

Notice & Agenda

Swift County Board of Commissioners

Tuesday, August 6, 2013

9:00 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> |
|-------------|------------------|---|
| 9:00 a.m. | | Call to Order and Roll Call |
| 9:01 a.m. | | Approve Agenda |
| 9:03 a.m. | | Consent Agenda |
| | 1-2 | (1) Minutes from the July 16, 2013 Meeting |
| | 3-5 | (2) Consider approving an amendment to the Joint powers agreement for the Southwestern Minnesota adult mental health consortium |
| 9:04 a.m. | | Auditor warrants reviewed |
| 9:05 a.m. | | Commissioner and Board reports |
| 9:20 a.m. | | County Administrator report |
| 9:25 a.m. | | Citizens Comments |
| 9:25 a.m. | | Swift County Soil and Water Conservation District Update from Dale Schlieman and Sheri Gades |
| 9:35 a.m. | 6-7 | Swift County HRA Executive Director Vicki Syverson Consider approving the appointment of Lindsey Knutson to the Swift County HRA Board |
| 9:38 a.m. | 8 | Sheriff John Holtz Consider accepting a letter of resignation from Neil Henriksen as part-time deputy. Introduction of Tracy Koosman Communication and Corrections supervisor. |
| | 9-14 | Review and receive recent Swift County Jail inspection report from the State of Minnesota Department of Corrections. |
| 9:50 a.m. | | County Engineer Andy Sander |
| | 15 | Consider accepting a letter of resignation from Brian Knutson as Maintenance Worker III. |
| | 16 | Consider authorizing the hiring of a Maintenance Worker III |
| | 17-18 | Consider approval of the CP 12 – 01 County Grading Project on County Road 73 |
| | | Other Business |
| | 19-20 | Consider a reimbursement request from Pillsbury Township for 911 directional signage |
| | None | Discussion on County Organizational Changes |
| | | Closed session to complete a performance review Consider approving a closed meeting to evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statue 13D.03, Subd 3 for a scheduled six month performance review of County Administration Michel Pogge-Weaver Closed session to complete performance review Adjourn close session and return to open session |
| 10:30 a.m. | | Adjournment |

SWIFT COUNTY BOARD MINUTES

July 16, 2013

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

Chairman Fox asked if there were any additions to the Agenda. There were none.

07-16-13-01 Commissioner Klemm moved and Commissioner Rudningen seconded to approve the agenda as presented. Motion carried unanimously.

07-16-13-02 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of July 2, 2013, the Executive Session Minutes of July 2, 2013, approval of a three year contract with Interstate Power Systems to maintain the Law Enforcement Center generator, and approval of a contract with GEO-Comm for dispatch mapping. Motion carried unanimously.

The board reviewed the Auditor and Commissioner warrants and no questions or comments were made by the board.

07-16-13-03 Commissioner Rudningen moved and Commissioner Klemm seconded to approve the Commissioner warrants as follows: Revenue: \$195,232.36; Solid Waste: \$30,539.41; Road and Bridge: \$105,761.91; Welfare and Human Services, \$85.58; and Ditches: \$5,012.00 which includes the following bills over \$2,000: 6W Department of Community Corrections, \$80,791.93; Clifton Larson Allen LLP, \$3,000.00; CPUI, \$8,906.85; Contech Construction Products, \$16,679.76; Countryside Public Health, \$44,268.50; Rodney & Linda Ellingson, \$9,408.00; Engineering Design Initiative, \$2,608.98; Luverne & Mary Flower, \$7,712.00; Glacial Plains Cooperative, \$2,030.42; Holiday Fleet, \$2,293.21; Houston Engineering Inc, \$5,012.00; Kandiyohi County Public Works, \$3,566.58; Evelyn McGee, \$3,296.00; Donald & Beverly Nagler, \$9,344.00; W.K. O'Leary Farms Inc, \$8,352.00; Pflipsen Trucking, \$9,882.96; Pro Action Safety & Sales, \$2,993.68; Alyn & Diane Sylte, \$15,968.00; University of Minnesota, \$17,516.25; Waste Management of Northern Minnesota, \$17,367.40; Mike & Mary Wente, \$4,288.00; Donald & Rita Wersinger, \$9,312.00; and the Auditor warrants as presented. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on the Revolving Loan Fund, Restorative Justice, Woodland Centers, Policy Committee, and Pomme de Terre River Association. Commissioner Klemm had no meetings to report on. Commissioner Peterson reported on Policy Committee, 6W Corrections, Countryside Public Health, Soil & Water Conservation, and the Supporting Hands Nurse-Family Partnership. Commissioner Rudningen reported on CodeRed Training and the Glacial Ridge Scenic Byway. Commissioner Hendrickx reported on the Corporate Compliance Board Meeting for Woodland Centers, Revolving Loan Fund, and 6W Corrections.

Administrator Pogge-Weaver reported on the memo he handed out regarding the budget pointing out that the numbers include replacing a boiler and the Appleton radio site. He also noted that there are still many unknowns that could affect the budget such as our dividend from MCIT, County Program Aid, the upcoming labor negotiations, and SW/WC Service Cooperative's utilization adjustments. He also suggested that a federal declaration is likely from FEMA, he has sent out information for his six month review, and reported that the Policy Committee members discussed hiring, credit card use, and budgeting authority.

Environmental Services Director Scott Collins and DNR Wildlife Assistant Manager Brad Olson updated the board on the issues the Attorney General's office has with the wording in a Conditional Use Permit for the acquisition of property from Paul Hanson to the Minnesota Waterfowl Association and then to the Minnesota DNR. Specifically, the Attorney General's office said the wording in #4 regarding the right of way for maintenance and utilities was too vague and they did not like #5 which states that the DNR would pay for damages resulting from high water issues. Mr. Olson pointed out that the Conditional Use Permit for the John Reardon property to Pheasants Forever would have the same issues. Director Collins recommended bringing both permits to the Planning Commission to discuss amending to leave out items 4 and 5 of the permits or replacing with a good neighbor policy before bringing it back to the board.

07-16-13-04 Commissioner Hendrickx moved and Commissioner Klemm seconded to waive the conditional use permit amendment fees for the DNR for the MN Waterfowl Association and Pheasants Forever conditional use permits contingent on the outcome of the Planning Commission meeting. Motion carried unanimously.

Countryside Public Health Administrator Liz Auch gave her update to the board highlighting retirements and staffing, legislative priorities and outcomes, the SHIP Coordinator position, and public health and hospital Community Health Assessments.

County Engineer Andy Sander and Assistant Engineer Paul Petrick asked that the contract approval for CP 12-01, grading of County Road 73, be tabled until the next meeting as they are still awaiting a permit.

A public hearing was held on the County's 5-Year Capital Improvements Plan (CIP) which would cover the years 2013 through 2017 and includes millwork, overlays, grading, paving, sealcoating, and bridge projects.

07-16-13-05 Commissioner Rudningen moved and Commissioner Hendrickx seconded to close the public hearing. Motion carried unanimously.

07-16-13-06 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the 5-Year CIP with the 2016 overlay projects for Highway 20 being switched with the 2015 mill and overlay project on Highway 6. Motion carried unanimously.

07-16-13-07 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve implementing a wheelage tax effective January 1, 2014. An amendment was made by Commissioner Rudningen and seconded by Commissioner Fox to only have the tax in effect for 2014 and reviewed annually with 2014 allocations going towards 911 signage. The amendment carried 3-2 with Commissioners Hendrickx and Peterson opposing. The amended motion carried unanimously.

The board recessed for a break at 12:30 PM for lunch. The board reconvened at 1:13 PM.

The Southwest Initiative Foundation's Program Officer, Cheryl Glaeser, gave an update on the foundation and the recent request they made for funding for their general endowment and explained the rebranding they just went through.

Sharon Klumpp, of Springsted, Inc., gave the board an update on the Classification and Compensation Study.

RDA Director Jen Frost and Susan Rittenour, of R&R Outdoors, asked the board to approve a loan of \$11,000 to purchase inventory.

07-16-13-08 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the \$11,000 loan to R&R Outdoors from the County's Revolving Loan Fund for 60 months at 4% and amortized over ten years.

Treasurer Ron Vadnais reviewed the 2nd Quarter Financials with the board.

EDI's Larry Svitak presented the HVAC Review and Upgrade Plan Report highlighting the options and prices associated with each option.

07-16-13-0 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 3:22 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
August 6, 2013

Commissioner's Report

Department Information

| | | |
|---|-------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Human Services | REQUESTOR: Deanna Steckman | REQUESTOR PHONE: 320 843-3160 |
|---|-------------------------------|----------------------------------|

Agenda Item Details

| | |
|--|--|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving an amendment to the Joint powers agreement for the Southwestern Minnesota adult mental health consortium | |
| 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: Due to consolidation of Southwest Health and Human Services, the SW 18 Adult Mental Health Initiative needs to change language within the joint powers agreement regarding representation on the Advisory Board. The request is being brought forward from Commissioners on the SW 18 Adult Mental Health Initiative Board. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No | |

Budget Information

| |
|---------------|
| FUNDING: N.A. |
|---------------|

Review/Recommendation

| | |
|--|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Will review before the agreement is executed | RECOMMENDATIONS: Approval |
| COMMENTS: n/a | COMMENTS: None |

Board Action

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

AMENDMENT TO JOINT POWERS AGREEMENT SOUTHWESTERN MINNESOTA ADULT MENTAL HEALTH CONSORTIUM

This AMENDMENT TO JOINT POWERS AGREEMENT (the "Amendment Agreement") is made and entered into this 2 day of November 2012, by and between the counties of Rock, Nobles, Jackson, Pipestone, Cottonwood, Redwood, Yellow Medicine, Renville, McLeod, Lac Qui Parle, Chippewa, Big Stone, Swift, Kandiyohi, Meeker, Lincoln, Lyon and Murray (collectively the "Counties").

RECITALS

- A. The Counties entered into that certain Joint Powers Agreement dated December 27, 2001 (the "JPA");
- B. The parties desire to amend and clarify certain provisions of the Agreement.

NOW, THEREFORE, in consideration of the promises and the mutual agreements of the Agreement, and of those herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

Article III, Section 2, Sub-Section 2 of the JPA shall be amended and restated as follows:

2. The structure of the Advisory Board shall consist of dividing the 18 counties into two regions, a northern and a southern, and then further dividing each region into three groups of three counties each. County designation to the individual groups is outlined in the Operating Bylaws. The Governing Board shall have the authority to recommend county changes to the individual group and present to the Executive Commissioners Board at the Annual Board meeting for final approval.

| | | | | | |
|--|---------|---------|---|---------|---------|
| Northern Region: Big Stone, Chippewa, Lac Qui Parle, Kandiyohi, McLeod, Meeker, Renville, Swift, Yellow Medicine | | | Southern Region: Cottonwood, Jackson, Lincoln, Lyon, Murray, Pipestone, Redwood, Rock, Nobles | | |
| Group 1 | Group 2 | Group 3 | Group 1 | Group 2 | Group 3 |

IN WITNESS WHEREOF, the parties hereto have caused this Amendment Agreement to be executed as of the day and year first above written.

ARTICLE XIII. AUTHORIZATION:

IN WITNESS WHEREOF, the following counties, by virtue of the duty authorized signatures set forth below, have authorized the execution of this Agreement to be effective as of the 2nd day of November 2012

SWIFT COUNTY

BY _____
GARY HENDRICKX, SWIFT COUNTY BOARD CHAIRPERSON

DATE

ATTEST:

Michel Pogge-Weaver, Clerk of the County Board

Approved as to form and execution

ROBIN FINKE, SWIFT COUNTY ATTORNEY



Request for Board Action

BOARD MEETING DATE:
August 6, 2013

Commissioner's Report

Department Information

| | | |
|---|--|----------------------------------|
| ORIGINATING DEPARTMENT: Swift County HRA | REQUESTOR: HRA Board of Commissioners | REQUESTOR PHONE: 320-843-4676 |
|---|--|----------------------------------|

Agenda Item Details

| | |
|--|--|
| BRIEF DESCRIPTION OF YOUR REQUEST: Appoint Lindsey Knutson to fill Jacki Anderson's position and appoint Ms Knutson for a 5 year term starting January, 2014. | |
| AGENDA YOU ARE REQUESTING TIME ON: 9:35 am | ARE YOU SEEKING APPROVAL OF A CONTRACT? no |
| IS THIS MANDATED? Yes | EXPLANATION OF MANDATE: Minnesota State Statute |
| BACKGROUND/JUSTIFICATION: Ms Knutson is a resident of the City of Appleton, MN. | |
| 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: Did not review | RECOMMENDATIONS: Approve |
| COMMENTS: n/a | COMMENTS: None |

Board Action

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

**CERTIFICATE OF APPOINTMENT OF COMMISSIONER
To The Housing and Redevelopment Authority (HRA)
Of Swift County, Minnesota**

Whereas, the Board of Commissioners of Swift County, Minnesota held a duly authorized meeting on the 6th day of August, 2013 and

Whereas, at said meeting Lindsey Knutson was recommended to complete the term of Jacki Anderson which will expire in January of 2014. Lindsey is hereby appointed to serve as Commissioner of the Housing and Redevelopment Authority of Swift County, Minnesota for a term of 5 more years after the term expiring in January 2014.

Now, Therefore, pursuant to the provisions of MSA 462.425, Sub. 7, Lindsey Knutson is hereby appointed to serve as Commissioner of the Housing and Redevelopment Authority of Swift County, Minnesota.

Now, Therefore, pursuant to the provisions of MSA 462.425, Sub. 7 Lindsey Knutson is hereby appointed to serve as Commissioner of the Housing and Redevelopment Authority of Swift County, Minnesota for a term of five (5) years.

In witness whereof, I have here unto signed my name as Chairman of the Swift County Board and caused the official seal of said County of Swift to be impressed hereon this 6th day of August, 2013.

Chairman

Attest:

Clerk of the County Board

RECEIVED

07-23-13

JUL 23 2013

Resignation Letter

**SWIFT COUNTY
SHERIFF'S DEPT.**

John Holtz Swift County Sheriff

301 14th St. North

Benson, MN 56215

Please except my letter of resignation as Deputy Sheriff of Swift County effective September 30th, 2013.

It has been an honor to work for you and to serve / represent the residents of Swift County.



Neil Henriksen #212



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1

Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St.Paul MN 55108
Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

INSPECTION DETAILS FOR:

Swift County Jail

Address: 301 14th Street, SUITE 4, Benson, MN 56215

MN Governing Rule: 2911 Local Adult Detention Facilities

Inspection Type: Annual **Inspected By:** Sarah Johnson – Senior Detention Facility Inspector **Inspected on:** 07/03/2013

Inspection Method: facility tour, staff and resident interviews, employee and resident file reviews, related documentation reviews

Officials Present During Inspection: Jail Administrator Marlene Giese; Sheriff John Holtz

Officials Present for Exit Interview: Jail Administrator Marlene Giese; Sheriff John Holtz

Issued Inspection Report to: Jail Administrator Marlene Giese; Sheriff John Holtz; County Board of Commissioners

RULE COMPLIANCE SUMMARY

| Rule Chapter | Requirement Type | Total Applicable | Total Compliance | Total Non Compliance | Total Compliance With Concerns | Compliance Rating | Substantial Compliance Result/Criteria |
|--------------|------------------|------------------|------------------|----------------------|--------------------------------|-------------------|--|
| 2911 | Mandatory | 116 | 114 | 2 | 2 | 98.28% | Compliance rating of 100% |
| 2911 | Essential | 99 | 95 | 4 | 1 | 95.96% | Compliance rating of 90% |

TERMS OF OPERATION

Authority to Operate: conditional approval **Begins On:** 08/01/2013 **Ends On:** 07/31/2014 **Facility Type:** Jail
Placed on Biennial Status: No **Biennial Status Annual Compliance Form Due On:**
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Not Applicable
Special Conditions: None

Approved Capacity Details **Operational Capacity is calculated as a percent of Approved Capacity beds.*

| Bed Type | Gender | Approved Capacity | %Operating Capacity | Operational Capacity | Bed Details | Conditions |
|----------|--------|-------------------|---------------------|----------------------|-------------|------------|
| Secure | Coed | 12 | 80 | 9.60 | None | None |

Variances

NONE

RULE COMPLIANCE DETAILS

Chapter 2911 - Mandatory Rules Not In Compliance**Total: 2**

1. 2911.3700 EMERGENCIES AND UNUSUAL OCCURRENCES. Subpart 1. Emergency plan.

The facility administrator shall develop a written disaster plan. The plan shall include policies and procedures designed to protect the public by securely detaining inmates who represent a danger to the community or to themselves when the facility must be evacuated in total. The plan shall also include: A. location of alarms and fire fighting equipment. B. an emergency drill policy as follows: 1) at least annual drills at all facility locations; and 2) staff drills even when evacuation of extremely dangerous inmates may not be included; C. specific assignments and tasks for personnel; D. persons and emergency department to be notified; E. procedure for evacuation of inmates; and F. arrangements for temporary confinement of inmates. (Mandatory)

Inspection Findings:

There have not been any emergency procedure drills conducted at the Swift County jail for 2011 or 2012.

Corrective Actions:

Conduct an annual emergency drill to include all staff. Try to incorporate all outside agencies that would be involved in an emergency at the facility such as the local fire department, police and ambulance. Also conduct staff drills such as fire and severe weather drills a few times a year. All drills should include all staff and should be documented for verification purposes.

It would also be beneficial to staff to have a variety of training drills such as medical emergency drills, suicide or inmate death drill, and man down drills.

It is vital that staff are not only aware of emergency policies but the actual procedures that should be followed in emergency situations.

Submit to the Department of Corrections a plan for conducting an emergency evacuation drill for review for the Swift County Jail.

Response Needed By: 09/10/2013

2. 2911.5300 SEARCHES, SHAKEDOWNS, AND CONTRABAND CONTROL. Subpart 4. Daily inspections.

The facility shall be inspected at least daily for contraband, evidence of breaches in security, and inoperable security equipment. (Mandatory)

Inspection Findings:

The facility is kept very clean with minimal inmate possessions and cell inspection are done before and after an inmate is placed into a cell. But the facility does not have a daily inspection of the jail to check for contraband, breaches in security, and inoperable security equipment.

Corrective Actions:

Create a daily inspection for the facility that focuses on contraband and breaches in security of the facility. Inform and train staff of the new facility requirement.

Submit plan or policies on daily facility inspections to the Department of Corrections for approval.

Response Needed By: 09/10/2013**Chapter 2911 - Essential Rules Not In Compliance****Total: 4**

1. 2911.1100 CLERICAL AND SUPPORT EMPLOYEES WITH MINIMAL INMATE CONTACT.

A facility shall have a written policy and procedure that provides that all new clerical and support employees that have minimal inmate contact receive 24 hours of orientation and training during their first year of employment. Sixteen of these hours are completed prior to being independently assigned to a particular job. Persons in this category are given an additional 16 hours of training each subsequent year of employment.

Inspection Findings:

The public health nurse is in the jail when needed. She does not receive the required training for support employees with inmate contact.

Corrective Actions:

It is recommended the nurse receive the required 16 hours as it pertains to the safety and security of the jail. The training should focus on knowing the emergency procedures of the jail.

Response Needed By:

2. 2911.1900 POLICY AND PROCEDURE MANUALS.

A facility shall have a written policy and procedure manual which defines the philosophy and method for operating and maintaining the facility. This manual shall be made available to all employees, reviewed annually, updated as needed, and staff trained accordingly. The manual shall include, at a minimum, the following chapters: A. correctional standards required under parts 2911.0100 to 2911.7600; B. administration and organization; C. fiscal management; D. personnel; E. training; F. inmate records; G. safety and emergency; H. security and control; I. sanitation and hygiene; J. food service; K. medical and health care services; L. inmate rules and discipline; M. communication, mail, and visiting; N. admissions, orientation, classification, property control, and release; and O. inmate activities, programs, and services. The facility administrator or designee shall review policy and procedure manuals at least once each year. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

Inspection Findings:

The jail policies have not been reviewed or updated as needed by the Jail Administrator. Also staff has not reviewed the policy manual besides the required quarterly emergency policy reviews.

Corrective Actions:

It is recommended that Jail Administrator Giese review all jail polices and update them as needed. Jail staff also need to review all jail policies annually.

Response Needed By:

3. 2911.3100 INMATE ACTIVITIES. Subpart 7. Recreation plan.

The facility administrator shall develop a plan providing opportunities for physical exercise and recreational activities for all inmates consistent with the facility's classification. The plan shall include policies and procedures necessary to protect the facility's security and the welfare of inmates. Policy and procedure shall provide inmates with access to recreational opportunities and equipment, including seven hours of physical exercise or recreation outside the cell and adjacent dayroom areas per week: A. recreational opportunities must be afforded a minimum of five days per week; and B. Class I facilities are exempt from this requirement. Indoor space and equipment shall be provided for active recreational activities in all Class II to Class VI facilities. Outdoor recreational space and equipment shall be provided for outdoor recreational programming in all Class VI facilities. The space and equipment shall be provided in a manner consistent with the facility's security classification. The facility's recreation plan shall provide for passive and active recreation needs and equipment for a variety of inmates consistent with the facility's classification and offenders served. As examples, passive or active recreational needs of older and handicapped offenders shall be addressed. Policy and procedure shall provide that inmates in segregation receive a minimum of one hour a day, five days a week, of exercise outside their cells, unless security or safety considerations dictate otherwise. Inmates on segregation status shall have access to the same recreational facilities as other inmates unless security or safety considerations dictate otherwise. When inmates on segregation status are excluded from use of regular recreation facilities, the alternative area for exercise used shall be documented.

Inspection Findings:

The Swift County Jail does not have a recreation area. Exercise is limited to walking around the multi-purpose room.

Corrective Actions:

No corrective action is necessary at this time. This is a physical plant constraint that can not be resolved without an addition or re-modeling.

Response Needed By:

4. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 3. Health care policy review.

Facility policy shall ensure that each policy, procedure, and program in the health care delivery program is reviewed at least annually under the direction of the health authority and revised as necessary. Review and revision of each policy, procedure, and program shall be documented.

Inspection Findings:

Dr. Bauer reviewed the standing orders for the jail but the facilities health care policies have not been reviewed. Currently, the nurse is redoing the medical policies. Dr. Bauer will be sent the medical policies once they are completed.

Corrective Actions:

It is recommended to have all medical polices reviewed on an annual basis by the health authority.

Response Needed By:

Chapter 2911 - Mandatory Rules In Compliance With Concerns**Total: 2**

1. 2911.5500 DANGEROUS MATERIALS.

A facility shall develop a written policy and procedure which ensures that materials dangerous to either security or safety shall be properly secured. Storage and use of flammable, toxic, and caustic materials shall be in accordance with all applicable laws and regulations of governing jurisdictions. The policy will cover control and use of tools, and culinary and medical equipment. (Mandatory)

Inspection Findings:

The facility uses a Clorox brand cleaner for the inmates to use. It is a caustic material that requires protective gloves when used. Gloves are not provided for the inmates to use and safety instructions are not given to inmates to require them to wear gloves.

Corrective Actions:

If the facility chooses to continue to use this product for inmate use for cleaning, they must provide the proper protective tools and they must instruct the inmates to use protective wear.

It would be a recommendation to find a less caustic cleaning material for inmates to use. This would alleviate any potential liability of exposer or misuse.

Response Needed By:

2. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 6. Medical screening.

A facility shall develop a written policy and procedure which requires that medical screening is performed by trained staff on all inmates on admission to the facility. The findings are to be recorded in a manner approved by the responsible physician. The screening process shall include procedures relating to: A. Inquiry into: 1) current illness and health problems, including dental problems, sexually transmitted diseases, and other infectious diseases; 2) edication taken and special health requirements; 3) use of alcohol and other drugs which include types of drugs used, mode of use, amounts used, frequency used, date or time of last use, and history of problems that may have occurred after ceasing use, for example, convulsions; 4) past and present treatment or hospitalization for mental illness or attempted suicide; and 5) other health problems designated by the responsible physician. B. Observations of: 1) behavior which includes state of consciousness, mental status, appearance, conduct, tremor, and sweating; and 2) body deformities, trauma markings, bruises, lesions, and jaundice. C. Disposition to: 1) general population; 2) general population and referral to appropriate health care service; 3) referral to appropriate health care service on an emergency basis; and 4) other. (Mandatory)

Inspection Findings:

The monthly security inspection does not include the outside perimeter of the jail or the restraint chair.

Corrective Actions:

Add both a perimeter check and the restraint chair as part of the monthly security check. It would recommended to check the perimeter on a more regular basis, looking for possible breaches in security. The restraint chair seldom gets used but it needs to be cleaned and maintained to guarantee it functions correctly when it is needed.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns**Total: 1**

1. 2911.1600 DESIGNATED TRAINING OFFICER.

A facility shall have a designated training officer responsible for: A. maintenance of training plans as required in part 2911.1000; B. maintenance of training records in sufficient detail to allow inspector assessment of compliance with parts 2911.1100 to 2911.1700; and C. documentation of waivers of training requirements based on equivalent training received before employment or demonstrated competency through proficiency testing.

Inspection Findings:

The training records have improved since the last inspection but Swift County hired two new employees in the past year and their training records are insufficient. They must have 120 documented training hours the first year of employment and their training records do not have the documentation necessary to fulfill that requirement.

Also, training records for staff that attended a conference should be documented on which trainings they completed, not just that they attended a training conference.

Corrective Actions:

It is recommended to collect the initial training records for the two new employees and properly document their first year of training in their individual training files. It is also recommended to separate out trainings completed by those staff that attend a training conference for better documentation of their training history.

Response Needed By:

INSPECTION COMMENTS

The jail is clean and staff are professional and proficient in their duties. The facility will be adding needed camera coverage to the outside perimeter of the jail. This will add extra security as some cells look out onto a public parking lot.

Jail Administrator Marlene Giese will be retiring as of August of 2013. Due to a new Jail Administrator coming aboard, Swift County will be placed on a annual status.

JJDPA Compliance

Compliance Report for the Monitoring Facilities Pursuant to the Juvenile Justice and Delinquency Prevention Act of 2002

On July 3, 2013, a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Swift County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to Swift County, the Swift County Jail held or processed 19 juveniles during the year 2012. Statewide inaccurately reflected two juveniles. Swift County went to a new booking system and there was previous reporting problems with accurate inmate numbers. I reviewed approximately 100 percent of the year 2012 juvenile data and reviewed 100 percent of the files. The findings are as follows:

Swift County hold their delinquent juveniles in Prairie Lakes Detention Center in Willmar, Minnesota, they do not stay in the jail after they have been processed.

DSO: The facility was found to have two violations of this standard. Both cases were of status offender warrants that were held in the jail after court for transport. The status offender warrants were for truancy and underage consumption. The JJDP ACT requires only delinquent offenders can be held in secure detention.

Jail Removal: The facility was found to have two violations for this standard in conjunction with the DSO violations. The jail removal core requirement states that no juveniles shall be held securely in an adult jail.

The jail removal Sight and Sound Separation: The facility design and policies allow for proper sight and sound separation. There is a single booking cell that is away from the adult holding areas that is used for juveniles.

The facility does not participate in any "Scared Straight" programs for any youth that are under public authority.

Court Holding- Swift County does not have court holding for juveniles, they are taken straight into court.

Based on the documentation that I reviewed, Swift County Jail had 4 violations of the OJJDP ACT.

Corrective Action: Swift County will need to retrain staff on juvenile policies and procedures on which juveniles can be held securely in the jail.

Report completed By: Sarah Johnson – Senior Detention Facility Inspector

Signature: _____



Mr. Sander

To my regret I have to
inform you of my departure
of the S.C.H.D. as of Aug 29

Due to ~~lack~~ chance of more money and
an improvement of lifestyle of on the road
Thanks for all your support and
a chance to help build swift
country a better place Thanks

Brian Kimpton



Request for Board Action

BOARD MEETING DATE:
August 6, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|-----------------------------|------------------------------------|
| ORIGINATING DEPARTMENT: Highway | REQUESTOR: Andrew Sander | REQUESTOR PHONE: (320) 842-5251 |
|------------------------------------|-----------------------------|------------------------------------|

Agenda Item Details

| | |
|--|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Approval to advertise for a Maintenance III position at the Highway Department | |
| AGENDA YOU ARE REQUESTING TIME ON: 9:50 AM | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: With the resignation of Brian Knutson the Highway Department seeks to begin advertising for the open Maintenance III position | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above | |

Budget Information

| |
|---|
| FUNDING: Funded as part of the highway budget |
|---|

Review/Recommendation

| | |
|------------------------------------|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Did not 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:
August 6, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|-----------------------------|------------------------------------|
| ORIGINATING DEPARTMENT: Highway | REQUESTOR: Andrew Sander | REQUESTOR PHONE: (320) 842-5251 |
|------------------------------------|-----------------------------|------------------------------------|

Agenda Item Details

| | |
|---|--|
| BRIEF DESCRIPTION OF YOUR REQUEST: Approval of the CP 12 – 01 County Grading Project on County Road 73 | |
| AGENDA YOU ARE REQUESTING TIME ON: 9:50 am | ARE YOU SEEKING APPROVAL OF A CONTRACT? yes |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: Planned County Grading Project | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above | |

Budget Information

| |
|-----------------|
| FUNDING: County |
|-----------------|

Review/Recommendation

| | |
|---|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Will review contract prior to final execution | RECOMMENDATIONS: Approval |
| COMMENTS: n/a | COMMENTS: None |

Board Action

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

Swift County Highway Department

BID TABULATIONS: C.P. 012 - 001

July 10, 2013

Construct: Roadway Reconstruct CR 73 from CSAH 10 to CSAH 14.

| CONTRACTOR | BID |
|------------------------------|---------------------|
| Koehl Excavating | \$358,439.27 |
| Minnerath Const. Inc. | \$403,187.15 |
| Duininck Inc. | \$467,526.57 |
| ENGINEER'S ESTIMATE | \$345,832.50 |



Request for Board Action

BOARD MEETING DATE:
July 16, 2013

Commissioner's Report

Department Information

| | | |
|---|---------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Administration | REQUESTOR: Mike Pogge-Weaver | REQUESTOR PHONE: 320-314-8399 |
|---|---------------------------------|----------------------------------|

Agenda Item Details

| | |
|---|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider a reimbursement request from Pillsbury Township for 911 directional signage | |
| AGENDA YOU ARE REQUESTING TIME ON: Other Business | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: n/a |
| <p>BACKGROUND/JUSTIFICATION:</p> <p>At the Spring 2013 township association meeting it was discussed replacing all of the townships 911 directional signage in the County. A subcommittee was appointed from the township association to meet and discuss completing a project countywide. The project has now moved forward to the point that the project is out to bid.</p> <p>Pillsbury Township has been working on replacing signage within their township; including, along county and state highways. They have purchased and are ready to install 911 directional signage on county and state highways. They have requested that the county reimburse them \$2,264.60 for the signage they plan to install along the county and state highways.</p> <p>It should be noted that the signage does not follow the standard that was selected by the subcommittee and has a bracket system that we do not plan to use elsewhere in the County. The board is asked to consider the following:</p> <ol style="list-style-type: none"> 1. Does the Board want to reimburse Pillsbury Township \$2,264.60 for 911 directional signage they have already purchased? 2. Does the Board want Pillsbury Township to install the signs they have purchased since it is different from what is planned to install in the other areas of the County? | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None | |

Budget Information

| |
|---|
| FUNDING: \$2,264.60 – Could be paid out of the wheelage tax fund. |
|---|

Review/Recommendation

| | |
|---|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Did not review | RECOMMENDATIONS: Review and make a decision |
| COMMENTS: n/a | COMMENTS: Staff has concerns with using the signs selected by Pillsbury Township since they will not follow the standard being used in other parts of the County. |

Board Action

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