

The Barnes County Commission met in regular session November 17, 2009, with all members present.

Kerry Johnson, Highway Superintendent, presented the DOT federal aid listing of projected road and bridge work for 2010-2011, including County roads #6 and #21 North.

Commissioner Schwehr made a motion, seconded by Opdahl, to approve and sign the 2010-2011 County Federal Aid programs, to include a thin-lift bituminous overlay at Ashtabula Crossing (SC-0206(056); bituminous surfacing, at Valley City, north 18.5 miles (SC-0221); and bridge replacement at North Valley Road, 5th Ave NE (BRU-2). Upon a roll call vote with all voting "yes," motion carried.

Discussion was held concerning the washout at the temporary grade raise on #10 east of State Highway #1 east of Sanborn.

Commissioner Weber made a motion, seconded by Froelich, to approve the minutes of October 28, November 3 and 6. Motion carried.

Jennifer Feist, Development Director, presented the 2010 agreement between Valley City-Barnes County Development and Barnes County.

Commissioner Schwehr made a motion, seconded by Froelich, to sign the annual agreement between Valley City-Barnes County Development and Barnes County, as presented. Upon a roll call vote with all voting "yes," motion carried.

Feist updated the Commission on future possibilities and current projects, and answered questions.

Richard Lee, Barnes County Highway employee, requested a return to his previous grade classification of 7.

Commissioner Froelich made a motion, seconded by Opdahl, to approve the following addition to the employee policy manual concerning time clock usage, effective immediately. Upon a roll call vote with all voting "yes," motion carried.

Addendum: Time Clock Policy

All non-elected employees shall use the time clocks with the exception of the following: Sheriff's Deputies, remote highway department employees, and employees of other entities (Extension employees paid by NDSU, and Weed Officer). Elected officials are not required to use the time clocks but are highly encouraged to do so by the County Commission.

Required employees shall punch in at the start of their shift, when they leave for lunch, when they come back from lunch, and when they leave at the end of the day. If an employee is unable to punch in or out due to being at a work-related event outside of the county buildings, they do not need to punch in or out, but shall mark on their time sheet the reason for the lack of punch.

The time clock will round time to the nearest 15 minute interval (7:53-8:07 will be measured from 8:00); however, department heads and the commission reserve the right to discipline an employee who is late arriving for their shift, regardless of the rounding.

An employee's willful failure to use the time clock is grounds for disciplinary action, which may lead to termination.

At the end of each pay period, time clock punches may be compared to the handed-in time sheets by the auditor's office. If the auditor's office notices an unexplained discrepancy, the auditor's office shall meet with the department head of the department. If the discrepancy is with a department head's time sheet, the auditor's office shall contact the commissioner

portfolio. If the auditor's office is not satisfied with the explanation given by the department head or the commissioner portfolio, they may take the issue higher.

Vacation/sick leave time shall be used in 15-minute increments.

(Added to Work Schedule in Policy)

Employees shall not leave county property during paid breaks. If an employee desires to leave during break, they must punch out and use vacation, sick, comp time or work extra hours within the same week. The employee shall punch back in when returning to work.

Jim Verwey, VSO, presented a report on the funds brought in by the Veterans Association.

Auditor Ed McGough then conducted the auction of delinquent tax properties.

Kim Franklin, EMA, met with the Commission to discuss FEMA and DES complaints about Nick of Time on their work with multi-hazard mitigation plans.

There being no further business to come before the Board, Commissioner Weber made a motion, seconded by Opdahl, to adjourn. Motion carried.

Edward R. McGough
Barnes County Auditor

Rodger Berntson, Chairman
Barnes County Commission