

Notice & Agenda

Revised

Swift County Board of Commissioners

Tuesday, April 30, 2013

4:00 PM

Swift County Administrator's Office – 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>
4:00 p.m.		Call to Order and Roll Call
	1	Consider rescinding resolutions 04-16-13-05 and 04-16-13-06
	2-4	Consider approving the condition job offer and appointing Kimberly Saterbak to the position of County Auditor (effective May 1, 2013)
	5	Consider authorizing advertising for a social worker position related to a potential vacancy
4:05 p.m.		Adjournment



Request for Board Action

BOARD MEETING DATE:
April 30, 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 rescinding resolutions 04-16-13-05 and 04-16-13-06	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: On April 16th the Board approved the appointment of Kimberly Saterbak to the County Auditor position effective May 13th and approved the interim appointment of Mike Pogge-Weaver to the County Auditor position effective May 1st until May 13th. Since the April 16th meeting, Ms. Saterbak has become available to start with the County earlier than first anticipated. In fact she has been on full time since April 23. Since Ms. Saterbak is now here and working full-time for the county the board should consider rescinding their original appointment resolutions approved on April 16th and move Ms. Saterbak's appointment up to May 1st.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Approved resolutions appointed Ms. Saterbak as County Auditor and Mr. Pogge-Weaver as interim County Auditor on April 16, 2013

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	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 30, 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 effective May 1, 2013	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State statute 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?	On April 16, 2013 the Board approved the appointment of Kimberly Saterbak to the County Auditor position effective May 13th. Since the April 16th meeting, Ms. Saterbak has become available to start with the County earlier than first anticipated. Ms. Saterbak's appointment should be moved up to May 1st, avoiding the need to appoint and interim Auditor.

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

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 23, 2013

Kimberly Saterbak
650 Montana Ave
Benson, MN 56215

Re: County Auditor Conditional Job Offer - **Revised**

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. Your first day of regular employment with the County is April 23, 2013. You will be appointed to the role of County Auditor effective May 1, 2013.

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 30, 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

**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 Swift County Auditor starting May 1, 2013 and until such time the board chooses to select a new county auditor.

Adopted by the County Board of Commissioners the 30th day of April, 2013.

By: _____
Joe Fox, Chairperson

Attest: _____
Michel Pogge-Weaver, Swift County Administrator



Request for Board Action

BOARD MEETING DATE:
April 30, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Deanna Steckman	REQUESTOR PHONE: 320 843-3160
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Request to move forward with filling a POTENTIAL social worker vacancy – when/if it occurs in May.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No.	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The Community Social Services Board may not meet prior to the incumbent leaving the position. Obtaining authorization now will assist in less disruption for families, as well as within the agency.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: The position is funded within the current Human Services Budget
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Review/Recommendation

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

Board Action

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