

Notice & Agenda

Swift County Board of Commissioners

Tuesday, December 31, 2014

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. Times are only estimates and items may be taken out of order.

<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 December 16, 2014 Meeting-
	3-9	(2) Consider approval of MOU with IndeComm Global Services to be an e-recording submitter
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
		Other Business
	10-12	Discuss and consider implementation of the Classification and Compensation Study for Non-Union Employees
	13-14	Consider approving 2014 budget revisions
	15-16	Review and discuss 2015 Work Plan
		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 annual performance review of County Administrator Michel Pogge-Weaver
		Closed session to complete performance review
		Adjourn close session and return to open session
10:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

December 16, 2014

Chairman Fox called the meeting to order at 11:00 AM with all members except Commissioner Peterson present. County Administrator Mike Pogge-Weaver, Kim Saterbak, and Amanda Ness were also in attendance.

Chairman Fox asked for any changes or additions to the agenda. None were requested.

12-16-14-01 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda as presented.

12-16-14-02 Commissioner Klemm moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the December 2, 2014 Regular Meeting and (2) Minutes from the December 2, 2014 Closed Session.

12-16-14-03 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$42,410.44; Road and Bridge: \$146,471.62; Solid Waste: \$19,446.81; Revolving Loan Fund: \$37,078.06; Upper Minnesota Watershed: \$5,970.30; Region 6 West Agency: \$28,069.16; Townships & Cities Agency: \$2,102,251.48; and County Ditches Fund: \$14,616.49 which includes the following bills over \$2,000: Commerford Construction Inc, \$10,141.19; Commerford Gravel, \$4,392.04; Johnson Feed Inc, \$2,233.38; Kandiyohi County Sheriffs Dept, \$4,490.37; Kris Engineering, \$6,957.00; Pflipsen Trucking LLC, \$9,353.52; Prairie Five Rides, \$3,500.00; Riley Brothers Companies, \$44,813.73; Ron Ringquist, \$2,193.00; Safe Avenues, \$2,925.00; Swift County HRA, \$19,261.61; Swift County RDA, \$37,078.06; Towmaster Inc, \$79,935.00; Appleton Township Treasurer, \$33,051.99; Benson Township Treasurer, \$22,138.43; Camp Lake Township Treasurer, \$25,863.26; Cashel Township Treasurer, \$37,836.52; City of Appleton Treasurer, \$649,345.54; City of Benson Treasurer, \$441,322.35; City of Clontarf Treasurer, \$31,265.61; City of Danvers Treasurer, \$29,225.46; City of Degraff Treasurer, \$4,744.55; City of Holloway Treasurer, \$87,806.65; City of Kerkhoven Treasurer, \$117,674.06; City of Murdock Treasurer, \$53,751.41; Clontarf Township Treasurer, \$31,714.52; Dublin Township Treasurer, \$34,169.65; Edison Township Treasurer, \$23,218.41; Fairfield Township Treasurer, \$22,345.03; Hayes Township Treasurer, \$41,868.92; Hegbert Township Treasurer, \$29,226.69; Kerkhoven Township Treasurer, \$34,708.83; Kildare Township Treasurer, \$33,796.78; Marysland Township Treasurer, \$24,842.98; Moyer Township Treasurer, \$24,426.53; Pillsbury Township Treasurer, \$46,934.00; Shible Township Treasurer, \$18,420.22; Six Mile Grove Township Treasurer, \$24,019.98; Swenoda Township Treasurer, \$46,022.29; Tara Township Treasurer, \$35,166.64; Torning Township Treasurer, \$30,539.66; West Bank Township Treasurer, \$47,542.91; Upper MN River Watershed District, \$5,970.30; Upper MN Valley RDC, \$28,069.16; Waste Management of Northern Minnesota, \$7,354.69; West Central Communications, \$3,443.00; Yellow Medicine County Jail, \$6,467.62; and Ziegler Inc, \$2,682.68. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on Woodland Centers, Private Industry Council, and Pomme de Terre. Commissioner Klemm reported on RDA and the Strategic Planning Retreat. Commissioner Rudningen reported on the Strategic Planning Retreat, AMC Conference, Well-Being Committee, and Glacial Ridge Scenic Byway. Commissioner Hendrickx reported on Woodland Centers, 6W Corrections, and AMC Conference.

Administrator Pogge-Weaver updated the board on the Strategic Plan which has been sent out in draft form for revisions, the final plan will need to be adopted, and then work will begin with the strategic direction groups. He further updated the board on the County Program Aid Taskforce.

Administrator Pogge-Weaver presented the board with a resolution related to Aquatic Invasive Species (AIS) aid.

12-16-14-04 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the AIS resolution. Motion carried unanimously.

Administrator Pogge-Weaver further presented the board with resolutions setting the 2015 levies and final budgets for Swift County, RDA, and HRA.

12-16-14-05 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the resolutions. Motion carried 3-1 with Commissioner Rudningen opposing.

County Engineer Andy Sander and Assistant Engineer Paul Petrick presented the board with bids for repairs at the old Holloway Shop.

12-16-14-06 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the bid of \$8,469.14 from Arnold's Construction and \$9,448.73 from A.F. Building Materials Inc. Motion carried unanimously.

Engineer Sander and Assistant Engineer Petrick further requested approval of final payment of \$4,392.04 for 2014 County Wide Gravel Processing of \$87,840.70 to Commerford Gravel, Inc.

12-16-14-07 Commissioner Rudningen moved and Commissioner Klemm seconded to approve the final payment of \$4,392.04. Motion carried unanimously.

Environmental Services Director Scott Collins asked the board to consider approving a 2015-2017 County Recyclable Pickup contract with Geyer Recycling and Demolition Landfill.

12-16-14-08 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the three year contract. Motion carried unanimously.

Administrator Pogge-Weaver requested the board accept a resolution setting the 2015 Commissioner salaries and schedule of per diem.

12-16-14-09 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve increasing the salaries by 2.5% with the per diems remaining at \$70 per day. Motion carried unanimously.

A discussion was held on the 2015 board committee assignments.

Chairman Fox adjourned the meeting at 12:04 PM.

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
December 31, 2014

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Land Records	REQUESTOR: Mary Amundson	REQUESTOR PHONE: 320-843-3377
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of MOU with IndeComm Global Services to be an e-recording submitter	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: IndeComm Global Services has been submitting documents to us electronically through epn. They would like to submit directly themselves through Tyler Technologies. The only change is that the money will come from them rather than epn. They are already integrated with Tyler Technologies (Document Pro), our recording software system. I would recommend that we associate with them as an additional submitter. There is no cost to Swift County.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approved to Form	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

**ELECTRONIC RECORDING TRUSTED SUBMITTER (Company)
AGREEMENT**

THIS ELECTRONIC RECORDING TRUSTED SUBMITTER AGREEMENT, (Agreement) dated _____ (Effective Date), is between the Register of Deeds/Clerk/County Recorder of Swift County and Indecomm Holdings Inc., d/b/a Indecomm Global Services (“Company”) with offices at: 379 Thornall Street 2nd Floor, Edison, New Jersey 08837

IN CONSIDERATION of each party’s performance of their respective obligations under the terms and conditions of this agreement, the parties agree as follows:

- 1. BACKGROUND AND PURPOSE OF AGREEMENT** – Register of Deeds/Clerk /County Recorder desires to offer the recording of real property documents by electronic means providing for the receiving and transmitting of documents electronically in substitution for conventional paper documents and to assure that transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies, to the mutual benefit of the parties of the transactions.
- 2. TERMINOLOGY** – For purposes of this Agreement, “Electronic Recording” is defined to be the electronically based submission of documents from the Company to the Register of Deeds/Clerk/County Recorder and electronically based receipt of confirmation of recording from Register of Deeds/Clerk /County Recorder to Company based on level of automation and structure of the transaction and is characterized by three different levels of Electronic Recording further described in this Agreement. When used in this Agreement, the term Company or Company representative includes without limitation the Company itself as a legal entity and as well as a Company appointed or designated submission service provider, and all Company officers, agents, members, and employees of the Company, including those of its designated submission service provider. The term Register of Deeds/Clerk/County Recorder shall include the elected Register of Deeds/Clerk/County Recorder, and all deputies and employees of the elected Register of Deeds/Clerk/County Recorder.
- 3. PROGRAM ELIGIBILITY** – Attorneys, full service banks, mortgage bankers, title insurance companies and other trusted entities may submit real property records for Electronic Recording. Electronic Recording mandates a close working relationship as well as mutual trust between the Register of Deeds/Clerk/County Recorder and the Company. All parties of the Electronic Recording transaction shall seek to operate and maintain a secure recording system that safeguards parties to recordation from deceit, fraud, and forgery.

4. LEVELS OF RECORDING – Electronic Recording may be provided on the basis of three levels as mutually agreed upon by Register of Deeds/Clerk/County Recorder and Company as follows:

Level 1 – Company shall transmit scanned images of original ink signed documents to the Register of Deeds/Clerk/County Recorder. The Register of Deeds/Clerk/County Recorder completes the recording process in the same way as paper using the images copy as the source document. An electronic recording endorsement is returned to the organization in the form of a label or printing process in order for the submitting organization to append that information to the original paper document.

Level 2 – Company shall transmit scanned images of original ink signed documents along with electronic indexing information to the Register of Deeds/Clerk/County Recorder. The Register of Deeds/Clerk/County Recorder performs an electronic examination of the imaged documents and indexing data, and then completes the recording process using the images copy and electronic indexing information. The electronic version of the recorded document is returned electronically to the submitting organization along with the electronic recording data.

Level 3 – Company transmits documents, which have been created, signed and notarized electronically along with the electronic indexing information. Electronic signatures must comply with local, state and federal legislation. The Register of Deeds/Clerk/County Recorder performs an electronic examination of the electronic documents and indexing information then completes the recording process. The electronic version of the recorded document and electronic recording data is returned to the submitting organization.

5. REGISTER OF DEEDS/CLERK/COUNTY RECORDER RESPONSIBILITIES – Subject to limitations set forth below, Register of Deeds/Clerk/County Recorder shall endeavor to

- (i) protect the integrity of the Electronic Recording process through on going monitoring of documents received and recorded through Electronic Recording; and
- (ii) test and maintain electronic recording software and hardware required to operate the Electronic Recording capability; and
- (iii) work cooperatively with Company to enable the successful recording of documents electronically. The Recorder or Deputy Recorder will be available to answer questions and discuss issue regarding eRecording process; and
- (iv) communicate with Company regarding documents that must be rejected for recording because they do not meet statutory requirements, or that once recorded, the legal description is discovered to be deficient. Return rejected documents along with an explanation; and

- (v) Process submitted eRecordings between the hours of 8:30am -4pm Monday through Friday except on County observed holidays. If this policy is to be changed, the Recorder's office will notify all Trusted Submitters; and
- (vi) If the system allows, make the database of subdivision names in the county available to Company and keep it updated; and
- (vii) share information describing statutory requirements, office policy, and other information germane to electronic recording that is requested by Company; and
- (viii) refrain from charging extra fees for transmitting documents through the electronic recording process; statutory fees will apply.

6. COMPANY RESPONSIBILITY – Company acknowledges that Electronic Recording permits it to prepare, sign, and/or transmit in electronic format documents and business records and such documents or records shall be considered as the “original” record of the transaction in substitution for, and with the same intended effect as, paper documents, and, in the case that such documents bear a digital or electronic signature, paper documents bearing handwritten signatures. Company shall endeavor to

- (i) ensure that only original documents are used to create the electronic documents and shall ensure that it is compliant with all Federal, State, and Local legislation; and/
- (ii) be diligent in ensuring that documents submitted for Electronic Recording have been checked before submission for errors, omissions, scanning defects, illegible areas, and other deficiencies that would affect the Register of Deeds/Clerk/County Recorders' ability to record the document and the public notice to be created thereby; and
- (iii) become informed as to the State of Minnesota recording requirements and employ them in preparing documents for Electronic Recording; and
- (iv) make payment arrangements with the Register of Deeds/Clerk/County Recorders' for recording fees.

7. LIMITATIONS OF LIABILITY – Except as expressly set forth herein, neither the Company nor the Register of Deeds/Clerk/County Recorder shall be liable to the other for any special incidental, exemplary or consequential damages arising from or as the result of any delay, omission, or error in the Electronic Recording transmission or receipt of documents

8. INDEMNIFICATION – Each party shall indemnify, defend and hold harmless the other party against any and all claims, demands, judgments, losses, damages, expenses, including attorney's fees and court costs related to this Agreement and arising directly or indirectly from any acts of willful misconduct and gross negligence of the indemnifying party.

- 9. TERMINATION** – Any party may terminate this Agreement for any reason by providing thirty (30) days written notice of termination.
- 10. ARBITRATION** – The parties shall attempt in good faith to resolve the dispute within ten (10) business days from the date of receipt of notice from a party of the need to resolve any dispute pursuant to this Section 10. This procedure shall be a required prerequisite before either party seeks to enforce its rights and remedies under law.
- 11. TERM** – The term of this Agreement shall be for one (1) years (“Initial Term”). After the Initial Term, Register of Deeds/Clerk/County Recorder and Company agree to automatically renew with the same terms and conditions for successive one (1) year terms.
- 12. BILLING & PAYMENTS** – The Company will submit a daily billing report for all electronically recorded documents at the Register of Deeds/Clerk/County Recorder office for that business day. Billings report will include documents recorded and the fees due. Company will push funds via Automated Clearing House (ACH) transaction approximately 8pm Central Time the same day to the Register of Deeds/Clerk/County Recorder account. Daily billing reports will be sent via e-mail to Register of Deeds/Clerk/County Recorder approximately 6am Central Time the following day. Register of Deeds/Clerk/County Recorder will submit to the Company the necessary account information to facilitate ACH Push process.
- 13. ATTACHMENTS** – Where applicable the following Exhibits will be attached to this Agreement:
- Exhibit A: Technical Specifications
- Exhibit B: Document Acceptance and Indexing Specifications.
- 14. MISCELLANEOUS** – The headings and captions of the Sections of this Agreement are for convenience only and in no way define, limit or extend the scope or intent of this Agreement or any provision hereof. This agreement shall be construed and enforced in accordance with the laws of the State of Minnesota. This Agreement constitutes the entire agreement between the parties and any prior written or oral agreements between the parties are without affect. This agreement expressly replaces and entirely supersedes any previous agreements between the parties, oral or written. Any addenda or amendments to this agreement must be in writing and executed by the parties. In the event any portion of this agreement is found to be unlawful or unenforceable, the remaining terms and conditions of this agreement shall remain in full force and effect between the parties.

IN WITNESS WHEREOF the parties or their duly authorized representatives have executed this agreement to be effective on the date first above written or the last date listed below, whichever occurs later, but in the event dates below are blank or incomplete, then the date first above written shall be the effective date.

Agreed and Accepted

Contact Info

_____ (Company)

Randall Haupt
Indecomm Global Services
2925 Country Drive
Little Canada, MN 55117
651-766-2350
eRecordMgmt@indecomm.net

By: Latha Parameswaran

Title: Vice President

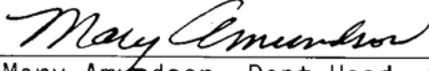
Date: _____

Phone: 651-765-6400

Email: latha@indecomm.net

Approved As to Form:

SWIFT COUNTY REGISTER OF DEEDS/CLERK/COUNTY
RECORDER.



Mary Amundson, Dept Head, Swift County Land Records
Date: 12-18-14

Please return this agreement in either electronic form or hard copy to Indecomm Global Services:

Attn: Josie Tindell
Indecomm Global Services
2925 Country Drive
Little Canada, MN 55117
Phone: 651-766-5128
Email: Josie.Tindell@indecomm.net

Swift County, Minnesota

By: _____
Joe Fox, Chairman of Swift County Board
of Commissioners

ATTEST:

Michael Pogge-Weaver, Clerk of the Board

Indecomm Global Services
Electronic Payment Authorization

This authorization form gives Indecomm Global Services authority to credit payments to your account.
 Simply complete the form in order to begin the Electronic Payment Program.

1. Mark the box before type of account to indicate whether your payments will be credited to your checking or savings account.
2. Fill in your receiver/county name, financial institution name, location, date, and account number.

NOTE: Be sure to sign the form

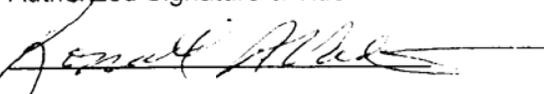
COUNTY AUTHORIZATION – Please complete and return to:

Indecomm Global Services
 Attn: Josie Tindell
 2925 Country Drive
 St. Paul, MN 55117

or else fax completed form to 651-482-0783, Attn: Josie Tindell

I authorize you and the financial institution listed below to initiate electronic credit entries to the account of record:	
<input checked="" type="checkbox"/> Checking account	<input type="checkbox"/> Savings account
This authority will remain in effect until cancelled in writing.	
Date	
<u>12/19/14</u>	
<u>Swift County</u>	<u>091207087</u>
RECEIVER/COUNTY NAME	TRANSIT ROUTING NUMBER
<u>State Bank of Danvers</u>	<u>267151</u>
FINANCIAL INSTITUTION	ACCOUNT NUMBER INFORMATION

Contact Name (Please Print)
Ronald A Vadnais, Treasurer
ron.vadnais@co.swift.mn.us
 Email Address / Phone Number
Mary Amundson, Dept Head
Swift County Land Records
mary.amundson@co.swift.mn.us

Authorized Signature & Title

 Client Code (For office use only)

This authority is to remain in full force and effect until Indecomm Global Services has written notification of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.



Request for Board Action

BOARD MEETING DATE:
December 31, 2014

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: Discuss and consider implementation of the Classification and Compensation Study for Non-Union Employees.	
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>The County has been working on implementing a new Classification and Compensation Study that was completed this summer. The Non-Union group has discussed implementing the plan for their group and has proposed that it be implemented for the non-union employees but allow individual employees to self-select which pay plan (current or proposed) they want to be on. Attached is an email from Brian Thompson discussing the non-union group's request.</p> <p>The board has a number of options on how to proceed forward. Some options include:</p> <ul style="list-style-type: none"> A. Implement the new Classification and Compensation Study for Non-Union Employees and allow individual employees to select which pay plan (current or proposed) they want to be on. The intent would be once a pay plan is selected the individual employee would remain on that plan until they changed position or left County service. B. Implement the new Classification and Compensation Study for Non-Union Employees. Employees through 12/31/2016 would receive the better of the two pay plans (similar to what was offered to union employees). For employees over the proposed pay plan on 1/1/2017, discussions would be held in conjunction with union negotiations on how to deal with employees currently compensated over the proposed pay plan in a unified and equitable manner. C. Take no action and leave all employees on the current pay plan. <p>One of the tenants of completing the Classification and Compensation Study was to develop a fair and equitable pay plan for all employees. The basis of the proposed pay plan developed in the Classification and Compensation Study was based on market demands and creating internal equity. If employees can "select" which pay plan they are on, the County would in effect be granting some individuals to remain on a compensation system that is known by us to be faulty and would continue the inequity in the system. We will create ongoing issues with the Minnesota Pay Equity requirements by having individuals being compensated on different pay plan systems. Finally, there is the fact that the County would be left managing multiple pay structures which was one of the goals in completing a Classification and Compensation Study in the first place.</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: The cost to implement the Classification and Compensation Study is available in the 2015 budget.
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Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review and take an action.
COMMENTS: None	COMMENTS: None

Mike Pogge-Weaver

From: Brian Thompson <brian.thompson@co.swift.mn.us>
Sent: Monday, December 22, 2014 3:19 PM
To: Mike Pogge-Weaver
Subject: for the agenda packet

Mike,

At our non-union meeting:

The Non-Union group would agree to approve the wage and classification study with the following amendment. The county would keep the current wage table and implement the new pay table with Non-Union employees being given a one-time option to choose to move to the new pay table or stay on the current pay table. The current pay table would sunset after all current Non-Union employees that choose to stay on the current pay table have left employment with Swift County. All Non-Union employees beginning employment after this agreement has been approved, would be placed on the new proposed pay table. It is our belief that we need to value the current employees and the time they have put in. We would like to meet with the commissioners at the next board meeting so that we can answer any questions. The 3 that were chosen to meet with the board are Scott Collins, Gary Jenson, and myself.

Brian Thompson
Swift County IT Dept.
Benson Schools Ext. 2140

Budget Change Request Form

Requestor Information

Department: Highway Date: 12/02/14
 Dept. Head: Andrew Sanber

Reallocation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Added</u>	<u>Amount Deducted</u>

Reason for change request: _____

Additional Appropriation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Requested</u>
<u>03-311-6379</u>	<u>AWC - SERVICES (ADD.)^{RURAL}</u>	<u>\$ 18,789.00</u>
<u>03-310-6699</u>	<u>MAINT. - CAPITAL OUTLAY</u>	<u>\$ 184,819.00</u>

Reason for additional appropriation: BALANCE OF RURAL ADDRESSING COSTS & EQUIPMENT PURCHASES DEFERRED FROM 2013 TO 2014 TO REALIZE SALES TAX SAVINGS. ADD'L. APPROPRIATION REQUESTED FROM ROAD & BRIDGE CASH BALANCE.

Board Action Taken

Approved
 Denied
 Date: _____

Attach any additional information desired to support/clarify your request.

Budget Change Request Form

Requestor Information

Department: Administration Date: December 23, 2014
Dept. Head: Michel Pogge-Weaver

Reallocation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Added</u>	<u>Amount Deducted</u>
<u>01-112-000-0000-6610</u>	<u>Building Improvements</u>		<u>\$8750</u>
<u>01-122-000-0000-6110</u>	<u>Regular Salaries & Wages</u>		<u>\$8750</u>
<u>01-110-000-0000-6610</u>	<u>Building Improvements</u>	<u>\$17,500</u>	

Reason for change request: Amount to construct new garage for Vet Services and Countryside PH above FEMA proceeds.

Additional Appropriation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Requested</u>
<u>01-110-000-0000-6610</u>	<u>Building Improvements</u>	<u>\$19,189.71</u>

Reason for additional appropriation: FEMA Proceeds for replacement of garage

Board Action Taken

Approved Denied Date: 12/31/2014

Attach any additional information desired to support/clarify your request.

Swift County Board of Commissioners
2015 Work Plan

Jan 6, 2015 – 9:00 AM

- Organizational Meeting
 - Board Appointments
 - Commissioners
 - Advisory
 - Appointment to Ditch Boards
 - Set 2015 Elected Officials Salary
 - Appointment of Coroner
 - Set 2015 Bounties
 - Set 2015 mileage reimbursement rate
 - Designate newspaper for publications

Jan 20, 2015 – 11:00 AM

- 4th Quarter 2014 Treasurer Report
- 4th Quarter 2014 Executive Departmental Budget Report

Feb 3, 2015 – 9:00 AM

Feb 17, 2015 – 11:00 AM

Mar 3, 2015 – 9:00 AM

Mar 17, 2015 – 11:00 AM

Apr 7 2015 – 9:00 AM

Apr 21, 2015 – 11:00 AM

- 1st Quarter 2015 Treasurer Report
- 1st Quarter 2015 Executive Departmental Budget Report

May 5, 2015 – 9:00 AM

- 2016 Initial Budget Workshop
- Discuss Wheelage Tax

May 19, 2015 – 11:00 AM

June 2, 2015 – 9:00 AM

June 16, 2015 – 5:00 PM with Swift County Board of Assessment and Equalization running until at least 7:00 PM

- Approve Absentee Ballot Board – primary election

July 7, 2015 – 9:00 AM

- HRA 2015 preliminary budget and Levy Request

July 21, 2015 – 11:00 AM

- 2nd Quarter 2015 Treasurer Report
- 2nd Quarter 2015 Executive Departmental Budget Report

Aug 4, 2015 – 9:00 AM

- Review 2016 Department Budget Requests

Aug 18, 2015 – 11:00 AM

Sept 1, 2015 – 9:00 AM

- Approve, authorize public auction sale date and terms of forfeiture properties
- Last Regular meeting to set 2016 HRA and RDA Levy and Preliminary Budget

Sept 15, 2015 – 11:00 AM

- Approve Absentee Ballot Board – general election
- Review Ditch Assessments
- Last Regular meeting to set 2016 County Levy and Preliminary Budget
- Set TNT Meeting Date

Oct 6, 2015 – 9:00 AM

- Approve Ditch Assessments

Oct 20, 2015 – 11:00 AM

- 3rd Quarter 2015 Treasurer Report
- 3rd Quarter 2015 Executive Departmental Budget Report

Nov 4, 2015 – 9:00 AM

Nov 18, 2015 – 11:00 AM

Dec 2, 2015 – Starts at 4:00 PM with TNT Hearing no earlier than 6:00 PM

- TNT Hearing
- Set 2016 Final Levy
- Approve 2016 Budget

Dec 16, 2015 – 11:00 AM

- Set 2016 County Commissioners compensation

Dec 31, 2015 – 11:00 AM

- 2015 Reallocation Requests
- 2015 Final Disbursements
- Administrator's Review