

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, February 3, 2015

**8:30 AM**

Swift County Board Room – 301 14<sup>th</sup> 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>
8:30 a.m.		Board will meet at Prairie 5 Building located at 640 Atlantic Avenue, Benson, MN 56215 to review building and discuss what to do with the space vacated by Counseling Associates
9:00 a.m.		<b>Call to Order and Roll Call (Board Room in the Courthouse)</b>
9:01 a.m.		<b>Approve Agenda</b>
9:03 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from the January 20, 2015 Meeting
	3-6	(2) Consider approving the appointments of William Warnock and Leslie Ehrenberd to the Swift County RDA Board of Directors
	7	(3) Consider approving a request to include credit card payments in Auditor's Warrants
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:20 a.m.		<b>County Administrator report</b>
9:25 a.m.		<b>Citizens Comments</b>
9:25 a.m.		<b>Presentation from Liz Auch, Countryside Public Health and Erin Simmons of the American Lung Association</b>
9:55 a.m.		<b>Presentation from Erick Hedman and Gail Jerve, Prairie Five Community Action Council Senior Nutrition program</b>
		<b>Other Business</b>
	8-13	Consider approving a MOU between AFSCME Local #2538 – Courthouse Unit and Swift County on implementing the Classification and Compensation Study
	None	Strategic Plan Update
10:30 p.m.		<b>Adjournment</b>

# **SWIFT COUNTY BOARD MINUTES**

## **January 20, 2015**

Chairman Peter Peterson called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver and County Auditor Kim Saterbak.

Chairman Peter Peterson asked if there were any additions to the agenda. There were none.

**01-20-15-01** Commissioner Rudningen moved and Commissioner Fox seconded to approve the agenda. Motion carried unanimously.

**01-20-15-02** Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Consent Agenda which consisted of: (1) Minutes from the January 6, 2015 Meeting and (2) Approval to change the starting time and location of the February 3, 2015 board meeting. Motion carried unanimously.

**01-20-15-03** Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$94,962.97; Solid Waste: \$24,172.53; Road and Bridge: \$22,197.05; County Ditches: \$4,370.19; Revolving Loan Fund, \$2,020.83, Welfare & Family Services, \$1,208.33; Upper Minnesota Watershed, \$27.82; Region 6 West Agency, \$874.82; Current/ School District Agency, \$49,077.38; Townships & Cities Agency, \$59,335.04; which includes the following bills over \$2,000: Ascheman Oil, \$2,033.87; Benson Municipal Utilities, \$7,016.96; Center Point Energy Minnegasco, \$3,438.27; CLIFTONLARSONALLEN LLP, \$11,500.00; Computer Professionals Unlimited Inc, \$6,180.24; Finke/Robin & Lisa, \$5,000.00; French Glass Specialty Co, \$5,696.00; Hewlett-Packard Company, \$2,294.00; Independent Emergency Services, \$5,324.46; Intoximeters, \$3,524.00; Kandiyohi County Sheriffs Dept, \$4,329.25; Kris Engineering, \$6,957.00; Midwest Community Planning LLC, \$2,375.00; Mn Sheriff's Association, \$4,606.40; Office Of Enterprise Technology, \$2,064.00; Pflipsen Trucking LLC, \$10,833.36; Southwest Minnesota Workforce Council, \$2,500.00; TeamIntel, LLC, \$2,243.88; Treasurer, Camp Lake Township, \$2,339.48; Treasurer, City Of Appleton, \$14,786.41; Treasurer, City Of Benson, \$7,815.21; Treasurer, City Of Clontarf, \$2,831.00; Treasurer, City Of Degraff, \$2,090.77; Treasurer, City Of Kerkhoven, \$4,787.03; Treasurer, Kildare Township, \$2,153.55; Treasurer, School Dist #2853, \$13,233.29; Treasurer, School Dist. #775, \$14,753.66; Treasurer, School Dist. #777, \$20,936.34; Treasurer, West Bank Township, \$3,439.08; Us Autoforce, \$2,200.56; Waste Management Of Northern Minnesota, \$7,292.53; WEX Bank, \$3,149.65; Yellow Medicine County Jail, \$4,206.43; and Ziegler Inc., \$3,506.07. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Rudningen reported on the Well-Being Committee, Resiliency Training, and Glacial Lakes Bi-way. Commissioner Hendrickx reported on RCD Loan Fund Committee, West-Con meeting, Strategic Plan Group Meeting, Center for Health Improvement meeting, SPCC, RDC Personnel Committee, and AMC Executive and Regular Board Meetings. Chairman Pete Peterson reported on Strategic Plan Committee meeting, and Countryside Public Health. Commissioner Fox reported on Strategic Plan Committee Meeting, Pomme de Terre River Association Meeting, Wellness Committee Meeting, Restorative Practices and Woodland Centers Board Meeting. Commissioner Edward Pederson reported on SWCD Meeting, Strategic Plan Meeting, and RDA Board Meeting.

Administrator Pogge-Weaver updated the board on the AMC CPA task force, West-Con meeting, Pioneerland Library meeting, and Resiliency Training, and planned schedule for January.

County Treasurer Vadnais reviewed fourth quarter 2015 financials with the board.

Administrator Pogge-Weaver discussed and reviewed the purchase agreement of the Finke Building located at 211 – 11<sup>th</sup> St N with the board for the County Attorney's office.

**01-20-15-04** Commissioner Fox moved and Commissioner Hendrickx seconded to approve the commercial real estate purchase agreement and authorize an earnest check in the amount of \$5,000 for property located at 211 – 11<sup>th</sup> St N and owned by Robin and Lisa Finke. Motion carried unanimously.

Administrator Pogge-Weaver discussed and reviewed the results of the Swift County 2015 local government pay equity report with the board.

**01-20-15-05** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve Swift County 2015 local government pay equity report. Motion carried unanimously.

**01-20-15-06** Commissioner Rudningen moved and Commissioner Edward Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:48 AM.

WITNESSED:

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Peter Peterson, Chair

ATTEST:

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Michel Pogge-Weaver, Clerk of the Board



# Request for Board Action

BOARD MEETING DATE:  
February 3, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: RDA	REQUESTOR: Jennifer Frost	REQUESTOR PHONE: 320-842-4769
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Appointments to RDA Board of Directors	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: RDA Board currently has two openings on their Board of Directors. William Warnock (District 2) and Leslie Ehrenberg (District 1) have applied for the open positions. Mr. Warnock will fill an unexpired term (Nickie Swenson) that will expire in 12/1/2016 and Mrs. Ehrenberg will fill an open position (Al Smith) that will expire in 12/1/2017.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Current members: Jon Panzer 1, Edward Pederson 2*, Kathy Polzine 3, Amanda Ness 4, Randy Simmonds & Terry Yokam 5. *may change, but one member will be commissioner.

### Budget Information

FUNDING:
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review and take an action
COMMENTS: n/a	COMMENTS: None

**RESOLUTION**

**MAKING APPOINTMENTS TO THE  
SWIFT COUNTY RURAL DEVELOPMENT AUTHORITY**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

WHEREAS, there are two vacancies on the Swift County Rural Development Authority Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals are appointed the Swift County Rural Development Authority Board of Directors for terms as listed below:

<u>Individual</u>	<u>Term Expiration</u>
William Warnock	12/31/2016
Leslie Ehrenberg	12/31/2017

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3rd day of February 2015.

Swift County Board of Commissioners

\_\_\_\_\_  
Peter Peterson, Chairman

ATTEST:

\_\_\_\_\_  
Michel J. Pogge-Weaver  
County Administrator and Clerk of the Board

Fox	___	Hendrickx	___	E. Pederson	___
P. Peterson	___	Rudningen	___		



**Swift County Rural Development Finance Authority  
REQUEST FOR APPOINTMENT TO BOARD**

**Mission Statement of the Swift County RDA:**

Providing opportunities for economic and community development in Swift County.

We welcome you as an applicant for the Swift County RDA Board. This group plays a very important role in Swift County. Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board. Thank you!

**PERSONAL INFORMATION**

Name Leslie Ehrenberg

Address 345 190<sup>th</sup> Ave SW

City Appleton

State MN

Zip 56208

Phone 320-289-2130

Email editor@appletonpress.com

How long have you been a resident of Swift County? 43 years

Are any members of your immediate family employed by the RDA or Swift County? Yes  No

Have you served previously on any of Swift County's boards or commissions? Yes  No

Have you served previously on any board/commission in any other community? Yes  No

Occupation editor/owner

Name of Employer Ehrenberg Publishing, Inc  
dba The Appleton Press

I am a member of the following civic organizations Appleton Community Foundation and The Appleton Project

Please list your special interest, education, past experience, etc., which you feel would benefit the Swift County RDA by your appointment to the board. As a small business owner I have experience in reviewing financial reports and first hand knowledge of business operations in a rural setting.

Additional comments Helping to grow our rural area is of vital importance. I would enjoy working on this as a member of the Swift County RDA.



**Swift County Rural Development Finance Authority  
REQUEST FOR APPOINTMENT TO BOARD**

**Mission Statement of the Swift County RDA:**

Providing opportunities for economic and community development in Swift County.

We welcome you as an applicant for the Swift County RDA Board. This group plays a very important role in Swift County. Please fill out the information requested below. You are encouraged to attach any additional information which you believe qualifies you for appointment to the board. Thank you!

**PERSONAL INFORMATION**

Name William WATZNOCK  
Address 1340 Nevada Avenue  
City Benson State MN Zip 52613  
Phone 320 843 3471 Email Williamwjr@yahoo.com

How long have you been a resident of Swift County? 2 1/2 years

Are any members of your immediate family employed by the RDA or Swift County? Yes  No

Have you served previously on any of Swift County's boards or commissions? Yes  No

Have you served previously on any board/commission in any other community? Yes  No

Occupation Pastor Name of Employer Pilgrim Congregational  
United Church of Christ

I am a member of the following civic organizations \_\_\_\_\_

Please list your special interest, education, past experience, etc., which you feel would benefit the Swift County RDA by your appointment to the board \_\_\_\_\_

As one who has lived in a variety of places, I ~~do~~ may have some experiences that could prove helpful to Swift County.

Additional comments \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
February 3, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a request to include credit card payments in Auditor's Warrants.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: From the time our credit card statements are received to when payments are needed is a very short period of time for payment to be made before interest and late fees are incurred. Additionally, when there are months where there are 5 Tuesdays in months there is simply not enough time to process these statements and remain timely.  Staff is requesting to be allowed to include credit card statements in the Auditor Warrants for payment. This will ensure timely payment of these accounts. The documentation and receipt documentation process will continue in order to ensure all charges are in order and proper.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
February 3, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a MOU between AFSCME Local #2538 – Courthouse Unit and Swift County on implementing the Classification and Compensation Study	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The County has been working on implementing a new Classification and Compensation Study that was completed this past summer. This is the third of five employee groups that will be moving forward with implementation of the new Classification and Compensation Study.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	This agreement has been agreed to in principal by the negotiation team form the AFSCME Courthouse Unit. The full union group is set to ratify the MOU during the week of January 26th.

### Budget Information

FUNDING:	The approximate cost to the County to proceed with implementation with this group (AFSCME – Courthouse Unit) over the contracts that are currently in place is \$ 3,931.20 for 2015 and \$ 4,076.80 for 2016.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Reviewed by the County's labor attorney and found to be acceptable to form.	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**RESOLUTION**

**APPROVING A MOU WITH AFSCME LOCAL #2538 – COURTHOUSE UNIT  
RELATED TO IMPLEMENTING THE CLASSIFICATION AND  
COMPENSATION STUDY**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the MOU between Swift County and AFSCME Local #2538 – Courthouse Unit related to implementing the classification and compensation study and on file in the office of the Clerk of the Board is approved and the Board Chair and Clerk of the Board are hereby authorized to sign the same on behalf of Swift County.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of February 2015.

Swift County Board of Commissioners

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Michel J. Pogge-Weaver  
County Administrator and Clerk of the Board

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

**Between  
Swift County  
and  
AFSCME Council 65, Local #2538, Swift County Courthouse Unit**

This Memorandum of Understanding (MOU) concerns the implementation of a new classification and compensation study that Swift County recently completed. This MOU is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015; by and between Swift County (hereinafter "Employer") and AFSCME Council 65, Local #2538, Swift County Courthouse Unit (hereinafter "Union").

The Employer and the Union agree to the following amendments to the Master Agreement between the County of Swift and AFSCME Council 65, Local #2538, Swift County Courthouse Unit – January 1, 2014 to December 31, 2016 (hereinafter "Master Agreement"):

- On January 1, 2015, employees shall progress on the current "Appendix A – Classification" in the Master Agreement as they would have prior to this MOU.
- On January 1, 2015, the attached "Appendix A.1 – Classification" shall be added to the Master Agreement.
- For step increases on anniversary dates starting on January 1, 2015 and for annual wage adjustments starting on January 1, 2016 "ARTICLE IX. SENIORITY AND RETIREMENT" shall be revised in the Master Agreement as follows:

### **ARTICLE IX. SENIORITY AND RETIREMENT**

#### **Section 8.**

Step salary increases shall be granted on an employee's anniversary date to their current position, as long as an employee is achieving a satisfactory performance evaluation. A step increase shall be effective for work performed on and after the employee's anniversary date to their current position. Denial of a salary increase due to work performance issues requires a special performance evaluation to be completed at least sixty (60) days prior to the employee's anniversary date. A copy of the special performance evaluation denying a step increase shall be provided to the Union representative at least fourth-five (45) days prior to the employee's anniversary date.

The employer shall complete a supplemental performance review within six (6) months of an unsatisfactory performance evaluation in which a salary increase was withheld. If the employee received a satisfactory performance evaluation on the supplemental performance evaluation then the employee shall receive the salary increase they would have otherwise been entitled to effective the date of the supplemental performance review.

If a performance review results in the denial of a step increase, that performance review shall be grievable by the employee.

### **Section 9.**

General wage adjustments to the pay plan shall be effective for work performed on and after the effective date.

- Unless otherwise specified in this MOU, employees shall transition from Appendix A to Appendix A.1 using the following method:
  - On the employee's anniversary date, the employee shall receive any step increases on Appendix A and longevity pay to determine their hourly wage. Using this hourly wage, the employee shall then be placed on the wage table in Appendix A.1 using the following method:
    - If the hourly wage equals a step on the new wage scale then the employee moves to that step on the new wage scale.
    - If the hourly wage falls between two steps then the employee shall receive the higher of the two steps.
  - Longevity pay shall be discontinued once an employee is moved to the new pay plan.
- Article XV. Longevity in the Master Agreement shall be deleted as of January 1, 2016.
- Appendix A – Classification shall be deleted as of January 1, 2016.
- For the Appraiser position and both Office Manager positions, new hires starting on or after January 1, 2015 will be placed on Step Ø through December 31, 2015. Step Ø shall be eliminated from the pay plan on December 31, 2016.

This Memorandum of Understanding is effective once signed by the two parties and shall run through the end of the current 2014-2016 Master Agreement unless amended by mutual agreement of both parties.

For the Employer:

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For the Union:

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APPENDIX A.1 – CLASSIFICATION

January 1, 2015 Wage Table		Hourly Rate										
Title	Grade	0	1	2	3	4	5	6	7	8	9	10
Custodian	6		13.65	14.06	14.47	14.92	15.36	15.83	16.29	16.78	17.29	17.81
Office Manager	8	14.87	15.33	15.79	16.27	16.76	17.26	17.78	18.31	18.86	19.42	20.01
Office Manager	8	14.87	15.33	15.79	16.27	16.76	17.26	17.78	18.31	18.86	19.42	20.01
Deputy Auditor	10		17.23	17.75	18.28	18.83	19.39	19.98	20.57	21.19	21.83	22.48
Property Technician	10		17.23	17.75	18.28	18.83	19.39	19.98	20.57	21.19	21.83	22.48
Chief Deputy Treasurer	10		17.23	17.75	18.28	18.83	19.39	19.98	20.57	21.19	21.83	22.48
Chief Deputy Land Records	10		17.23	17.75	18.28	18.83	19.39	19.98	20.57	21.19	21.83	22.48
Legal Assistant/Victim Witness Coordinator	11		18.26	18.81	19.37	19.96	20.55	21.18	21.81	22.46	23.14	23.83
Appraiser	11	17.71	18.26	18.81	19.37	19.96	20.55	21.18	21.81	22.46	23.14	23.83
Deputy Assessor	13		20.52	21.14	21.77	22.42	23.10	23.79	24.50	25.24	25.99	26.78
GIS Coordinator	16		24.44	25.18	25.93	26.70	27.51	28.34	29.19	30.06	30.96	31.89

January 1, 2016 Wage Table		Hourly Rate										
Title	Grade	0	1	2	3	4	5	6	7	8	9	10
Custodian	6		13.85	14.27	14.69	15.14	15.59	16.07	16.53	17.03	17.55	18.08
Office Manager	8	15.09	15.56	16.03	16.51	17.01	17.52	18.05	18.58	19.14	19.71	20.31
Office Manager	8	15.09	15.56	16.03	16.51	17.01	17.52	18.05	18.58	19.14	19.71	20.31
Deputy Auditor	10		17.49	18.02	18.55	19.11	19.68	20.28	20.88	21.51	22.16	22.82
Property Technician	10		17.49	18.02	18.55	19.11	19.68	20.28	20.88	21.51	22.16	22.82
Chief Deputy Treasurer	10		17.49	18.02	18.55	19.11	19.68	20.28	20.88	21.51	22.16	22.82
Chief Deputy Land Records	10		17.49	18.02	18.55	19.11	19.68	20.28	20.88	21.51	22.16	22.82
Legal Assistant/Victim Witness Coordinator	11		18.53	19.09	19.66	20.26	20.86	21.50	22.14	22.80	23.49	24.19
Appraiser	11	17.97	18.53	19.09	19.66	20.26	20.86	21.50	22.14	22.80	23.49	24.19
Deputy Assessor	13		20.83	21.46	22.10	22.76	23.45	24.15	24.87	25.62	26.38	27.18
GIS Coordinator	16		24.81	25.56	26.32	27.10	27.92	28.77	29.63	30.51	31.42	32.37