of Lot 1, Block One, Woodville Estates No. 2, EXCEPT the easterly and westerly 10 feet.

Tract B. Donald A. & Judy M. Finnern:

The 5 foot wide utility easement along the north line of Lot 1, Block Four, Woodville Estates, lying easterly of the 50 foot radius well easement and westerly of the 40 foot wide drainage easement.

Also the 5 foot wide utility easement along the south line of Lot 4, Block Two, Woodville Estates No. 2, lying easterly of the 50 foot radius well easement and westerly of the 40 foot wide drainage easement.

Androli moved and Peterson seconded the motion to approve the consent agenda as presented. Motion carried unanimously.

- a. Approval of August 2, 2011 and August 16, 2011 Regular and August 16, 2011 Work Session and August 23, 2011 Special County Board Minutes.

- b. Approval of Auditor, Commissioner, Human Services and expense bills.
- c. Acceptance of Veteran Services/Emergency Management monthly report.

Laura Elvebak presented the County Administrator report. Laura also presented a revised Flexible Work Schedule Policy and Request Form. Androli moved and Kuhns seconded the motion to adopt the policy as proposed. Motion carried unanimously.

WASECA COUNTY FLEXIBLE WORK SCHEDULE POLICY

PURPOSE

The intent of the Waseca County Flexible Work Schedule is to implement the flexible work schedule provisions of Article VI, Section 1 and 5 and Article VII, Sections 1 and 2 of the labor contract between Waseca County and the Courthouse/Human Services Unit, AFSCME Local 2438. The same procedures apply to non-union, non-supervisory employees whose work is most closely associated with this unit.

The Union and County consider the potential benefits to the employee's personal interests and balance of work and personal life, as well as improved client service and productivity of staff.

A flexible schedule is defined as any ongoing or temporary work schedule which varies from the normal work schedule of 8:00 am to 4:30 pm, Monday through Friday, while not exceeding forty (40) hours per pay week for full-time employees, or the appropriate pro-rata total for part-time employees.

Flexible schedules require continued mutual agreement by the employee and their supervisor and department head and for this reason will require the close cooperation of all involved. To that end, County offices may adopt departmental flexible scheduling procedures in addition to these procedures, provided they are consistent with the language and spirit of the labor agreement.

PROCEDURE

1. All requests for an ongoing flexible work schedule must be submitted in writing to the employee's supervisor on the application form provided. Signatures must be obtained by the supervisor, Department Head and County Administrator prior to the Flexible Work Schedule being implemented.
2. Any ongoing changes to a flexible work schedule, including discontinuing and reverting to normal business hours, shall use the same process.
3. The supervisor and/or department head shall evaluate approved flexible schedules on a continual basis to insure their effectiveness.

CRITERIA FOR APPROVAL

- Each flexible scheduling request shall be considered individually with respect to operational needs, unique circumstances, work routines, and working relationships with peers, subordinates and supervisors.
- Adequate staffing must be insured during normal business hours (8:00 a.m. to 4:30 p.m. Monday through Friday).
- Client/customer service and departmental operation must be maintained or improved as a result of a flexible schedule.
- There must be no resulting increase in the workload of co-workers. If this occurs a flexible schedule may need to be changed or discontinued.
- The schedule must not cause increased overtime work. Overtime work beyond the approved flexible schedule requires supervisory approval.
- In cases of conflicting requests where all other considerations are equal, seniority will be the deciding factor.

EFFECT ON PAID LEAVE

- It is the intent of the County that employees with flexible schedules shall receive equivalent paid leave to employees working normal hours of work.
- If an employee's schedule calls for more than 8 hours of work on a holiday (including personal holidays), the employee may:
 - a. use accumulated vacation or compensatory time to be paid for hours scheduled over 8 on that day;
 - b. make up the hours scheduled over 8 by working those hours on another day within the week;
 - c. use the County's VLWOP program and be unpaid for hours scheduled over 8, with no effect on benefits.
- If an employee's schedule calls for less than 8 hours work on a holiday, (including personal holidays) the employee may take off the hours scheduled below 8 as paid leave at a time approved by their supervisor and within the same week.
- Employees with flexible schedules may revert to normal business hours during a holiday week, with supervisory approval.

- Vacation, compensatory time and sick leave used on a scheduled work day shall be deducted by the same number of hours scheduled (i.e., using sick leave on a scheduled 10 hour work day will result in using 10 hours of sick leave).

EMPLOYEE RESPONSIBILITY

Employees are responsible for:

- working all scheduled hours and/or complying with any notice requirements for requesting use of accrued or other leave benefits,
- adhering to the assigned work schedule and communicating such schedule to co-workers and supervisors, and
- accurately recording hours of work and leave time on the official time sheet.

SUPERVISOR RESPONSIBILITY

Supervisors are responsible for:

- allowing employees to choose a schedule to the extent compatible with operational needs, and
- considering the nature and type of job, staffing levels, workload and impact on other employees will be considered when determining if a leave request will be granted or denied.

Kuhns moved and Androli seconded the motion to approve the implementation of hazard pay to non-union employees previously eligible and receiving hazard pay prior to the implementation of the Classification and Compensation Study, paying retro pay for those employees who had an elimination of the hazard pay effective June 2010. Motion carried unanimously.

A preliminary budget discussion was started by Laura Elvebak. Budget reports were handed out and the board proceeded to go through it department by department. Suggestions included creating an assignment of funds for the IT Department, for future purchases of hardware and software, and the Sheriff's Department, for future purchases of vehicles and to also increase the Highway Department's assignment of funds substantially. Human Services was directed to reduce their levy request by \$300,000.00 and to utilize reserves for that amount. A financial position was cut from the County Administrator's budget as well as a couple of vehicles from the Sheriff's 2012 budget.

Peterson moved and Androli seconded the motion for discussion to set the preliminary levy at \$11,857,350.00, a 14% increase over the 2011 levy. Discussion ensued and the motion passed 3-2 with the following roll call: Nelson-yes; Androli-yes; Peterson-yes; Kuhns-no; Hintz-no.

Kuhns moved and Androli seconded the motion to adjourn. Motion carried and the meeting was adjourned at 1:14 p.m.

S/_____
Michael Hintz, Chairman
Waseca County Board of Commissioners

ATTEST:

S/_____
Joyce Oliver
Waseca County Auditor/Treasurer

The following bills were audited and allowed:

ADVANCED DRAINAGE SYSTEMS INC	111.31
AG POWER ENTERPRISES INC	524.99
AMERICAN LUNG ASSOCIATION	6,449.59
AMHERST WILDER FOUNDATION	600.50
ANCOM COMMUNICATIONS INC	464.23
RICKI ARNOLD	3,232.39
RICKI ARNOLD	3,409.04
BAKER TILLY VIRCHOW KRAUSE LLP	3,752.14
BOB BARKER COMPANY INC	225.96
BORGLUM BROTHERS FARM DRAINAGE	475.00
BRIGGS & MORGAN PA	3,971.25
BUDACH IMPLEMENT INC	40.58
CDW GOVERNMENT INC	296.68
DOUGLAS CHRISTOPHERSON	4,855.86
DOUGLAS CHRISTOPHERSON	1,049.11
CITY OF WASECA	7,963.75
KATHLEEN CONNOR	10.00
COPIER BUSINESS SOLUTIONS INC	235.88
CPS TECHNOLOGY SOLUTIONS INC	209.00
CRESCENT ELECTRIC SUPPLY CO IN	216.10
DAVES GROCERY	27.18
DENNIS DINNEEN	106.56
DYNAMIC IMAGING SYSTEMS INC	25.58
FASTENAL CO	44.93
FLEX COMM SECURITY	49.16
FOLIE ROOFING	7,110.00
G&K SERVICES INC	832.23
MARK HARGUTH	193.80
KEITH HENDRICKSON	3,039.58

HILLYARD INC	158.00
JANE HOFMEISTER	28.00
HYVEE FOOD STORES	363.35
I-35 AUTO RECYCLING INC	116.00
IFACS	339.79
RHONDA JACOBSON	12.21
JANESVILLE TILE SUPPLY	5,300.15
JOBS PLUS INC	251.25
CURTIS JOHNSON	107.49
ROGER JOHNSON	5,072.00
KALEENA KNOWLES	119.51
GARY KOROGE	567.08
DANIEL KUHNS	163.77
LESUEUR CO TREASURER	6,774.25
LEXIS-NEXIS MATTHEW BENDER INC	902.99
M-R SIGN COMPANY INC	1,029.17
MADDEN, GALANTER, HANSEN LLP	3,163.04
MICHAEL MCGEE MD	500.00
MEDIACOM-NEW YORK	1,700.00
CRAIG MILLER	39.96
MN ASSOC OF CO FEEDLOT OFFICER	150.00
MN COUNTIES COMPUTER COOP	180.85
MN DEPT OF HUMAN SERVICES	4.13
MN SHERIFFS ASSOC	230.00
GREGORY MOE	4,269.33
BLAIR NELSON	224.04
NRHEG STAR EAGLE INC	203.26
OWATONNA METAL RECYCLING INC	57.71
PANTHEON COMPUTER SYSTEMS INC	368.66
PATTON HOVERSTEN & BERG PA	178.50
PERSONALIZED PRINTING OF WASEC	285.62
ADOLPH PETERSON	4,872.17
ROBERT PETERSON	2,161.08
PIONEER FIBERS	2,810.60
RAMSEY COUNTY	1,400.00
REGIONS HOSPITAL (AUTOPSIES)	74.00
RELIABLE OFFICE SUPPLIES	58.62
RIVER BEND BUSINESS PRODUCTS	318.86
RIVERPORT INN EXPRESS	137.48
MARVEL ROEHRS	2,782.92
SCHLAAK DITCHING	900.00
SHORT ELLIOTT HENDRICKSON INC	46.47
SKJEVELAND ENTERPRISES	2,183.05
SOUTH CENTRAL HUMAN RELATIONS	3,044.86
STEELE CO HIGHWAY DEPT	5,190.64
STEWART SANITATION	4,850.00

SYNERGY GRAPHICS INC	2,803.66
TEXAS REFINERY CORP	472.34
TIMMS TRUCKING INC	328.15
TOTAL GLASS-LOCK INC	900.52
TRADES OFFICE PRODUCTS	1,019.87
UNIVERSITY OF MN EXTENSION SER	838.50
VISTA EVANGELICAL COVENANT CHU	1,204.70
VISTA EVANGELICAL LUTHERAN CHU	1,192.49
VISTA EVANGELICAL LUTHERAN CHU	473.92
VISTA LUTHERAN CEMETERY ASSOC	1,047.76
WALMART PYMT PROCESSING ATLANT	165.60
WASECA AREA SENIOR CITIZENS IN	9,765.92
WASECA MEDICAL CENTER-MAYO HEA	231.00
WASECA PROPERTIES INC	197.10
WASTE MANAGEMENT-CAROL STREAM	1,186.00
WEST GROUP PAYMENT CTR	1,765.38
ANDI ZIMMERMAN	95.19