

SWIFT COUNTY BOARD MINUTES

May 21, 2013

Chairman Fox called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Auditor Kimberly Saterbak, and Payroll Officer/General Assistant Amanda Ness.

Chairman Fox asked if there were any additions to the Agenda. County Administrator Pogge-Weaver asked that the board add 1) Agreement with Woodland Centers for rule 25 Chemical Use Assessment to consent agenda; and 2) an approval request for the purchase of eTimecard to other business.

05-21-13-01 Commissioner Klemm moved and Commissioner Peterson seconded to approve a revised agenda as requested. Motion carried unanimously.

05-21-13-02 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of May 7, 2013, approving employee appointments to the policy committee, and an agreement with Woodland Center for rule 25 Chemical Use Assessments. Motion carried unanimously.

05-21-13-03 Commissioner Klemm moved and Commissioner Hendrickx seconded to approve the Commissioner Warrants as follows: Revenue: \$215,653.75; Solid Waste: \$46,678.21; Road and Bridge: \$113,958.10; Ditch: \$2,418.86; and State Fund Agency, \$18.00 which includes the following bills over \$2,000: The Appleton Project, \$66,000.00; Chamberlain Oil Company, \$2,879.96; Clifton Larson Allen LLP, \$36,000.00; Comm of Finance, \$2,478.00; CPUI, \$4,949.30 CPS Technology Solutions, \$3,443.00; Crysteel Truck Equipment, 42,534.01; Dooley Petroleum, \$4,285.88; E & M Electric LLP, \$7,716.46; Election Systems & Software Inc, \$7,607.50; Glacial Plains Cooperative, \$2,248.99; Hewlett Packard Co, \$2,412.62; Highway Products Inc; \$5,439.10; Macqueen Equipment Inc, \$11,174.60; Mactek Systems Inc, \$4,095.45; Maney International of Alexandria, \$4,499.92, Marsden Bldg Maint, \$8,280.68; Nolan Baker Ford Sales, \$50,657.05; Pflipsen Trucking, \$9,936.12; RG Inc, \$3,060.00; Safe Avenues, \$3,050.00; Soil Conservation Office, \$11,250.00; Three D Specialties, \$2,794.79; Towmaster Inc, \$2,160.16; Waste Management of Northern Minnesota, \$14,370.11; Widseth Smith Nolting, \$2,223.26; Yellow Medicine County Jail, \$8,173.29; and Ziegler Inc, \$3,889.41. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on RDC Revolving Loan Fund, Woodland Centers, SCBH Board, Chippewa River Watershed Project and Restorative Justice. Commissioner Klemm reported on Prairie Lakes Youth Corrections Program, DAC, and the RDA. Commissioner Peterson reported on Soil and Water Conservation, HRA, and Countryside Public Health. Commissioner Rudningen reported on Glacial Ridge Scenic Byway and thanked EMS workers during National EMS week. Commissioner Hendrickx reported on RDC Revolving Loan Fund, Prairie Waters, and Woodland Centers.

Administrator Pogge-Weaver noted that he had received a letter regarding the Law Library. He updated the Board on the May 13th meeting with the Kerkhoven City Council regarding retaining businesses. He also noted that he had held round table meetings with the department heads as well as the security group. He updated the Board on the life, long term disability, and short term disability rates going up. He has gotten quotes from the County's insurance agent and will give a full report next meeting. He gave legislative updates on sales tax, program aids, levy limits, and 2019 legislative requirements. Counties were added to the list of purchasers eligible for a sales tax exemption on qualifying purchases which will start December 31, 2013. County Auditor, Kim Saterbak, estimates that this will save the County at least \$100,000 annually. Administrator Pogge-Weaver suggested to the department heads to hold off on major purchases until after

the end of the year to take advantage of this exemption. County program aids are being increased by \$40 million by the State. Swift County is now projected to receive \$200,969 in 2014. Legislation established a one year levy limit for taxes payable in 2014. The legislature also passed legislation requires, starting July 2019, that all individuals appraising or inspecting properties for tax values or classifications must be a licensed assessor. Even though our County Assessors are licensed, the townships may not be which could result in more work for our County Assessors' office.

Environmental Services Director, Scott Collins, met with the County Board and discussed a request from Chippewa Valley Ethanol Co. (CVEC) on a request for a Conditional Use Permit to construct, maintain, and operate a corn receiving, storing, and reclaiming system to make feed corn into ethanol. Andy Zurn and Mike Bjerke of CVEC gave an overview of the proposed project.

05-21-13-04 Commissioner Hendrickx moved and Commissioner Peterson seconded to table the request until 9:25am on June 4th, 2013. Motion carried unanimously.

Paul Petrick, Assistant County Engineer, requested approving the bid for the purchase of a tar melter, used for bituminous crack filling, from Swanston Equipment Company.

05-21-13-05 Commissioner Hendrickx moved and Commissioner Rudningen seconded to award the bid for the purchase of the tar melter from Swanston Equipment Company for \$36,123.75. Motion carried unanimously.

Auditor Saterbak reviewed a bid request on a tax forfeited property in Appleton from Chadwick and Cynthia Syltie. The property is adjacent to the Syltie's home. The lot is also adjacent to a property that needs to be cleaned up and the Commission discussed their desire to wait until they can learn the status of that property before selling the property.

05-21-13-06 Commissioner Hendrickx moved and Commissioner Klemm seconded to table the motion for 60 days until more information can be found out on the adjacent property. Motion carried unanimously.

Auditor Saterbak also asked the board to consider signing a resolution authorizing sponsorship of trails operated by the Northern Lights Snowmobile Club.

05-21-13-07 Commissioner Hendrickx moved and Commissioner Rudningen seconded the approval of the resolution and the agreement that, as long as there are no changes, the Northern Lights Snowmobile Club will not need regular approval of the resolution by the board. Motion carried unanimously.

The board recessed for a break at 11:56 AM for lunch. The board reconvened at 1:00 PM.

Sheriff John Holtz and Chief Deputy Sheriff Judd Latham brought to the board the letter of resignation from Marlene Giese, the Communications and Corrections Supervisor, effective August 31, 2013 and requested authorization to advertise for her position.

05-21-13-08 Commissioner Hendrickx moved and Commissioner Rudningen seconded to accept Marlene Giese's letter of resignation, thank her for her 31 years of service, and authorize the county to advertise for her position. Motion carried unanimously.

Sheriff Holtz and Chief Deputy Latham also discussed the proposed 2911 rules by the Department of Corrections which would require the County to have both a dispatcher and a correctional officer on duty at all times. Currently one individual is covering both positions from 11PM to 6AM. Administrator Pogge-Weaver has drafted a resolution to work with the Department of Corrections on a variance.

05-21-13-09 Commissioner Henrickx moved and Commissioner Peterson seconded to approve moving forward with the resolution to try and get a variance from the Department of Corrections to continue to have one employee cover both the dispatcher and the correctional officer positions from 11PM to 6AM. Motion carried unanimously.

Administrator Pogge-Weaver recommended that the board send out a request for proposal (RFP) for a classification and compensation study since it was last done in 2002. He pointed out that most counties do at least a partial study every five years.

05-21-13-10 Commissioner Peterson moved and Commissioner Klemm seconded to approve the RFP for a classification and compensation study. Motion carried unanimously.

Administrator Pogge-Weaver also discussed with the board the need for an RFP for upgrade of the HVAC system in the courthouse. He explained that it would be impossible to bid phase II of the project at this point because of the numerous options available and will rewrite that portion of the RFP but would like to get approval today because of it being on a tight timeline.

05-21-13-11 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve an RFP for upgrading of the HVAC system. Motion carried unanimously.

A demonstration was previously done on eTimecard, which is a computer based program for clocking in and out and tracking accruals. Administrator Pogge-Weaver advised that now would be a good time to start using the program with the staff changes in the County.

05-21-13-12 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the purchase of the eTimecard program, site visits, and 2013-2014 support at \$4,259. Motion carried.

The board recessed for a short break at 1:27 PM. The board reconvened at 1:35 PM.

The Loss Control Consultant from MCIT, Bruce Casey, made a presentation to the board on his annual update of our property, casualty, and worker's compensation coverage.

05-21-13-13 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 1:47 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator