

Notice & Agenda

Swift County Board of Commissioners

Tuesday, April 16, 2013

11:00 AM

Swift County Board Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
11:00 a.m.		Call to Order and Roll Call
11:01 a.m.		Approve Agenda
11:03 a.m.		Consent Agenda
	1-2	(1) Minutes April 2, 2013
	3	(2) Minutes April 5, 2013
	4	(3) Minutes April 9, 2013
	5-6	(4) Consider approving a contract with Patty Folk for services at Swift Falls Park
	7	(5) Consider approving a tobacco license for Casey's General Stores, Inc at Highway 7 & 59 in Appleton, MN 56208
11:05 a.m.		Commissioner approved warrants and Auditor warrants reviewed
11:08 a.m.		Commissioner and Board reports
11:25 a.m.		County Administrator report
11:30 a.m.		Citizens Comments
11:30 a.m.		County Treasurer Ron Vadnais
	8-10	Review first quarter 2013 financials
11:40 a.m.		Sheriff John Holtz
	11-24	Review 2012 Swift County Jail Statistics Report
11:50 a.m.		Parks and Drainage Supervisor Mike Johnson
	25	Consider approving quotes for Repair of Lat A-JD #8
		Other Business
	26-28	Consider approving the condition job offer and appointing Kimberly Saterbak to the position of County Auditor (effective May 13, 2013)
	29-30	Consider appointing Michel Pogge-Weaver as interim County Auditor (May 1, 2013 through May 12, 2013)
12:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

April 2, 2013

Chairman Fox called the meeting to order with all members present.

04-02-13-01 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the agenda as updated. Motion carried.

04-02-13-02 Commissioner Peterson moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of the March 19, 2013, County Board Meeting Minutes, employment of Tanna Rens as part-time Summer Assistant with the Youth Programs, Solid Waste Abatement on Parcel 22-0849-000, and approve the 2013 Budget Amendment for Restorative Justice Program. Motion carried.

Commissioner and Board Reports were given as follows: Commissioner Fox reported on the Hospital Finance Committee and SCBH Meetings. Commissioner Klemm reported on Prairie Lakes Community Care, DAC, and Youth Program. Commissioner Peterson reported on Historical Society, Prairie V Community Action Group, and HRA. Commissioner Rudningen had no report. Commissioner Hendrickx reported on RDC, Southern Prairie Community Care and AMC.

County Administrator Pogge-Weaver updated the County Board on the AMC Meeting he had attended. He stated he had met with the staff from the RDC. He also met with Frank Lawatsch and Jennifer Westrom on the Counseling Associates Rehabilitation. He had attended with the Benson City Council Meeting and also a Swift County Department Head meeting. He reminded the County Board of Auditor Interviews and Payroll Officer Interviews that will be held on Friday, April 5, 2013.

Regular Agenda:

Swift County Sheriff John Holtz met with the County Board. He noted that the 2013 Jail Statistics would be discussed at the next County Board Meeting.

04-02-13-03 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the amended West Central S.W.A.T. Team Agreement. Motion carried.

Swift County Highway Engineer Andy Sander met with the County Board.

04-02-13-04 Commissioner Klemm moved and Commissioner Peterson seconded to approve the Resolution designating the County and Township Bridge Priorities as on file. Motion carried.

Discussion was held on the 2013 Spring Road Tour.

04-02-13-05 Commissioner Hendrickx moved and Commissioner Klemm seconded to schedule May 10, 2013, at 9:00 a.m. as a Special Board Meeting to tour Swift County Roads. Motion carried.

04-02-13-06 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve a Resolution indicating Swift County's support for adequate funding of Minnesota's Statewide Transportation System. Motion carried.

Swift County Lands Director Mary Amundson met with the County Board. Discussion was held on imaging of Swift County Land Records.

04-02-13-07 Commissioner Rudningen moved and Commissioner Peterson seconded to approve a contract with Alternative Micrographic Imaging to scan historic land records from 1970 through November 2012 in the amount of \$68,288.25. Motion carried.

The County Board received a list of possible tax forfeited properties for 2013.

04-02-13-08 Commissioner Hendrickx moved and Commissioner Rudningen seconded to set a Special Meeting for April 5, 2013 at 8:30 a.m. for County Auditor Interviews and to set April 9, 2013, as a Special Meeting at 9:00 a.m. for possible approval of the Payroll Officer position. Motion carried.

It was noted that correspondence had been received from Upper Mn River Watershed District, and also correspondence had been received from Countryside Public Health on Tobacco Ordinance Compliance Checks.

04-02-13-09 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

SWIFT COUNTY BOARD MINUTES
April 5, 2013

Chairman Fox called the meeting to order at 8:30 AM with all members present.

The board reviewed the interview questions and prepared for the first interview for the County Auditor position.

At 8:45 AM the board interviewed Gary Jensen.

At 9:30 AM the board interviewed Kimberly Saterbak.

At 10:15 AM the board interviewed Glen Peterson.

At 10:55 AM the board began deliberations on selecting a County Auditor.

04-05-13-01 Commissioner Peterson moved and Commissioner Klemm seconded to have the County Administrator begin negotiations with Kimberly Saterbak on terms of employment and if those negotiations fail then to negotiate with their second place candidate. Motion carried unanimously.

04-05-13-02 Commissioner Klemm moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:44 AM.

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

SWIFT COUNTY BOARD MINUTES
April 9, 2013

Chairman Fox called the meeting to order at 8:30 AM with all members present.

Swift County Sheriff John Holtz met with the County Board. He discussed issues with the radio cover in Appleton related to the new 800 MHz radio system. Specifically, there is limited in building coverage with the portable radios in Appleton. Sheriff Holtz discussed options with the board.

04-09-13-01 Commissioner Hendrickx moved and Commissioner Rudningen seconded to have the Sheriff develop cost estimates for installing an ASR site in Appleton. Motion carried unanimously.

County Administrator Pogge-Weaver reviewed the conditional job offer for the Payroll Officer/General Assistant that was offered to Ms. Amanda Ness. Mr. Pogge-Weaver recommended the offer to the board and requested that they approve it.

04-09-13-02 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the condition job offer and appoint Ms. Amanda Ness as the Payroll Officer/General Assistant. Motion carried unanimously.

04-09-13-03 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 9:12 AM.

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Swift County Parks	REQUESTOR: Michael Johnson	REQUESTOR PHONE: 320-843-5341
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Swift Falls Park Service Contract	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Contract signed annually to provide reservation support at Swift Falls Park	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: Contract paid out of Park Receipts

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Under review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote

Swift Falls Park Service Contract

This contract, by and between Swift County Parks, Drainage and Wetlands, a county government function, herein referred to as "the County" and Patty Volk, an individual at least eighteen (18) years of age, herein referred to as "Contractor".

1. In consideration of the mutual promises contained herein, the parties hereby agree as follows:

The Contractor will, during the term of this contract

- A. Be available during set hours to receive and/or return calls for reservations for the Park.
 - B. Keep clear and precise records of all reservations for the year and future reservations up to a year in advance.
 - C. Keep clear and precise records of drop box envelopes and receipts.
 - D. Make sure all ledgers and receipts match and make weekly deposits to the County Office. This will be done by making deposits available to be picked up by designated employees.
 - E. Check the Park on weekends to monitor/replace paper supplies, any problems in the bathrooms and campground.
 - F. Check campers to insure all guests have registered.
 - G. Report any problems that cannot be immediately resolved to the County Office or Swift County Sheriff Department.
2. The County will provide all envelopes, receipts and products needed for the Contractor to fulfill their obligation. This Contract may be terminated by the County at any time if any inadequacies in receipts and/or reservations cannot be resolved.
3. Payment for work performed shall be paid monthly upon Contractors submission of an invoice detailing the dates of service and the total amount of receipts claimed. Claims should be submitted to the County by the 5th of the month with payments being made the 3rd Tuesday of each month.
4. The Contractor shall be paid 20% of the total receipts plus fifty (50) dollars per weekend. \$50.00 per weekend will begin the weekend of the Minnesota fishing opener and subject to change after September 15, as reservations dictates. The County will reimburse for phone calls after receiving copy of phone billing.
5. Unless earlier terminated under the terms of this Contract, the Contract shall be for the 2013 camping season.
6. The Contractor shall not be considered an employee of the County. The Contractor shall be considered an independent contractor and shall be responsible for all Unemployment Insurance, Workmen's Compensation, Social Security and Income Taxes for any work or compensation under this Contract.
7. The Contractor shall indemnify and hold the County harmless from loss or injury to persons or property in the performance of this Contract.
8. Either party may terminate this contract with 15 days advance written notice.

April 16, 2013

COUNTY

Joe Fox
Swift County Board Chairman

CONTRACTOR



Patty Volk

Approved as to form and content:

Robin W. Finke
Swift County Attorney



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointing a tobacco license for Casey's General Stores Inc	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco Licenses for business outside of municipal boundaries requires board review and approval.
BACKGROUND/JUSTIFICATION: Casey's General Stores, Inc is purchasing Food-N-Fuel located at Highway 7 & 59 in Appleton, MN 56208 and is requesting that the tobacco license be transferred to them at this time.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Under review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen
Action Vote



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Treasurer	REQUESTOR: Ron Vadnais	REQUESTOR PHONE: 320-843-3544
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review 1st Quarter 2013 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: 11:30 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? NO
IS THIS MANDATED? NO	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: N/A	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? N/A	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: N/A	RECOMMENDATIONS: N/A
COMMENTS: N/A	COMMENTS: N/A

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote

SMIPLT COUNTY
INVESTMENTS & ACCRUED INTEREST RECEIVABLE LIST

11-Apr-2013

FUND #	FUND NAME	INST #	INSTITUTION	ID #	MATURITY DATE	AMOUNT	Current Principal Returned	Total Invest.	INTEREST RATE	MONTH ENDED	ACCRUED INTEREST	INTEREST M-T-D
1001	Tax Accts(Consolidated)	2	Subk of Danvers	267151	31-Mar-2013	\$9,083.70		\$9,083.70	0.25%	31-Mar-2013	\$0.00	
1001	Revenue/checking	15	WELLS FARGO	02177269	31-Mar-2013	\$260,224.77		\$260,224.77	0.01%	31-Mar-2013	\$0.00	\$55.64
1001	Revenue	1	1st Security	MMS#100766531	31-Mar-2013	\$218,665.41		\$218,665.41	0.20%	31-Mar-2013	\$0.00	\$5.93
1001	Revenue	12	Franklin Fd	045789	31-Mar-2013	\$524,981.42	\$800.59	\$106,234.98	3.51%	31-Mar-2013	\$0.00	\$16.30
1092	Rev/Health Care	17	Co-op Credit Union	Svgs#14534	31-Mar-2013	\$204,786.17	\$258.09	\$524,981.42	0.50%	31-Mar-2013	\$1,371.64	\$1,371.64
1101	Human Services	1	1st Security	MMS#100643631	31-Mar-2013	\$251,647.93	\$174.93	\$205,044.26	0.20%	31-Mar-2013	\$0.00	\$0.00
1101	Human Services	13	Comm. Dev. BK	29306	31-Mar-2013	\$751,032.05	\$1,507.57	\$752,539.62	0.20%	31-Mar-2013	\$0.00	\$0.00
3093	R&B	1	1st Security	MMS#100643331	31-Mar-2013	\$1,912,131.42	\$1,329.16	\$1,913,460.58	0.95%	31-Mar-2013	\$382.60	\$293.53
1091	Revenue	15	ALLYBK DT	02005QWMO	06-May-2013	\$100,000.00		\$100,000.00	6.00%	31-Mar-2013	\$0.25	\$0.32
1091	Revenue	7	PHILM	31335HBAO	01-Aug-2013	\$64.58	(\$14.96)	\$49.62	1.15%	31-Mar-2013	\$56.71	\$570.27
1097	Revenue	15	GE Capital	36160XPK7	11-Sep-2013	\$100,000.00		\$100,000.00	1.10%	31-Mar-2013	\$313.42	
1097	Revenue	15	GE Capital	36160XRY5	17-Dec-2013	\$100,000.00		\$100,000.00	0.75%	31-Mar-2013	\$1,594.52	
1097	Rev/R&B/HS EmpBenefits	F 4	RiverWood BK	811001421	08-Mar-2014	\$200,000.00		\$200,000.00	0.75%	31-Mar-2013	\$62.50	
1097	Revenue	15	Goldman Sachs	38143AQG3	21-Apr-2014	\$100,000.00		\$100,000.00	0.80%	31-Mar-2013	\$247.67	
1097	Revenue	15	CompassBK	20449B6F8	09-Jun-2014	\$100,000.00		\$100,000.00	1.05%	31-Mar-2013	\$368.22	
1097	Revenue	15	DiscoverBK-DE	254671BH2	26-May-2015	\$100,000.00		\$100,000.00				
TOTALS						\$5,038,051.84		5,042,107.22	1.04%		\$4,397.54	\$2,359.25

1001	Revenue	18	SCFH-LOAN		31-Dec-2003	\$2,000,000.00	(\$20,386.95)	\$1,979,613.05	2.00%	31-Mar-2013	\$3,254.16	\$9,966.06
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Swift County Cash & Investments

(Includes unrealized gains)

As of 3/31/13

Acct	3/31/13 Balance
ASSETS	
Cash and Bank Accounts	
Financial SecurityBk-Kerkhoven	3,807.70
First State Bk-Murdock	2,500.00
HS MMKT#1006436-1st Security	251,822.86
HS-MMIS# 14534(Credit Union)	205,044.26
PSB-Appleton	2,776.00
R&B MMKT#29306-ComDevBank	752,539.62
R&B-MMIS#1006493-1st Security	1,913,460.58
Rev-MMKT#1007665-1st Security	106,234.98
Revenue11-3	100,000.00
Revenue11-5	100,000.00
Revenue11-6	100,000.00
Revenue12-4	100,000.00
Revenue12-5	100,000.00
Revenue12-6	100,000.00
StBkDanvers	260,224.77
WELLS FARGO	218,665.41
TOTAL Cash and Bank Accounts	4,317,076.18
Other Assets	
EMP BENEFITS--CD@ Riverwood Bk	200,000.00
TOTAL Other Assets	200,000.00
Investments	
REV-HEALTH CARE	524,981.42
TC-16	49.62
TOTAL Investments	525,031.04
TOTAL ASSETS	5,042,107.22
LIABILITIES	0.00
OVERALL TOTAL	5,042,107.22



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Sherriff	REQUESTOR: John Holtz	REQUESTOR PHONE: 314-8350
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review 2012 Swift County Jail Statistics Report	
AGENDA YOU ARE REQUESTING TIME ON: 11:40 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Review 2012 Swift County Jail Statistics Report	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote



*Swift County Jail
Statistics Report
2012*

CORRECTIONS STAFF

SHERIFF

John Holtz

CHIEF DEPUTY

Judd Latham

CCO SUPERVISOR

Marlene Giese

COMMUNICATIONS & CORRECTIONS OFFICERS

Kim Pierce

Jody Anderson

Carolyn Klucas

Bev VanHeuveln

Tanya Rosenbrook

Lisa Slaughter

Jill Burdorf Cook

Kristin Molden

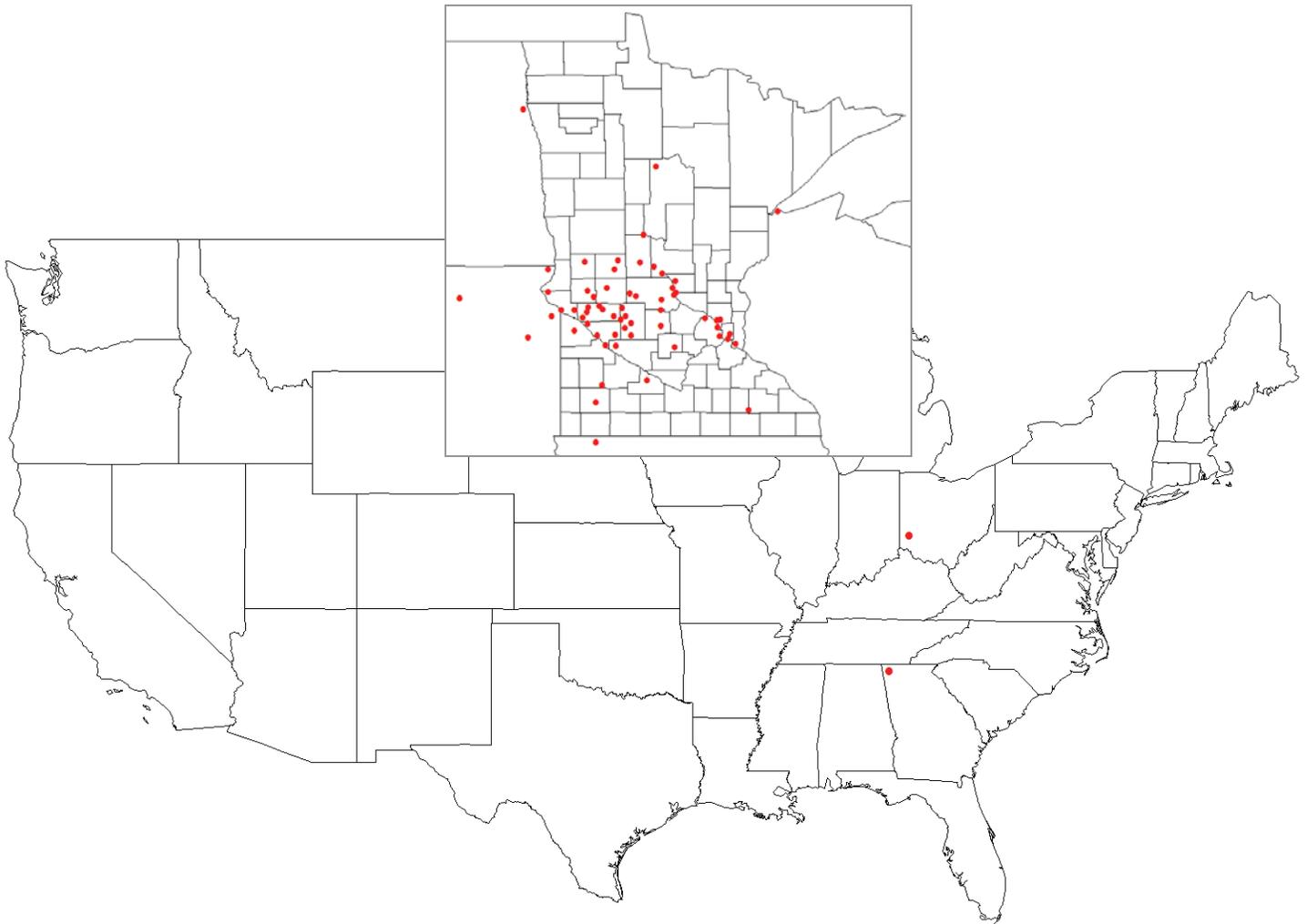
DEPUTY SHERIFFS/COM. & COR. OFFICERS

Paula Wilson

Dennis Lindahl

Alex Anderson

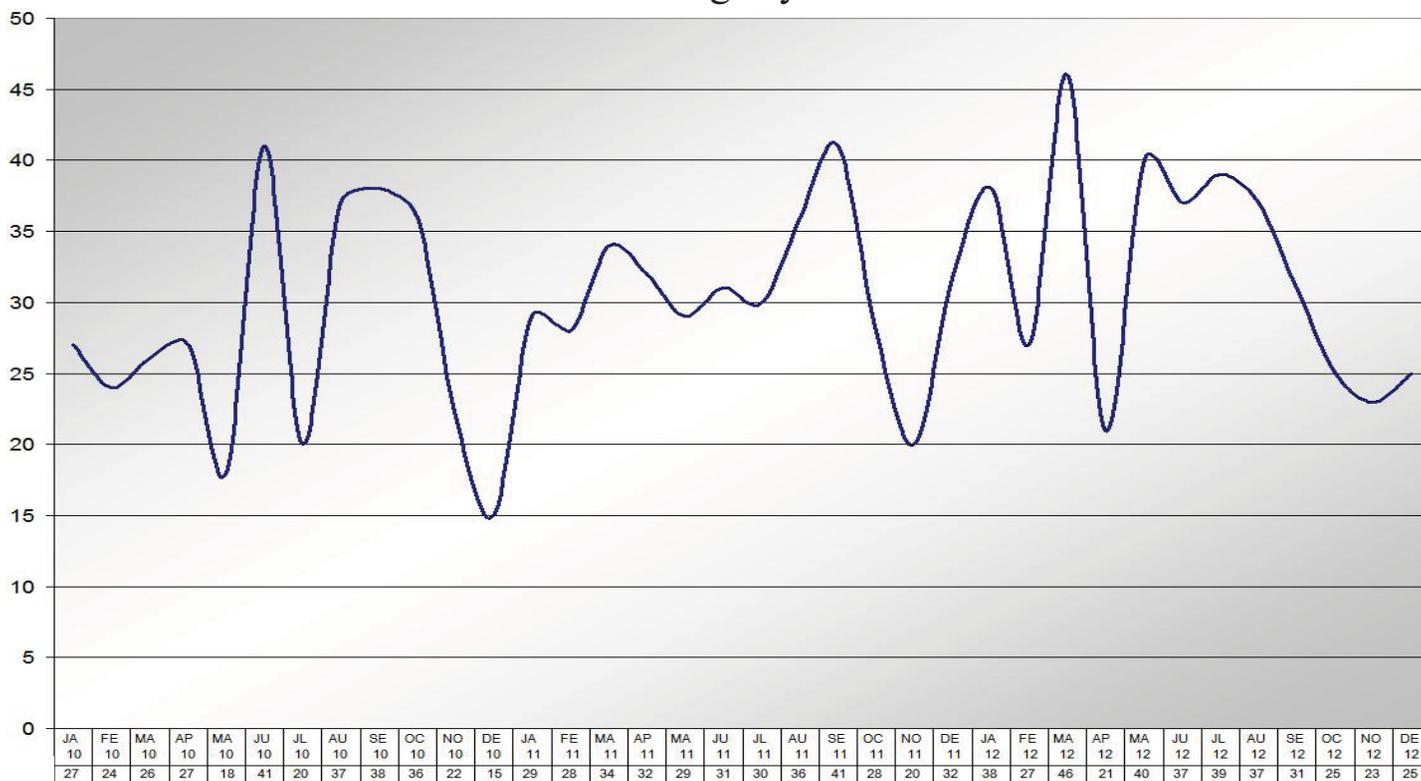
Home Address of 2012 Inmates



BENSON MN	198	CASS LAKE MN	2	MARSHALL MN	1
APPLETON MN	31	COON RAPIDS MN	2	MILAN MN	1
KERKHOVEN MN	14	COTTAGE GROVE MN	2	MILBANK SD	1
MURDOCK MN	13	DANVERS MN	2	MINNEAPOLIS MN	1
DEGRAFF MN	10	ORTONVILLE MN	2	PENNOCK MN	1
CLONTARF MN	9	SARTELL MN	2	RAYMOND MN	1
UNK	8	STAPLES MN	2	RICE MN	1
WILLMAR MN	8	SWANVILLE MN	2	ROGERS MN	1
HANCOCK MN	7	ABERDEEN SD	1	SACRED HEART MN	1
MONTEVIDEO MN	6	BEARDSLEY MN	1	SIBLEY IA	1
MADISON MN	4	BELGRADE MN	1	SISSETON SD	1
SUNBURG MN	4	BLOMKEST MN	1	SLAYTON MN	1
CORRELL MN	3	BROOTEN MN	1	SLEEPY EYE MN	1
DARWIN MN	3	CARLOS MN	1	ST PAUL MN	1
GRANITE FALLS MN	3	CLARA CITY MN	1	ST. CLOUD MN	1
MIDDLETOWN OH	3	COLD SPRING MN	1	STARBUCK MN	1
MORRIS MN	3	ELBOW LAKE MN	1	SUPERIOR WI	1
ST CLOUD MN	3	GLENCOE MN	1	TRACY MN	1
ALEXANDRIA MN	2	HAYFIELD MN	1	W ST PAUL MN	1
BLAINE MN	2	HOLLOWAY MN	1	WATERTOWN SD	1
BOWLUS MN	2	LAFAYETTE GA	1	WATKINS MN	1
BROOKLYN CENTER MN	2	LONG PRAIRIE MN	1		

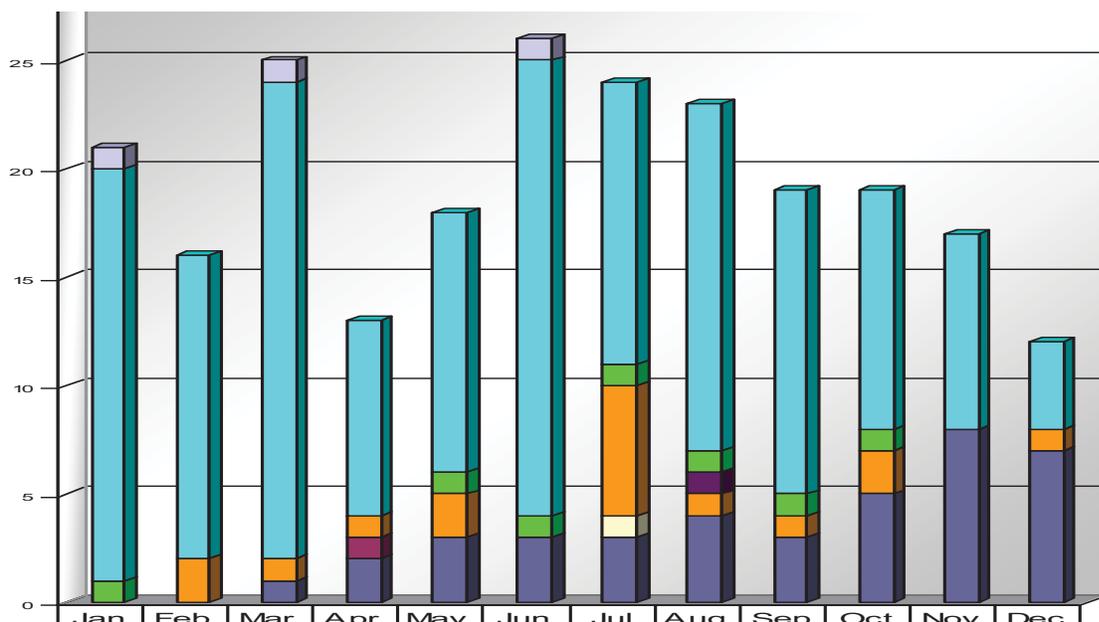
(Includes "Fingerprint Only" Records)

Bookings by Month



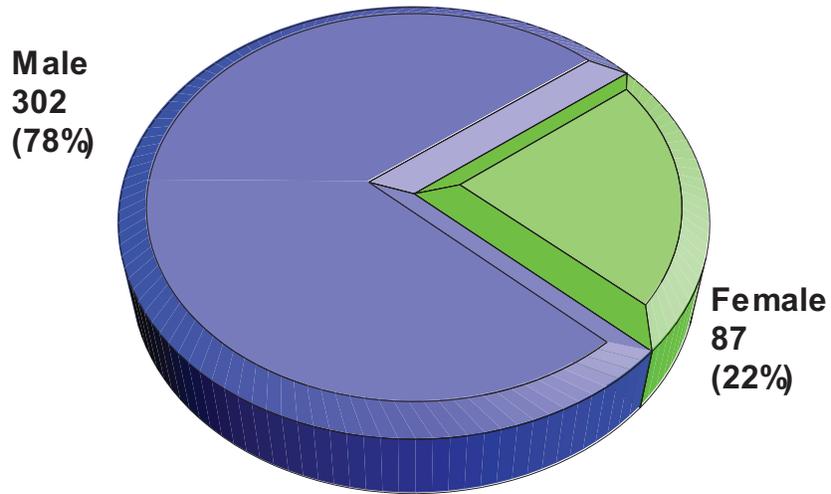
2010: Total Bookings 330 Avg/Month: 27.5
 2011: Total Bookings: 370 Avg/Month: 30.8
 2012: Total Bookings: 389 Avg/Month: 32.4

Inmates Housed in Other Facilities 2012

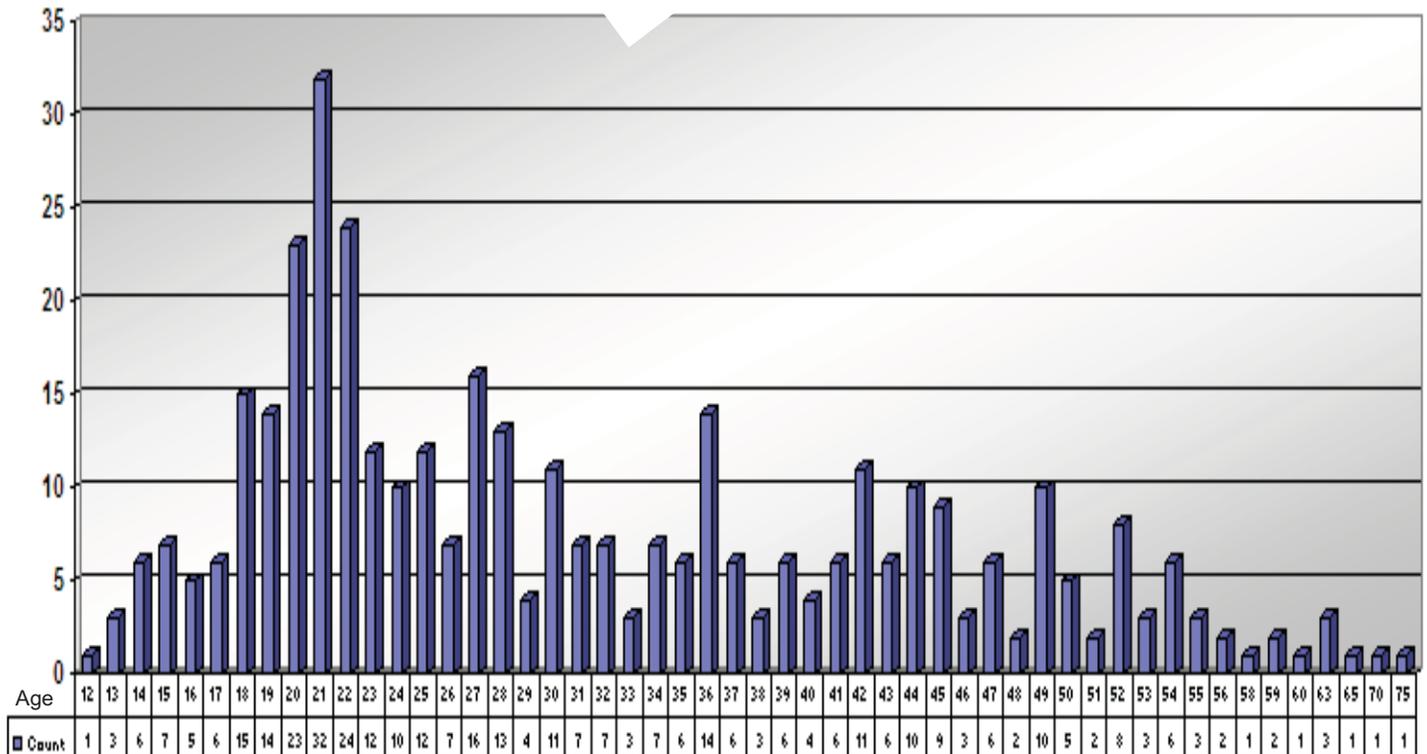


Chippewa a	1		1			1						
Kandiyohi	19	14	22	9	12	21	13	16	14	11	9	4
Lac Qui Parle	1				1	1	1	1	1	1		
MORRISON								1				
PLYP		2	1	1	2		6	1	1	2		1
Rice Co							1					
Stearns Co				1								
Yellow Medicine			1	2	3	3	3	4	3	5	8	7

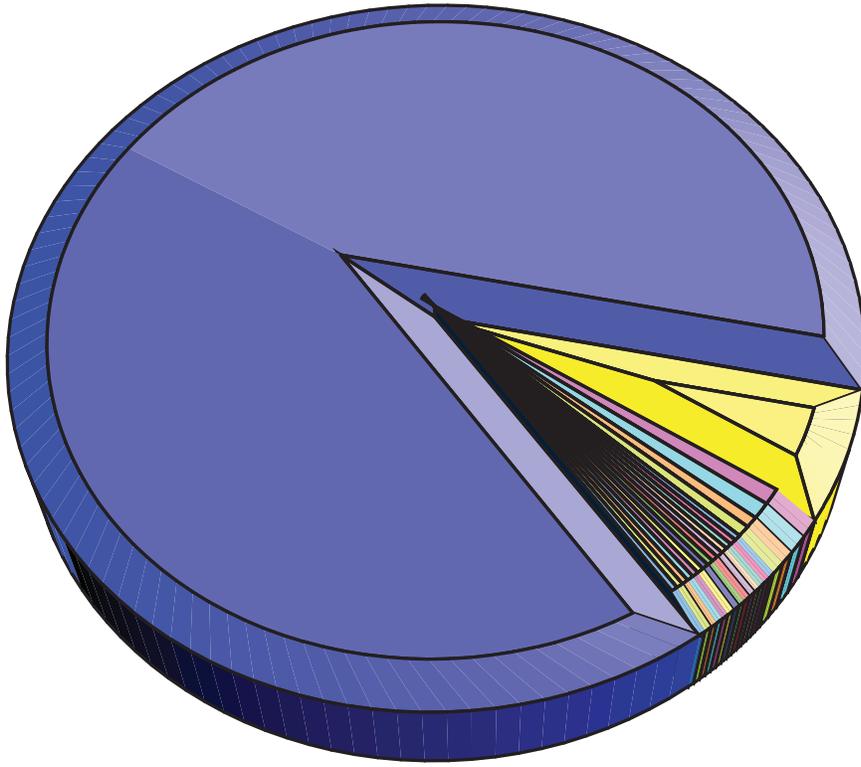
Booking Gender Ratio 2012



Bookings by Age



Inmates by County/State of Authority

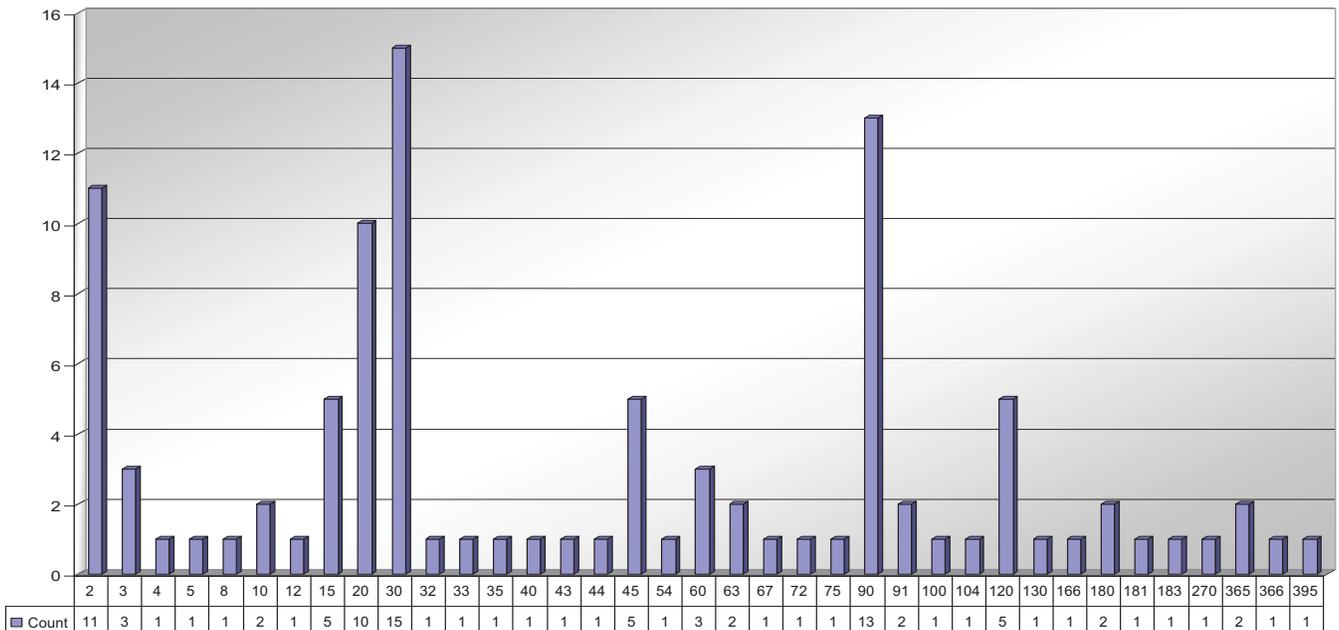


SWIFT 342 87.9%

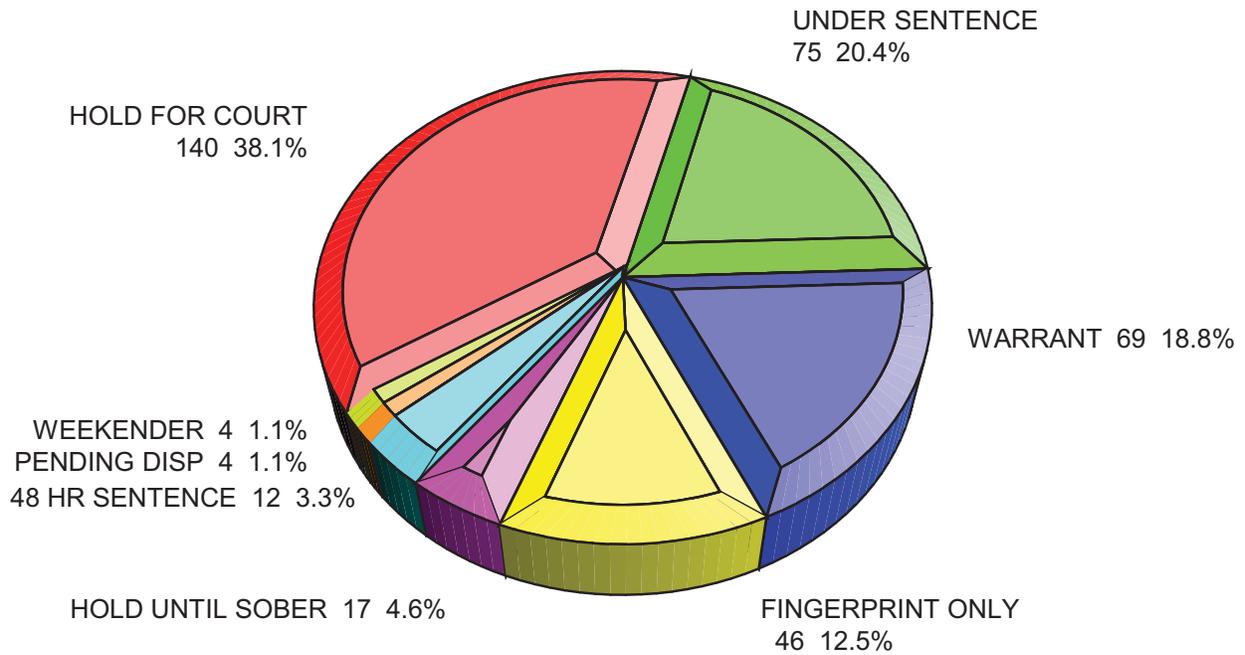
- UNSPECIFIED 23 5.9%
- CROW WING 3 .8%
- STEARNS 3 .8%
- ANOKA 2 .5%
- WI - DOC 2 .5%
- CARVER 1 .3%
- CHIPPEWA 1 .3%
- DOUGLAS 1 .3%
- FILLMORE CO 1 .3%
- HENNEPIN 1 .3%
- KANDIYOHI 1 .3%
- LAC QUI PARLE 1 .3%
- POPE 1 .3%
- REDWOOD FALLS 1 .3%
- SEDWICK, KS 1 .3%
- SHERBURNE CO 1 .3%
- STEEL 1 .3%
- STEVENS 1 .3%
- WRIGHT 1 .3%

Number of Inmates by Days Sentenced

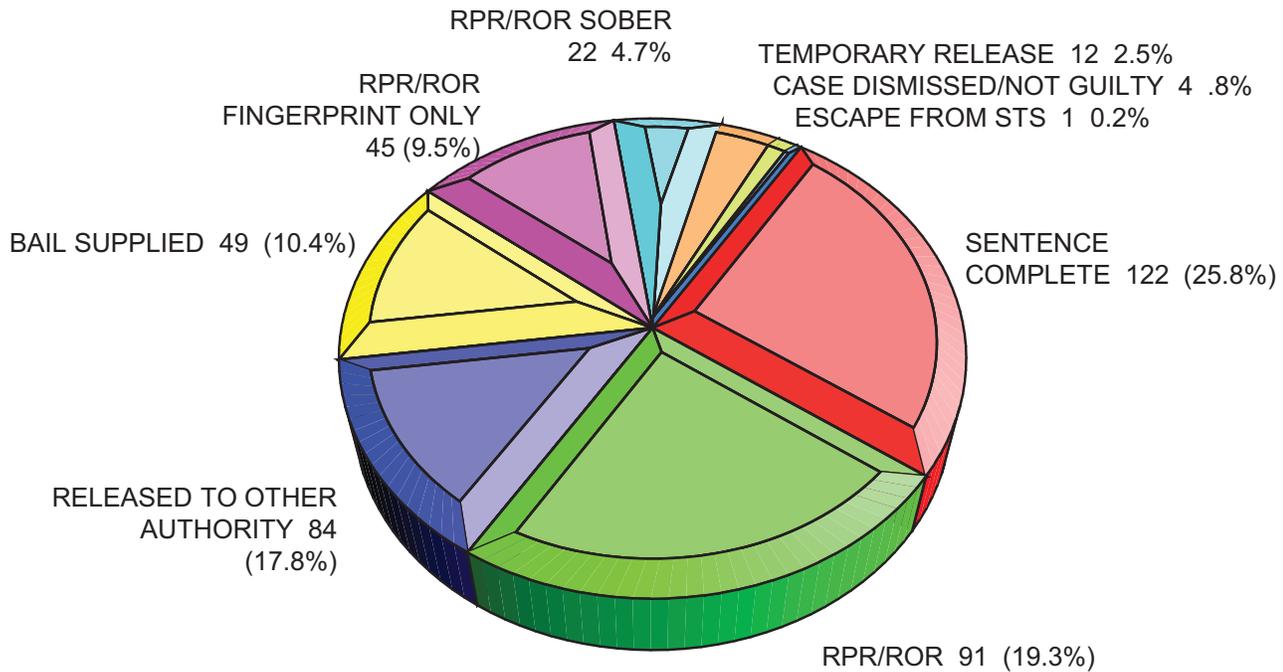
(Not all inmates are sentenced before being released)



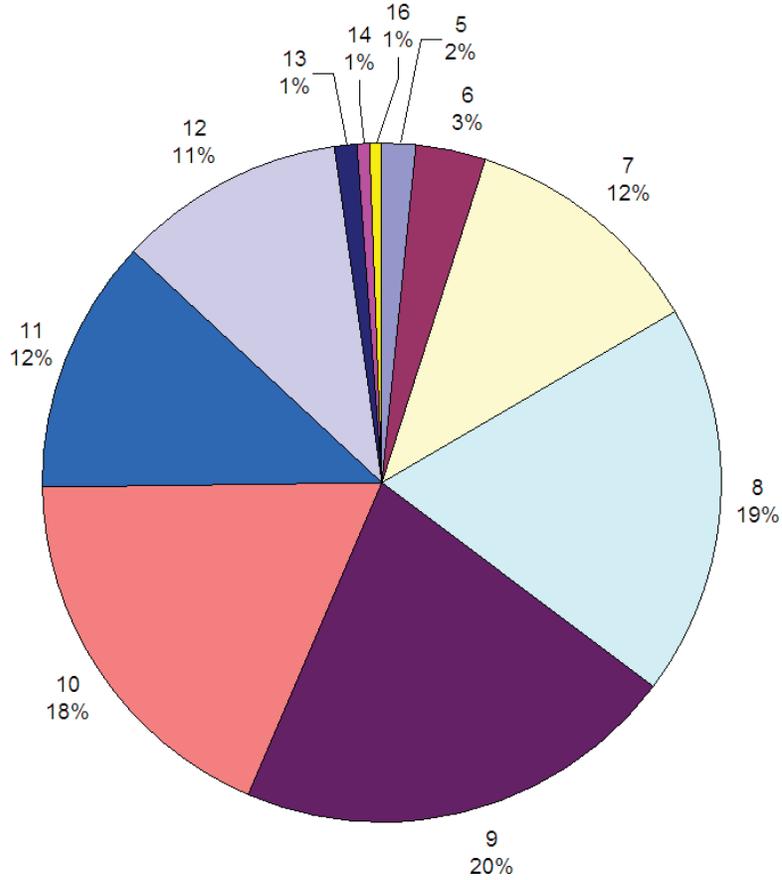
Reason Held



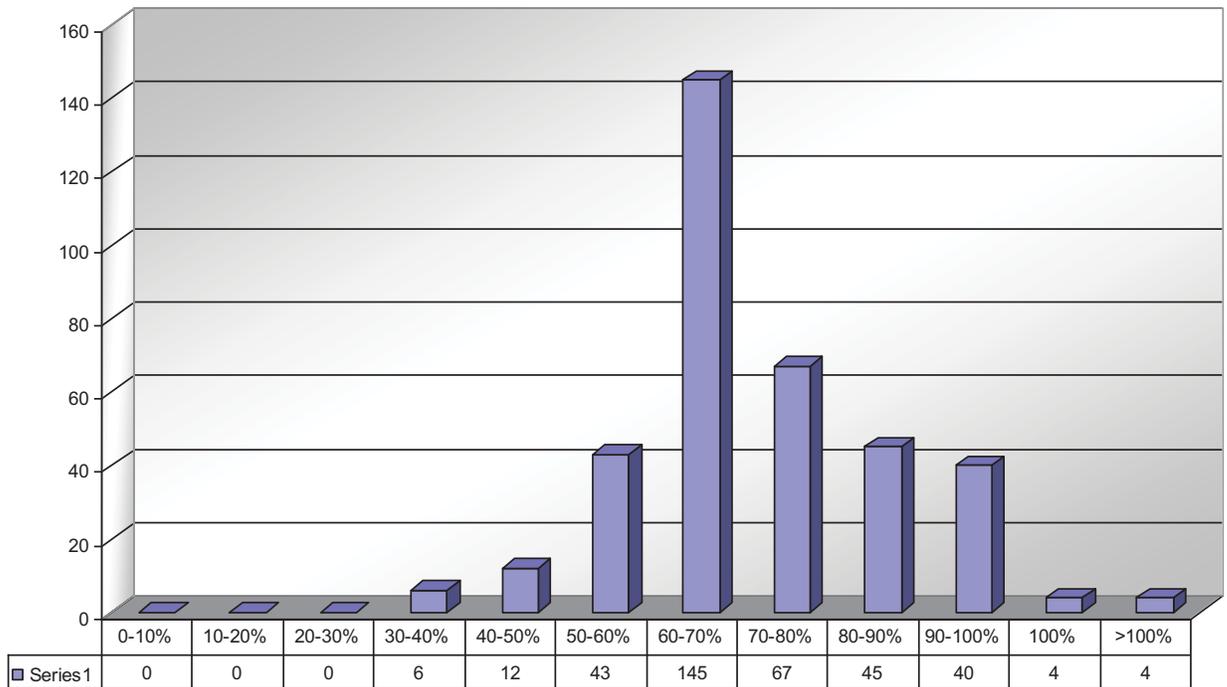
Reason Released



Daily Inmates Present



Percentage of Occupancy Groupings by Number of Days

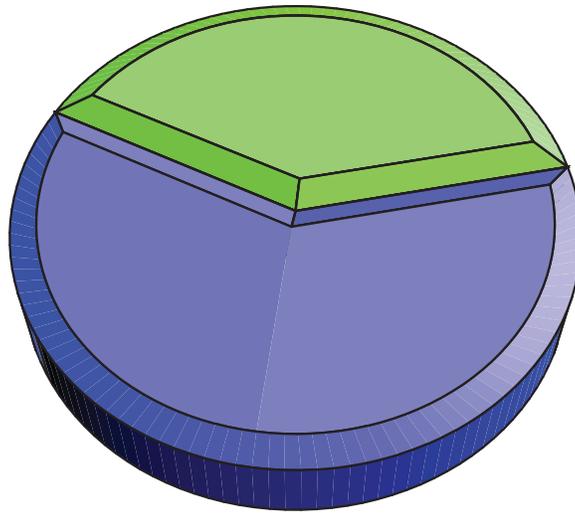


Days

* Inmate numbers would include all inmates present, booked in, and/or booked out for that day. Displayed numbers might not be present for entire 24 hr period.

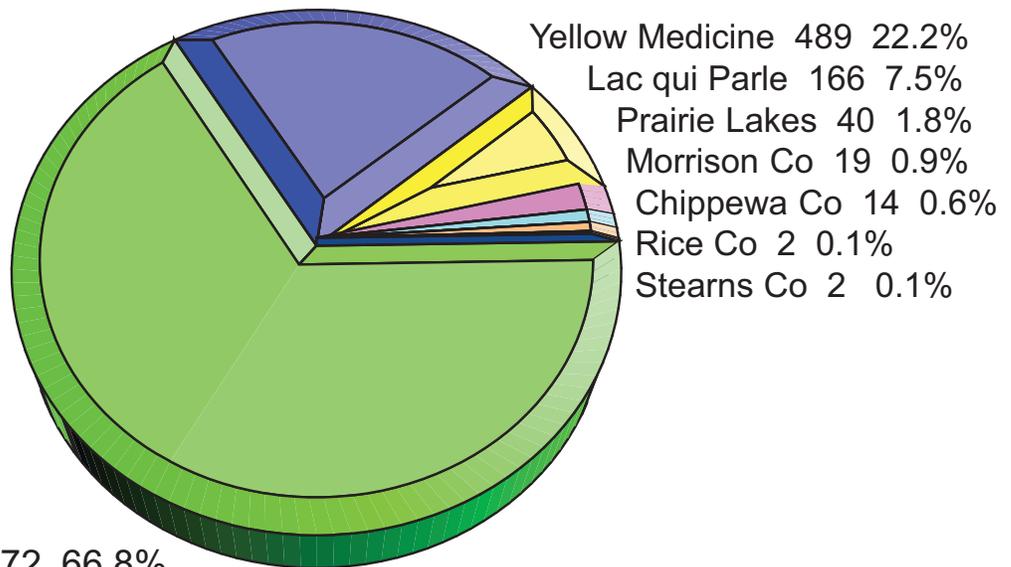
Days Served by Jail Location 2012

Out of County 2204 39.4%



Swift Co Jail 3397 60.6%

Out of County Days Served



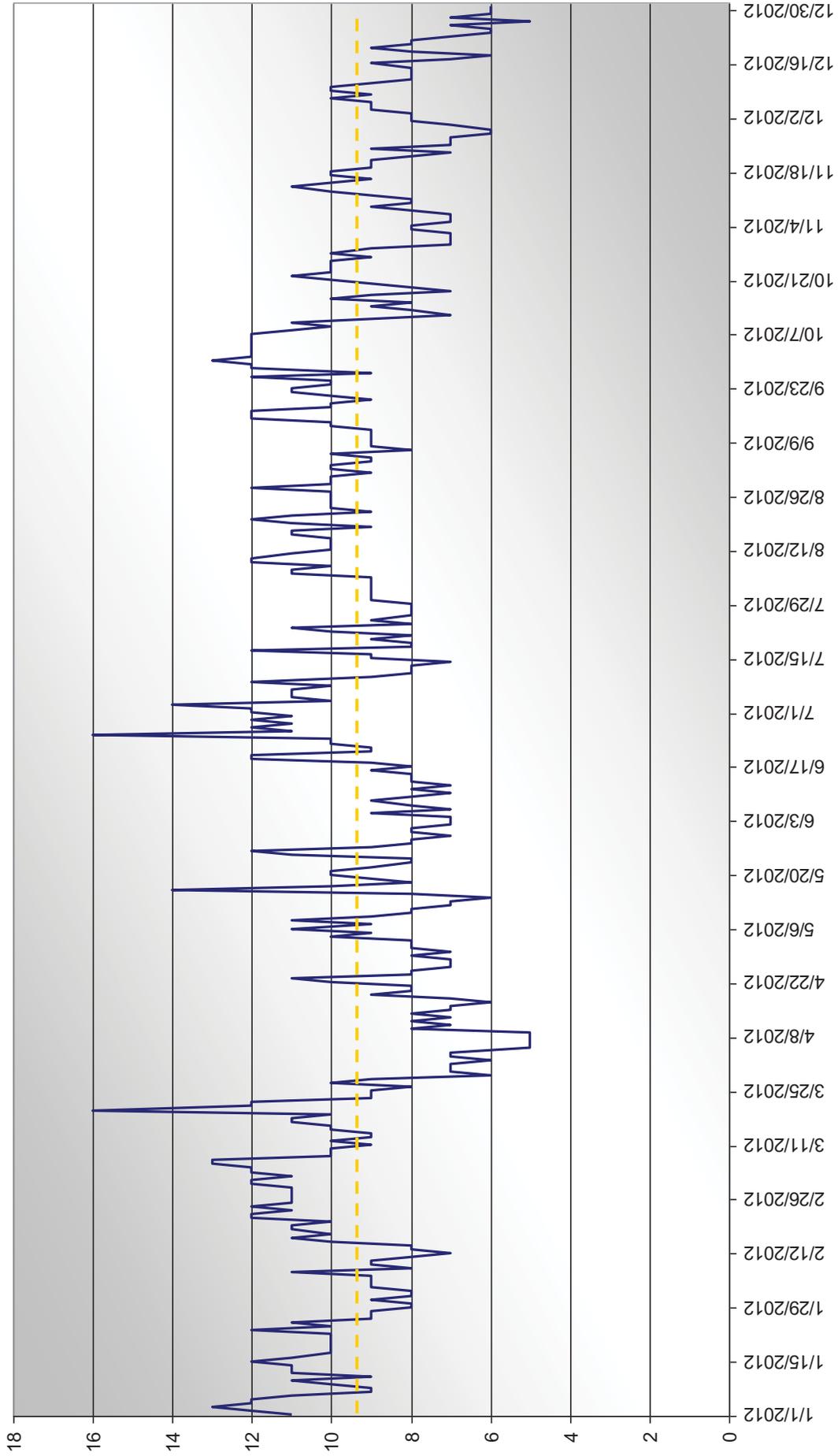
Kandiyohi Co 1472 66.8%

2012 Inmate Charges

136	DWI	2	FAILURE TO APPEAR
66	WARRANT	2	FELON IN POSSESSION OF A FIREARM
44	ASSAULT	2	FUGATIVE FROM JUSTICE
30	POSSESS CONTROL SUBSTANCE	2	METH PARA IN PRESENCE OF CHILD
29	PROBATION VIOLATION	2	NO INSURANCE
28	DOMESTIC ASSAULT	2	POSSESSION MARIJUANA IN MV
24	DISORDERLY CONDUCT	2	SELL MARIJUANA IN SCHOOL
23	VIOLATION OF HARRASSMENT OR RESTRAINING ORDER	2	SELL NARCOTICS
21	BURGLARY	2	SPEED
14	THEFT	2	TAMPERING WITH MOTOR VEHICLE
14	VIOLATION OF CONDITIONS OF RELEASE	2	TERRORISTIC THREATS
13	CRIM SEX	2	TRESPASS
11	OPEN BOTTLE	2	VIOLATE DRIVERS LICENSE RESTRICTIONS
9	DRIVING AFTER CANCELLATION	1	AIDING AN OFFENDER
9	DRIVING AFTER REVOCATION	1	B CARD VIOLATION
9	STALKING	1	CHECK FORGERY
8	CRIM DAMAGE TO PROP	1	CREDIT CARD FRAUD
8	POSSESS DRUG PARAPHERNALIA	1	DISOBEY LAWFUL ORDER
8	RECEIVING STOLEN PROPERTY	1	EXPIRED TABS
8	TEST REFUSAL	1	FAIL TO OBEY DIRECTION OF OFFICER
7	UNDERAGE CONSUMPTION	1	FINANICAL TRANSACTION CARD FRAUD
6	DRIVING AFTER SUSPENSION	1	HIT AND RUN
6	FLEE POLICE OFFICER ON FOOT	1	ILLEGAL CONSUMPTION OF ALCOHOL
5	MOTOR VEHICLE THEFT	1	KIDNAPPING
5	OBESCENE/HARRASING PHONE CALLS	1	LEAVE SCENE OF ACCIDENT
4	FLEEING PEACE OFFICER IN M/V	1	MINOR CONSUMPTION
4	INTERFERE W/911 CALL	1	NOISE ORDINENCE VIOLATION
4	NO MN DL	1	POSSESS BURLARY/THEFT TOOLS
4	POSSES SMALL AMOUNT MARIJUANA	1	POSSESS MARIJUANA W/ INTENT TO SELL
3	ATTEMPTED BURGLARY	1	POSSESS STOLEN PROP
3	CHILD ENDANGERMENT	1	STOP SIGN VIOLATION
3	DEPRIVE-CUST-PARENT RIGHTS-REFUSE RETURN MINOR	1	STRANGULATION
3	GIVE POLICE OFFICER FALSE NAME	1	THEFT BY SWINDLE
3	OBSTRUCT LEGAL PROCESS	1	TRANSPORT LOADED FIREARM
2	CARELESS DRIVING	1	UNDERAGE POSSESSION ALCOHOL
2	CONTEMPT OF COURT		
2	CRIMINAL VEHICULAR HOMICIDE OR OPERATION		
2	DANCO VIOLATION		
2	DEPRIVE CUST./PARENT RIGHTS-CAUSE RUNAWAY		

Bed Utilization 2012

Capacity: 13 beds
Avg. Occupancy: 9.3 71.5%

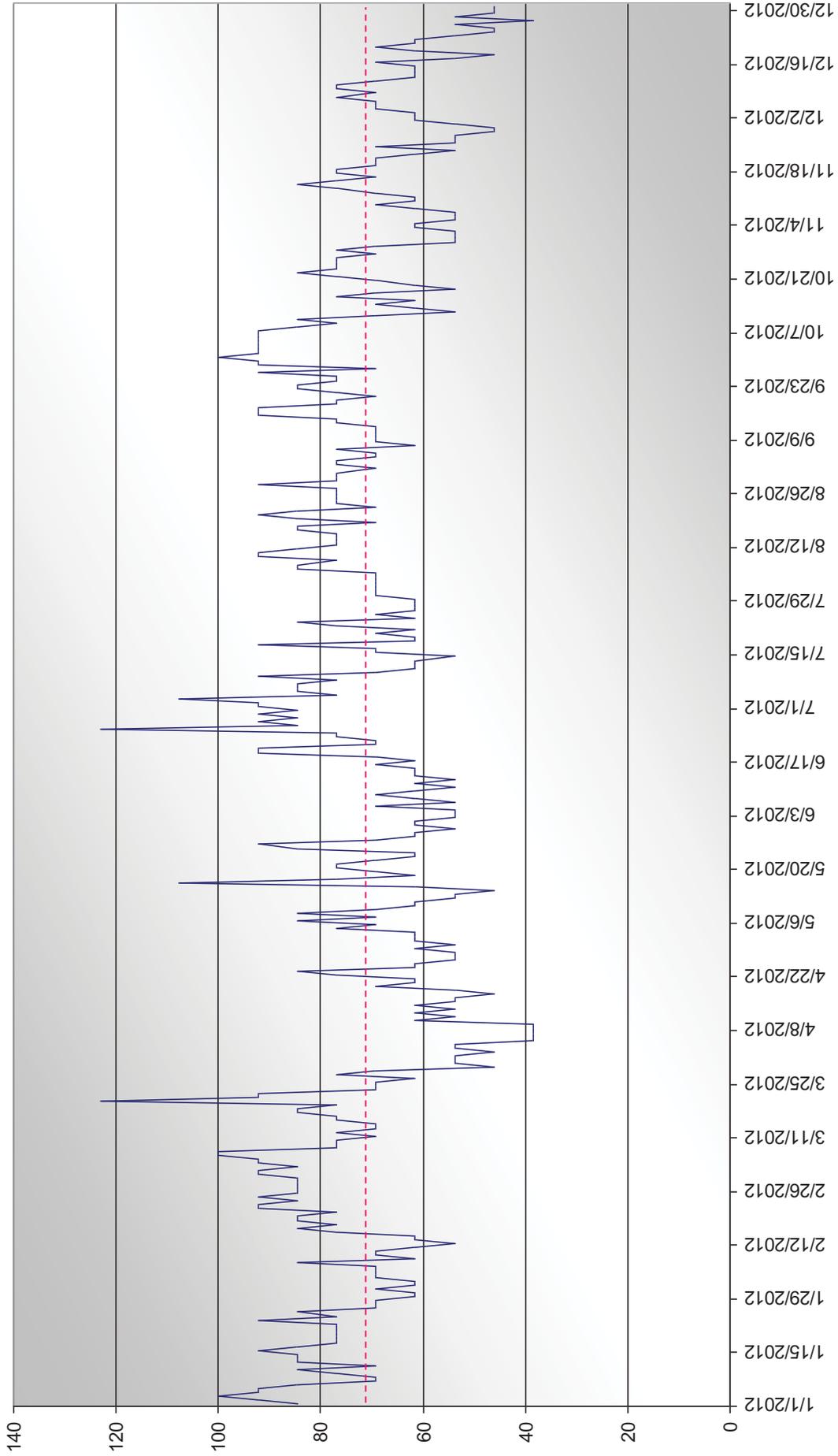


Inmate numbers include all inmates present, booked in and booked out for that day. Inmates might not be present for entire 24 hour period.

Swift County Jail

Capacity: 13 beds
Avg. Occupancy: 71.5%

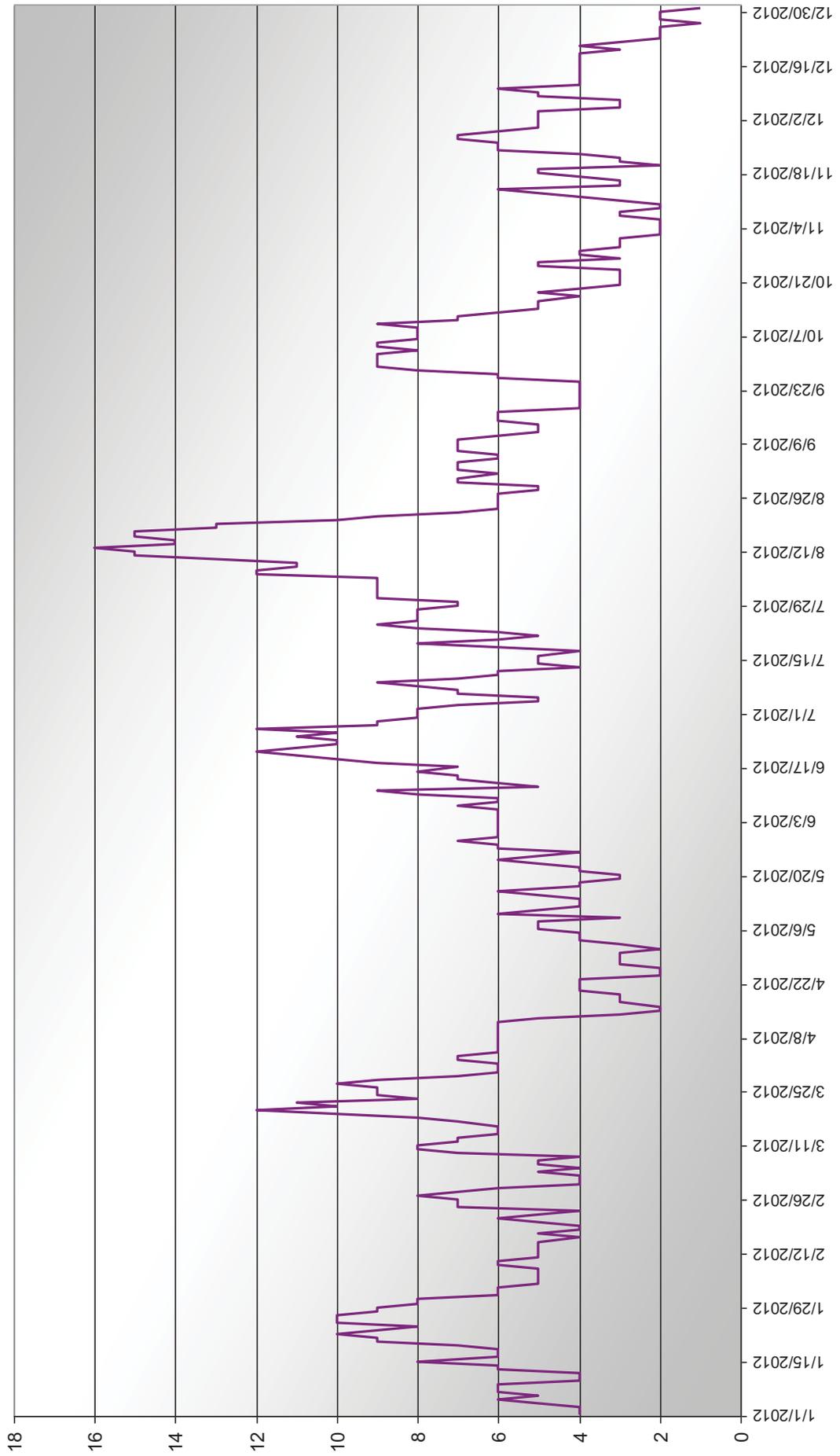
Percent of Capacity 1/1/2012 – 12/31//2012



Inmate numbers include all inmates present, booked in, and booked out for that day. Inmates might not be present for entire 24 hour period.

Number of Prisoners Housed Out of County 2012

Average 6.0 /day





Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Swift County Parks, Drainage	REQUESTOR: Michael Johnson	REQUESTOR PHONE: 320-843-5341
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve quotes for Repair of Lat A-JD #8	
AGENDA YOU ARE REQUESTING TIME ON: 11:50 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Quotes will be available at the meeting on Tuesday	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: Lat A JD#8 Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approval, subject to satisfactory bids
COMMENTS: n/a	COMMENTS: None

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointing Kimberly Saterbak Swift County Auditor	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State statues requires counties to have a County Auditor
BACKGROUND/JUSTIFICATION: With Byron Giese retirement effective April 30th, the Swift County Board of Commissioners has advertised and interview potential individuals for the position of County Auditor. After deliberations the board has selected Kimberly Saterbak.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approved as to form	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen	
Action	Vote

**Resolution appoint a County
Auditor in Swift County, Minnesota**

WHEREAS, the Swift County Board of Commissioners authorized a referendum to be placed before the voters of Swift County in November, 2012 seeking approval to adopt the county structure appointment option found in MS 375A.10 for the office of Swift County Auditor, and

WHEREAS, the citizens of Swift County voted in the affirmative to adopt the appointment option as provided in MS 375A.10 for the office of County Auditor, and

WHEREAS, the Swift County Board of Commissioners, on December 31, 2012, by resolution, implemented the appointment option for the office of County Auditor as authorized by the referendum, and

WHEREAS, with the retirement of elected Swift County Auditor Byron Giese on April 30, 2013 a new Swift County Auditor is needed, and

WHEREAS, the Swift County Board of Commissioners has advertised and interviewed potential individuals for the position.

NOW, THEREFORE, BE IT RESOLVED, that Kimberly Saterbak shall serve as the county auditor starting May 13, 2013 and until such time the board chooses to select a new county auditor.

Adopted by the County Board of Commissioners the 16th day of April, 2013.

By: _____
Joe Fox, Chairperson

Attest: _____
Michel Pogge-Weaver, Swift County Administrator

Mike Pogge-Weaver
Swift County Administrator



301 14th St N
P.O. Box 288
Benson, MN 56215

Phone (320) 314-8399
Fax (320) 843-2275

e-mail:
mike.poggeweaver@co.swift.mn.us

April 8, 2013

Kimberly Saterbak
650 Montana Ave
Benson, MN 56215

Re: County Auditor Conditional Job Offer

Dear Ms. Saterbak:

Swift County is pleased to offer you the position of County Auditor. This is an exempt, salaried, full-time, department head position with benefits as described in the County's personnel policy, except as modified below. You will be available to work two (2) days during the week of April 22, to be arranged with the County Administrator, in order to work with the current County Auditor and will be compensated for these two days at a rate based on your annual salary. Your first day of regular employment as County Auditor is anticipated to be May 13, 2013 but may be modified by agreement of both parties.

Salary. Beginning on the first day of employment, you shall be credited with two (2) years of service for the purpose of determining your salary. Your starting salary will be at the 2nd year of service step at a rate of \$66,372.80 annually. Your salary will increase on the Swift County pay scale assuming the additional years of service.

Vacation. Beginning on the first day of employment, you shall be credited with six (6) years of service for the purpose of determining vacation accrual and you shall accrue vacation leave at the annual rate of fifteen (15) days in the manner specified in the County's personnel policies.

This offer is contingent upon successful background, credit, and reference checks and County Board approval at their April 16, 2013 meeting.

We look forward to having you join our team.

Sincerely,

Mike Pogge-Weaver
Swift County Administrator

Offer approved by the County Board:

Offer accepted by Ms. Saterbak:

Joe Fox, Chairman

Kimberly Saterbak



Request for Board Action

BOARD MEETING DATE:
April 16, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointing a interim County Auditor	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State statues requires counties to have a County Auditor
BACKGROUND/JUSTIFICATION: With Byron Giese retirement effective April 30th and since Kim Saterbak is not starting until May 13th, the board needs to appoint an interim County Auditor. Due to the time of year there are limited tasks that needs to be approved; however, some time sensitive task, like land transfers, will need to be approved; thus an interim appointment is needed.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approved as to from	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None

Board Action

Motions ___ J Fox ___ G Hendrickx ___ G Klemm ___ P Peterson ___ E Rudningen
Action Vote

Resolution appoint an interim County Auditor in Swift County, Minnesota

WHEREAS, the Swift County Board of Commissioners authorized a referendum to be placed before the voters of Swift County in November, 2012 seeking approval to adopt the county structure appointment option found in MS 375A.10 for the office of Swift County Auditor, and

WHEREAS, the citizens of Swift County voted in the affirmative to adopt the appointment option as provided in MS 375A.10 for the office of County Auditor, and

WHEREAS, the Swift County Board of Commissioners, on December 31, 2012, by resolution, implemented the appointment option for the office of County Auditor as authorized by the referendum, and

WHEREAS, with the retirement of elected Swift County Auditor Byron Giese on April 30, 2013 and the starting of appointed Swift County Auditor Kimberly Saterbak on May 13, 2013 an interim Swift County Auditor is needed.

NOW, THEREFORE, BE IT RESOLVED, that Michel Pogge-Weaver shall serve as the interim county auditor starting May 1, 2013 until May 13, 2013 when the new County Auditor appointment is effective.

Adopted by the County Board of Commissioners the 16th day of April, 2013.

By: _____
Joe Fox, Chairperson

Attest: _____
Michel Pogge-Weaver, Swift County Administrator