

Notice & Agenda

Swift County Board of Commissioners

Tuesday, February 19, 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 Auditor at 320-843-4069 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
11:00 a.m.		Call to Order and Roll Call
11:01 a.m.		Approve Agenda
11:03 a.m.		Consent Agenda
	1-2	(1) Minutes February 5, 2013
11:05 a.m.		Commissioner Approved and Auditor Warrants reviewed
11:08 a.m.		Commissioner and Board reports
11:25 a.m.		Citizens Comments
11:30 a.m.	3-4	(1) Scott Collins
11:35 a.m.	5-7	(2) Mike Johnson
11:40 a.m.		(3) Jacquelyn Larson Power point Rest Justice
		Other Business
	8-10	County Auditor Job Dec and Advertisement
	11	Remodeling at Counseling Assoc.
11:59 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES
February 5, 2013

Chairman Fox called the meeting to order with all members present except Commissioner Hendrickx.

02-05-13-01 Commissioner Klemm moved and Commissioner Peterson seconded to approve the agenda as updated. Motion carried.

02-05-13-02 Commissioner Rudningen moved and Commissioner Klemm seconded to approve the Consent Agenda which consisted of the January 15, 2013, County Board Meeting Minutes, Contract with CPHS for Tobacco Compliance Checks, Appointment of Sue Hauer to the HRA Board, and to approve a letter to Region 6W RDC for Economic Development Administration. Motion carried.

Commissioner Hendrickx joined the County Board.

Committee and Board Reports were given as follows: Commissioner Fox reported on Pioneerland Library, Woodland Centers, SCBH, Southern Prairie Community Care, Pomme de Terre River Watershed, and Chippewa River Watershed. Commissioner Klemm reported on SCEMO, DAC, Prairie Lakes Youth, Extension, RDA, Safety, and Youth Program. Commissioner Hendrickx reported on AMC New Commissioners Conference, Woodland Centers, Southern Prairie Community Care, Prairie Waters Tourism, RDC, and Planning and Zoning. Commissioner Rudningen reported on New Commissioners Conference. Commissioner Peterson reported on Helping Hands Nursing, 6W FEMA Board, and HRA.

Regular Agenda:

Environmental Services Director, Scott Collins, met with the County Board. A Conditional Use Permit for Pioneer Public Television was requested.

02-05-13-03 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve a Conditional Use Permit for Buell Consulting and Pioneer Public Television for the additional three panel antennas, entry port, and adding six co-ax lines to a tower in the SW1/4 of Section 25, Township 120, Range 43 (Appleton Township) with conditions. Motion carried.

02-05-13-04 Commissioner Hendrickx moved and Commissioner Peterson seconded to request the extension of the submission of Swift County's Water Management Plan to December 31, 2013. Motion carried.

Commissioner Fox had concerns about who handles emergency road calls in the middle of the night. He was informed that the Swift County Sheriff's Department had a listing of who to contact.

02-05-13-05 Commissioner Klemm moved and Commissioner Rudningen seconded to deny the acceptance of Wells Fargo's offer to donate a house in Appleton. Motion carried.

02-05-13-06 Commissioner Hendrickx moved and Commissioner Klemm seconded to set the Board of Equalization to June 18, 2013, at 7:00 p.m. Motion carried.

02-05-13-07 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the advance of \$70,000 to HRA to be put in the Debt Services Retirement Account at an interest rate of 2.5 % with a one year term. Motion carried.

02-05-13-08 Commissioner Klemm moved and Commissioner Rudningen seconded to accept the resignation of Byron Giese as County Auditor/Administrator and to accept the resignation of LoAnn Hagen as Chief Deputy Auditor with the effective date of April 30, 2013, and thanked them for their years of service. Motion carried.

A telephone call was made to Michel Pogge-Weaver, newly hired administrator, so he could listen in on the discussion. The County Board discussed the administrator duties and the auditor duties. Mr. Pogge-Weaver will review the job descriptions and when he starts on February 11, 2013, will further review them and update them as needed.

02-05-13-09 Commissioner Peterson moved and Commissioner Klemm seconded to adjourn. Motion carried.

WITNESSED:

Joe Fox, Chair

ATTEST:

Byron L. Giese, Swift County Auditor



Phone (320) 843-2356
Fax (320) 843-9172

e-mail:
scott.collins@co.swift.mn.us

Swift County Board of Commissioner's Meeting Agenda Tuesday, February 19, 2013

1. Conditional Use Application

IN THE MATTER OF: Glacial Plains Cooperative, P.O. Box 47, Murdock, MN 56271 and Jerome and Pat Hagen, 275 Hwy. 29 NE, Benson, MN 56215 (Owner)

REQUEST: Construct one 500,000 bushel grain bin for the storage and handling of farmer's grain located to the West of existing grain bins.

LOCATION: Lots one (1) through Nine (9), Benson Grain Company Swift County Subdivision in Section 1, TWP-121, R-40, (Six Mile Grove Township), Swift County, MN and

That part of the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$, Section 1, T-121 N, R-40 W, Swift County, described as follows: Commencing at the N $\frac{1}{4}$ corner of said Sect. 1; thence S 00 deg., 19 min., 48 sec. E, assumed bearing along the E line of the W $\frac{1}{2}$ of Sect. 1, a distance of 2706.18 ft. to the N line of aforesaid NE $\frac{1}{4}$ of the SW $\frac{1}{4}$; thence continuing S 00 deg., 19 min., 48 sec. E along said E line, 539.84 ft.; thence S 86 deg., 17 min., 20 sec. W 123.41 ft. for a point on the NW'ly line of Benson Grain Co. of Swift County Subdivision, Swift County, Minnesota, according to the recorded plat thereof, said point being the point of beginning of the land to be described; thence continuing S 86 deg., 17 min., 20 sec. W 537.74 ft.; thence N 00 deg., 19 min., 48 sec. W 564.60 ft. to aforesaid N line of the NE $\frac{1}{4}$ of the SW $\frac{1}{4}$; thence S 88 deg., 26 min., 03 sec. W, along said N line, 41.97 ft.; thence S 00 deg., 19 min., 48 sec. E 781.67 ft. to aforesaid NW'ly line of Benson Grain Co. of Swift County Subdivision, Swift County, Minnesota; thence N 66 deg., 20 min., 01 sec. E, along said NW'ly line, 630.33 ft. to the point of beginning. The tract contains 1.98 acres more or less.

Proposed Special Conditions
Conditional Use Permit #4252

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable FAA rules and regulations as they may apply to the project.
3. The permit holder shall comply with all applicable environmental rules and regulations as they may apply to the project.
4. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by applicant's personnel within 72 hours of presentation of the complaint. Copies of all complaints and responses addressed to them shall be submitted to Swift County Environmental Services.
5. Granting of the conditional use permit shall be for the plans submitted with this initial plan only.
6. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman and the Swift County Highway Engineer. Road setbacks and maintenance plans must also be submitted to the Swift County Highway Engineer.
7. Roads that are damaged due to the activities of the proposed project will be repaired by the owner of this conditional use permit.
8. This Conditional Use Permit #4252 shall expire one year from the date of issuance if the permit is not utilized.
9. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

Swift County Parks, Drainage & Wetlands

1635 Hoban Avenue, Box 241

Benson, MN 56215

Phone (320) 843-5341

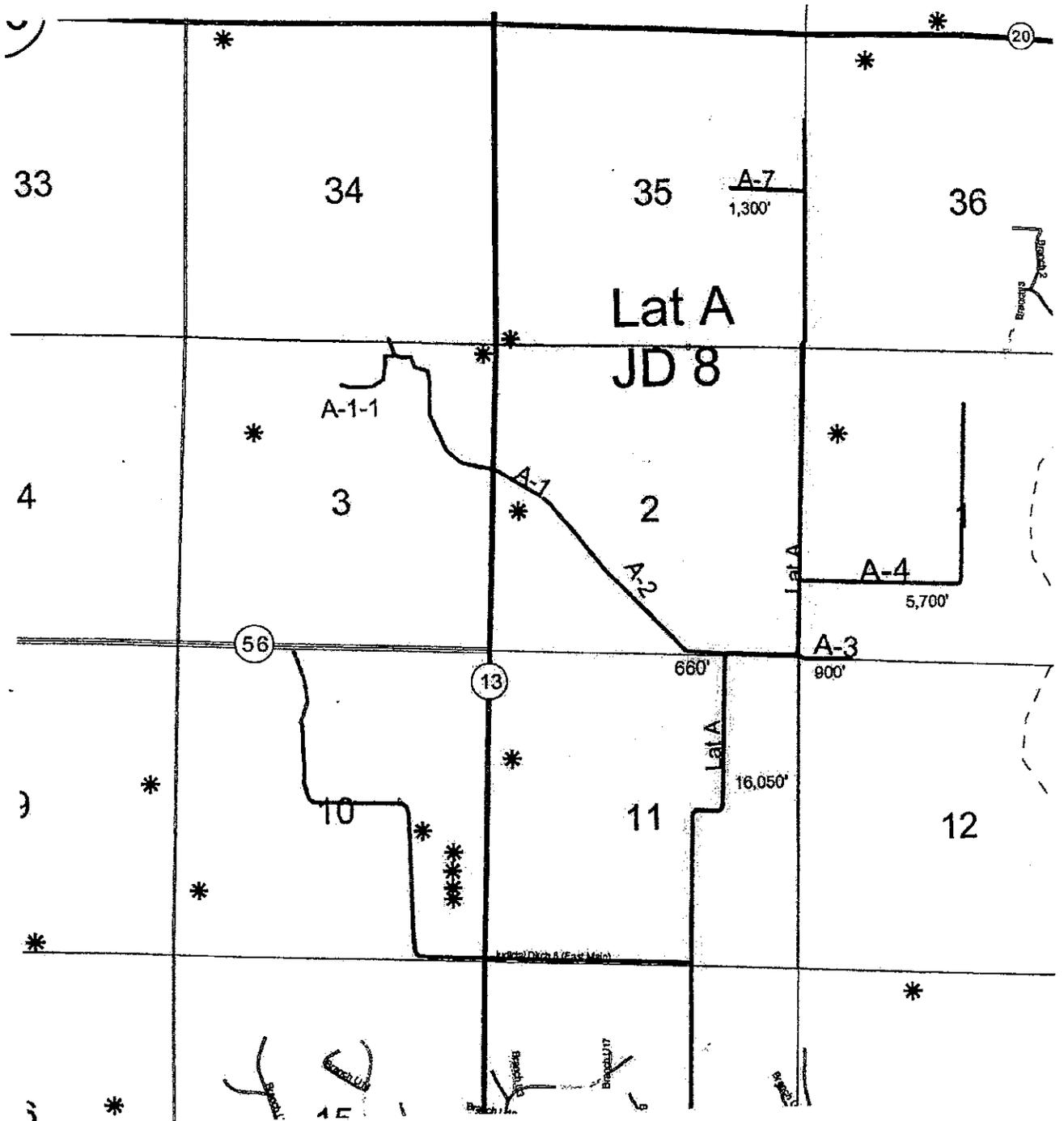
Fax (320) 843-3543

E-mail- mike.johnson@co.swift.mn.us

Swift County Board of Commissioners Meeting

February 19, 2013

- There has been a request to clean Lateral A of Judicial Ditch #8. Approximately 24,610 lineal feet of clean out will be bid. The repair fund has about \$45,000.00 for this repair. Parks & Drainage is requesting permission to advertise the project and clean the ditch in the Spring/ Summer of 2013.
- Requesting permission to start the process of hiring a part time summer person for work in the parks.
- As of February 12, 2013 the AARP appraisals are still in the review process



7



SWIFT COUNTY ADMINISTRATION

Historic Courthouse
301 14th Street N
P.O. Box 288
Benson, MN 56215

Memo

To: Swift County Board of Commissioners
From: Mike Pogge-Weaver, County Administrator
Date: February 14, 2013
Re: County Auditor job description and interview date

Action(s) Requested

1. Review and possible approval of the revised job description for the County Auditor.
2. Consider selecting an interview date. I suggest March 26th starting at 9 AM. If this time does not work for the Board, please discuss and select a date at your February 19th meeting.

Background

With Byron Giese's pending retirement and with changing from an elected position to an appointed position, the County needs to revise the job description for the County Auditor. After consulting with Byron, individual commissioners, and various other individuals; the attached job description is being presented for your consideration. Major changes include:

- Removed responsibilities that are moving to the administrator position including coordinating activities with other departments and employee relations.
- Revised educational and experience requirements to include:
 - Require Bachelor's Degree in Finance, Accounting, or closely related field.
 - Require six years of management experience in finance or related field.
 - Prefer experience working in public financial administration or as a Certified Public Accountant.
- The Chief Deputy Auditor and Deputy Auditor positions were left in the County Auditor job description. The understanding is that the Chief Deputy Auditor position will remain vacant once Loann Hagen retires. Per Board guidance on February 5th, a new Assistant to the County Administrator position will be created replacing the Chief Deputy Auditor. The job description for that position will be presented to the Board on March 5th.

The following outlines key dates in the recruitment process for the position:

February 19	Possible Board approval of the revised job description
February 20	Post notice of job opening
March 13	Applications due at 4:30 PM
March 26	Possible interview date
April 2	Possible board approval of appointment of the County Auditor
April 22	Possible start date for new County Auditor

**Swift County
Position Description**

Name:		Department:	Auditor
Title:	County Auditor	Pay Grade:	21
Date:	February 2013	FLSA Status:	Exempt
Reports To:	County Administrator	Supervises:	Chief Deputy Auditor Deputy Auditor

Purpose of Position

The purpose of this position is to perform difficult professional and administrative work in planning, organizing and directing auditor related financial functions, taxation, and election activities of the County; does related work as required. Supervision is exercised over all department personnel.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise and evaluate assigned staff; manage employee concerns; direct work assignments and counsel/discipline employees, when necessary; provide departmental employee training and development.
- Direct work in receiving levies; calculate and collect taxes; record payments; distribute taxes to local taxing districts.
- Participates in the preparation of the County budget; monitors the fiscal execution of the annual budget to ensure compliance with county fiscal policies. Prepare and maintain Auditor, Data Processing, and Election budgets.
- Develops, monitors and recommends changes to the County's internal financial controls and financial policies.
- Maintain financial books; provides input on investing county funds; oversees the Chief Election Official for the county.
- Oversees the processing of accounts receivable and accounts payable.
- Coordinates and prepares the County's financial statements, related worksheets and records for reporting to the State; serves as liaison with state and independent auditors.
- Prepares various budget and financial reports for the County Administrator, department heads, and County Board.
- Prepares reports for the County Administrator and County Board related to labor relations, maintains labor relations information as confidential including County positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the County's position.
- Attends closed session meetings with the County Board, as requested, to discuss labor negotiations strategy.
- Serve on Board of Equalization; serve on County Board of Canvas for Elections; serve on County Investment Committee.
- Utilize various office machines and equipment in the delivery of service, such as computer, telephone, facsimile machine, adding machine, calculator, copier, and postage meter.

- Review and receive various reports, documents, and forms, including tax statements, state reports, cash balance reports, invoices, claims, ballots, licenses, budget reports, assessor's abstract, levy certifications, audit forms, absentee applications, and deeds.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Substitute for departmental employees, as needed; perform administrative tasks, including, deed transfers, splits, plats, mortgages, answering phones, copying, running checks, and processing payroll.
- Attend educational and informational meetings.
- Serve as official in charge of I series computer.
- Perform other related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Finance, Accounting, or closely related field and six (6) years of progressively responsible managerial experience in finance, accounting, or related field. Prefer experience working in public financial administration or as a Certified Public Accountant. A valid Minnesota driver's license required.

Physical Requirements

- Requires the ability to operate, calibrate, tune, synchronize, and perform complex rapid adjustment on equipment, machinery, and tools such as a computer and other office machines, scientific calculator, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements.
- Tasks involve the ability to exert light physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight, twelve to twenty pounds.

Environmental Adaptability

Ability to work under generally safe and comfortable office conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

As a department head, the incumbent is responsible for review and recommendation of departmental safety policy, responsibility to follow county policies and with direct responsibility to ensure that procedures and administrative issues are followed.

Swift County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

_____ Date

_____ Date

10

