

## **SWIFT COUNTY BOARD MINUTES**

### **June 4, 2013**

Chairman Fox called the meeting to order at 9:00 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, there were none.

**06-04-13-01** Commissioner Peterson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

**06-04-13-02** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of May 21, 2013. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox deferred reporting on Southern Prairie Community Care (SPCC) to Commissioner Hendrickx as he was an alternate and was not in attendance for the whole meeting. Commissioner Klemm reported on the RDA and the Swift County Youth Program. Commissioner Peterson reported on the Human Services meeting, and Prairie Five Community Action Council. Commissioner Rudningen reported that he had attended the AMC meeting with the other commissioners. Commissioner Hendrickx reported on RDC, SPCC, and noted a meeting with the DNR, MNDot, and Parks and Drainage Supervisor, Mike Johnson, regarding the leasing of 90 acres of State land for the Appleton Area Recreational Park.

Administrator Pogge-Weaver suggested to the Board that since the June 18<sup>th</sup> meeting is the Board of Equalization meeting that the Community Social Services meeting be held at 3pm and the regular board meeting be held at 5:30pm, lasting until at least 7pm.

**06-04-13-03** Commissioner Klemm moved and Commissioner Peterson seconded to change the times of both meetings to Administrator Pogge-Weaver's suggested times. Motion carried unanimously.

Administrator Pogge-Weaver also noted that he will be taking vacation days on June 13<sup>th</sup> and 14<sup>th</sup>.

Doug Host, Sarah Utsch, and Kristen Smude gave an audit presentation consisting of a wrap up of the 2012 Clifton Larson Allen Audit.

**06-04-13-04** Commissioner Peterson moved and Commissioner Rudningen seconded to approve the audit report. Motion carried unanimously.

Environmental Services Director Scott Collins along with Mike Jerke & Andy Zurn of Chippewa Valley Ethanol Co. (CVEC) and County Engineer Andy Sander requested approval for the tabled Conditional Use Permit #4290 for CVEC to construct, maintain, and operate a corn receiving, storage, and reclaiming system of feed corn to ethanol. The request would include an additional approach from County Road 20 as an inbound driveway only.

**06-04-13-05** Commissioner Hendrickx moved and Commissioner Klemm seconded to approve Conditional Use Permit #4290 for CVEC. Motion carried unanimously.

Director Collins requested approval of Conditional Use Permit #4229 for Larson Gravel Co., Inc./Central Specialties for the setup and use of a hot mix asphalt plant for the production of asphalt for road surfacing purposes.

**06-04-13-06** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve Conditional Use Permit #4229 for the setup and use of the portable hot mix plant. Motion carried unanimously.

County Engineer Andy Sander reviewed the quotes for the replacement of township bridges SAP 076-599-049 and SAP 076-599-051 and recommended awarding a contract to the low bidder Central Specialties. Commissioner Peterson asked Engineer Sander if the contractor was the same as the one contracted for the Swenoda Township bridge. Engineer Sander pointed out that it is not. Commissioner Peterson also inquired on the length of time the project will take. Engineer Sander discussed the potential for a delay in the project due to the contractor being unable to get the materials needed and pointed out that the 30 working days deadline will start on June 10<sup>th</sup> and a box culvert takes approximately one week to install.

**06-04-13-07** Commissioner Klemm moved and Commissioner Rudningen seconded to award the bridge replacement contract to Central Specialties for \$120,132. Motion carried unanimously.

Commissioner Peterson noted that he had been approached by a township official wanting to know where the County was at with the township road sign project. Engineer Sander reported that the preliminary specs were done but he needed to meet with the township officials and the Sheriff to determine exactly what is needed before he will be able to bid out the project.

CCO Supervisor Marlene Giese and Chief Deputy Sheriff Latham presented to the board the request to hire Nathan Pederson in the Sheriff's Department as a Part Time Communication and Corrections officer.

**06-04-13-08** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the hiring of Nathan Pederson in the Sheriff's Department as a Part Time Communication and Corrections officer. Motion carried unanimously.

Supervisor Giese and Deputy Latham also brought to the Board the resignation letter of Part Time Deputy Bruce Nelson.

**06-04-13-09** Commissioner Rudningen moved and Commissioner Peterson seconded to approve accepting the resignation of Deputy Nelson and authorize to advertise for a part-time deputy. Motion carried unanimously.

The County previously sought proposals to review and possibly upgrade the LEC and Courthouse HVAC systems. Six companies took part in a walk through on May 24<sup>th</sup> and provided proposals. Administrator Pogge-Weaver recommended that even though another company submitted the lowest bid, due to them not having noting much experience in HVAC replacement in their proposal and not including much of a scope in their bid, that the County consider going with the second lowest bid submitted by EDI. After checking further with EDI, Administrator Pogge-Weaver found that their note regarding reimbursable expenses

would expected to only be around \$400 making their total bid around \$5300 which still leaves them as the second lowest. He also spoke to their references and other people their done projects for that weren't listed as references.

**06-04-13-10** Commissioner Klemm moved and Commissioner Hendrickx seconded to accept the proposed bid from EDI for reviewing and possibly upgrading the LEC and Courthouse HVAC systems. Motion carried unanimously.

Parks and Drainage Supervisor Mike Johnson asked the board to consider authorizing the purchase of 87.92 acres of land for the Appleton Recreational Park for \$66,000 with the Appleton Project facilitating the purchase.

**06-04-13-11** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the purchase price of \$66,000 to be paid to the Appleton Project. Commissioner Peterson also noted that these funds would be coming from grant money from the DNR and not from the General Fund. Motion carried unanimously.

Supervisor Johnson also asked the board to consider reimbursing the Appleton Project for the additional expenses incurred of \$6787.40 and suggested checking the Parks & Drainage budget at the end of the year to determine future payments to the Appleton Project.

**06-04-13-12** Commissioner Hendrickx moved and Commissioner Rudningen seconded a motion to reimburse the Appleton Project for their expenses when the budget allows to make the Appleton Project whole and to let the Administration decide when that would be. Commissioner Peterson also noted that he would not want that to be right now as our current budget does not allow it. Motion carried unanimously.

Administrator Pogge-Weaver asked the board to review proposals for Life and Disability Insurance and to consider approving a new carrier as we were told in March that our premiums would be going up. He suggested switching from Assurant to Cigna for disability insurance as we would be having almost half of our current premium and to accept the new contract with MN Life that would save us 40%.

**06-04-13-13** Commissioner Henrickx moved and Commissioner Peterson seconded the motion to approve the switch in disability insurance carrier from Assurant to Cigna and to accept the new contract with MN Life assuming there are no issues from the unions. Motion carried unanimously.

Administrator Pogge-Weaver also requested a motion to pay his dues to join Kiwanis from within the Administration Budget. Commissioner Klemm voiced his concerns about which organizations the County would back and also which positions within the County would be allowed to have dues to organizations paid with County funds. Commissioner Peterson pointed out that there is a line item in the budget for such things and that when Administrator Pogge-Weaver was hired it was impressed upon him to be active and visual in the community and that this is the type of membership that would accomplish that. He also noted that it is a part of his contract unlike other employees of the County. Commissioner Henrickx suggested that he would like it put in the policy how many organizations the County would fund and suggested we pay this one and the rest are up to the Administrator to pay on his own. He supports this membership as he is the "face of the

County” but would like to draw the line at one membership. Commissioner Rudningen pointed out that he is supporting the payment of the Kiwanis dues because it was brought to the board for discussion and not just paid even though it was left as a discretionary line of the budget but suggested that Administrator Pogge-Weaver look at all options and agreed that it should be limited to only paying the dues for one membership from County funds. He also did not think that the board should be determining which organization he should join. Commissioner Hendrickx also suggested that he would like to see meetings with city and township officials within the County. Commissioner Fox pointed out that Kiwanis is a Benson organization and he would like to see a membership in a more county wide organization but understands that there are also time restraints that may not allow that.

**06-04-13-14** Commissioner Hendrickx moved and Commissioner Peterson seconded the motion to approve paying for Administrator Pogge-Weaver’s membership dues to Kiwanis out of the Administration budget. Motion carried four to one with Commissioner Klemm voting no.

Administrator Pogge-Weaver told the board that he would be switching the format of the 2014 budget to one within the existing IFS system to streamline the working and the actual budgets. This time he will also be showing actuals instead of just historical budgeting. Next Tuesday at 8:30am will be the kickoff meeting with staff where he will be giving the department heads the anticipated numbers for payroll and personnel in 2014 and he hopes to get the budget to the board by the end of July to review. Commissioner Hendrickx pointed out from our audit report that revenues and expenditures increased significantly from 2006 to 2012 and asked that there be some type of notes pointing out why that happened. He also pointed out that the audit showed that all funds show an average of 2.94 months of reserve and asked the board if that is something that the board is comfortable with. It was also discussed that General Obligation Bonds are available but the board did not show an interest in getting back into those.

**06-04-13-14** Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 10:35 AM

WITNESSED:

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Joe Fox, Chair

ATTEST:

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Michel Pogge-Weaver, County Administrator