

Notice & Agenda

Swift County Board of Commissioners

Tuesday, May 21, 2013

11:00 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>
11:00 a.m.		Call to Order and Roll Call
11:01 a.m.		Approve Agenda
11:03 a.m.		Consent Agenda
	1-3	(1) Minutes May 7, 2013
	4	(2) Consider approving employee appointments to the policy committee.
11:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
11:05 a.m.		Commissioner and Board reports
11:20 a.m.		County Administrator report
11:25 a.m.		Citizens Comments
11:25 a.m.		Environmental Services Director Scott Collins
	5-7	Consider approving a Conditional Use Permit #4290 for Chippewa Valley Ethanol Co. for an existing facility to construct and maintain and operating a corn receiving, storage and reclaim system to feed corn for making ethanol
11:35 a.m.		County Engineer Andy Sander
	8-9	Consider awarding contract for a tar melter used in bituminous crack filling operations
11:45 a.m.		County Auditor Kim Saterbak
	10-13	Consider approving a bid for the purchase of parcel #22-0842-000 located at 32 North Haven Street in Appleton, MN.
	14-15	Consider approving a resolution authorizing sponsorship of trails operated by the northern lights trails snowmobile club
12:00 Noon to 1:00 p.m.		LUNCH BREAK
1:00 p.m.		Sheriff John Holtz
	16-17	Consider accepting a letter of resignation from Marlene Giese and authorize advertising for a replacement CCO Supervisor
	18	Discussion on proposed Dept. of Corrections 2911 rules
1:30 p.m.		Presentation by Bruce Casey of MCIT
		Other Business
	19-27	Consider approving an RFP for professional services to complete a classification and compensation study
	28-33	Consider approving an RFP for professional services to review and possibly develop plans for upgrades to the HVAC systems at the Courthouse and LEC
2:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

May 7, 2013

Chairman Fox called the meeting to order at 9:00 AM. Commissioner Rudningen was absent. All other member were present.

Chairman Fox asked if there were any additions to the Agenda. County Administrator Pogge-Weaver asked that the board add 1) to consent agenda a Liquor License for Dream Makers LLC dba PB & J's; and 2) replace the employment offer for Tony Lenz with an employment offer for Kyle Brundage as a Part Time Communications Officer.

05-07-13-01 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve a revised agenda as requested. Motion carried unanimously.

05-07-13-02 Commissioner Klemm moved and Commissioner Hendrickx seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of April 16, 2013; Board Meeting Minutes of April 30, 2013; a renewal of a combination Liquor License “on and off sale” for Honebrink LLC dba Brink’s Beer Joint Bar and Grill; an offer of employment for Tyler Krienke in the Parks, Draining and Wetland Department as a Part Time Help; and a renewal of a combination Liquor License “on and off sale” for Dream Makers LLC dba PB & J's. Motion carried unanimously.

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

Board and Committee Reports were given as follows: Chairman Fox reported on Southern Prairie Community Care, SCBH Board, and Pioneerland Library. Commissioner Klemm reported on Prairie Lakes Youth Program, DAC, and the RDA. Commissioner Peterson reported on Prairie V Community Action Committee and 6W Community Corrections. Commissioner Hendrickx reported on 6W Community Corrections, RCD, and Southern Prairie Community Care.

Environmental Services Director, Scott Collins, met with the County Board and discussed a request from Kinder Morgan Cochin, LLC on a request for pipeline block valve removal & replacement & modifications to pumps. Ryan McCreery of Kinder Morgan and Brian Williams of Kinder Morgan gave an overview of the Kinder Morgan organization and the proposed project.

05-07-13-03 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve Conditional Use Permit #4282 for pipeline block valve removal & replacement & modifications to pumps for Kinder Morgan Cochin, LLC. Motion carried unanimously.

Mary Fischer, Executive Director of Southern Prairie Community Care, made a presentation to the board on SPCC.

Environmental Services Director, Scott Collins, reviewed with the County Board a request from Joe & Jessica Wroblewski to establish a non-farm dwelling. Joe & Jessica Wroblewski discussed their request with the board.

05-07-13-04 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve Conditional Use Permit #4285 for establishing a non-farm dwelling for Joe & Jessica Wrobleski. Motion carried unanimously.

Environmental Services Director, Scott Collins, reviewed with the County Board a request from the MN DNR purchase of 40 acres. Brad Olson of the MN DNR discussed the department's request with the board.

05-07-13-05 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve Conditional Use Permit #4286 for the purchase of 40 acres of land by Pheasants Forever & then transferring it to the MN DNR. Motion carried unanimously.

The board recessed for a short break at 10:02 AM. The board reconvened at 10:09 AM.

County Engineer Andy Sander and Assistant County Engineer Paul Petrick met with the board. Mr. Sanders reviewed the quotes for 2013 gravel processing and recommended awarding a contract to the low bidder Commerford Gravel.

05-07-13-06 Commissioner Klemm moved and Commissioner Hendrickx seconded to awarded the 2013 gravel processing contract to Commerford Gravel in the amount of \$75,300.00. Motion carried unanimously.

County Engineer Andy Sander discussed with the board the need to proceed with the purchase of right-of-way for this summer's construction projects due to federal requirements. He advised the board if they don't proceed now that there is the possibility that the County could lose federal funds for the project.

05-07-13-07 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the payment of \$101,093.00 on auditors warrants for ROW acquisition costs related to CSAH 17 projects. Motion carried unanimously.

County Administrator Pogge-Weaver report to the board was as follows: 1) discussed Kim Saterbak and Amanda Ness starting with the County; 2) discussed legislation on proposed property assessor certification requirements; 3) attended the SCBH audit review; 4) attend a business retention meeting in Kerkhoven; and 5) informed the board the a letter on the increased gopher bounty rate was sent to each of the Townships.

CCO Supervisor Marlene Giese presented to the board the request to hire Kyle Brundage in the Sheriff's Department as a Part Time Communication and Corrections officer. She explained that their original offer to Tony Lenz was withdrawn by Mr. Lenz. They are now recommending their second place candidate Mr. Brundage who they are very comfortable with.

05-07-13-08 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the hiring of Kyle Brundage in the Sheriff's Department as a Part Time Communication and Corrections officer. Motion carried unanimously.

Since Sheriff John Holtz was unable to attend the meeting County Administrator Pogge-Weaver asked that the board defer the discussion on the proposed 2911 rules until the May 21st meeting. The board concurred.

County Administrator Pogge-Weaver gave the board a 2014 budget overview. Mr. Pogge-Weaver presented a budget calendar for the year, outlined major expense items he felt that the County would or could face in 2014, and outlined projected property tax impacts in 2014. The Commission took the information under advisement.

Swift County RDA Executive director Jennifer Frost presented information on a RLF Loan request from Alex Everson of ACE Ag, Inc. Tom Zens, Business Banker, Heritage Bank, Willmar and Kevin Crowley, Sr. VP/Sr. Ag Lender Heritage Bank, Pennock were in attendance in support of the loan. Mr. Everson discussed his business, planned expansion in Murdock, and requested Commissions support of the loan.

05-07-13-09 Commissioner Klemm moved and Commissioner Hendrickx seconded to approve an RLF Loan to ACE Ag, Inc and Alex Everson in the amount of \$75,000. Motion carried unanimously.

05-07-13-10 Commissioner Peterson moved and Commissioner Klemm to adjourn. Motion carried.

Meeting adjourned at 10:32 AM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
May 21, 2013

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: Appoint employee members to the Policy Committee	
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: The Swift County Policy Committee has not met since 2006 and the currently all of the employee members of the policy committee are no long with the County. Robin Finke, Kim Saterbak, Deanna Steckman, Dave Barrett and Andrew Sander have each volunteered to be on the policy committee. I recommend that the board approve their appointments to the policy committee. In the addition to the above individuals, two board members (Fox and Peterson) and the County Administrator also serve on the committee.	
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: No review needed	RECOMMENDATIONS: Approve
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:
May 21, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of Conditional Use Permit for Chippewa Valley Ethanol Co. for an existing facility to construct and maintain and operating a corn receiving, storage and reclaim system to feed corn for making ethanol.	
AGENDA YOU ARE REQUESTING TIME ON: 11:25 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 5.3 Code of Ordinances, Urban Development for industrial buildings. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Planning Commission will consider approval on May 20, 2013 with special conditions.	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

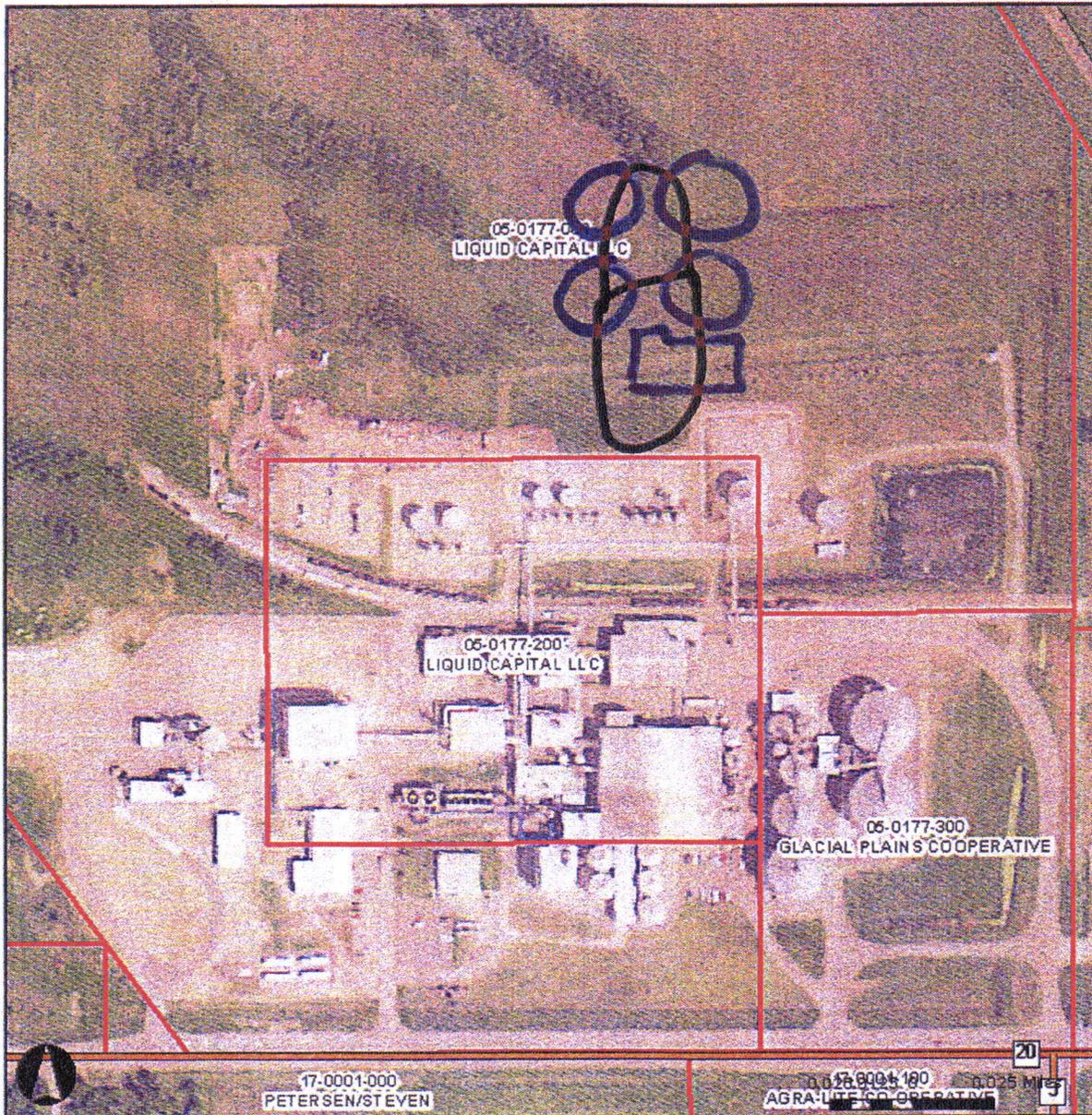
Board Action

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

Proposed Special Conditions
CVEC
#4290

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. This Conditional Use Permit #4290 shall expire one year from the date of issuance if the permit is not utilized.
8. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

Map



Section Labels

Roads

- Alley
- CSAH
- City

Roads (continued)

- County
- State
- Township
- US
- Railroad
- +

Parcels

- Lakes
- 2010 FSA
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3



Request for Board Action

BOARD MEETING DATE:
May 21st, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: To accept quotes on a tar melter used in bituminous crack filling operations.	
AGENDA YOU ARE REQUESTING TIME ON: 11:35 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Equipment replacement - current machine is 16 years old, and a safety concern	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: Highway budgeted equipment item due for replacement.

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

Swift County Highway Department

BID TABULATIONS: Tar Kettle Melter

May 21, 2013

CONTRACTOR	BID
Swanston Equipment Co.	\$36,123.75
Midstates Equipment and Supplies	\$39,383.44



Request for Board Action

BOARD MEETING DATE:
May 13, 2013

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 bid for the purchase of parcel #22-0842-000 located at 32 North Haven Street in Appleton, MN.	
AGENDA YOU ARE REQUESTING TIME ON: 11:45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Chadwick and Cynthia Syltie are submitting a bid for the purchase of Parcel #22-0842-000 located at 32 North Haven Street, Appleton, MN. The bid amount is \$100 and 50% of the assessments have been reduced by the City of Appleton. Chadwick and Cynthia Syltie own the lot adjoining this property and intend to tear down the vacant house, at their own cost. The 2013 mkt value was \$12,300 (\$5,100 for land/\$7,200 for building).	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Parcel #22-0842-000 was previously forfeited by Shiva P Maharaj.	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: See attached	RECOMMENDATIONS: Approval
COMMENTS: See attached	COMMENTS: None

Board Action

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

May 9, 2013

Kimberly Saterbak
Swift County Auditor
Benson, MN 56215

RE: Parcel #22-0842-000

Dear Ms Saterbak:

This letter is to inform you my wife, Cindy Syltie, and I would like to put a bid in on Parcel #22-0842-000 in Appleton, MN. We would like to offer the county \$100.00 for this parcel. It is my understanding this bid needs to be presented in front of the county commissioners. If possible, we would like to have this bid presented at the next commissioners' meeting.

If you have any questions regarding this information, please feel free to call us at 320-289-2560.

Thank you for your consideration.

Sincerely,



Chadwick C. Syltie



Cynthia A. Syltie



City of Appleton

323 West Schlieman Avenue

Appleton, Minnesota 56208-1299

(320) 289-1363

FAX (320) 289-1364

May 9, 2013

Kimberly Saterbak
Swift Auditor
PO Box
Benson, MN 56215

Dear Ms Saterbak:

At the May 8th City Council meeting, a motion was made and passed approving the reduction of special assessments to a property that Chadwick Syltie will be purchasing. This motion allows a reduction of 50% of the special assessments listed against the property located at: Parcel #22-0842-000, 32 North Haven Street, Appleton, MN. Please make this reduction when Mr. Syltie stops to purchase this property.

If further information is needed or if you have any questions, please feel free to give me a call.

Sincerely,

Roman A. Fidler
Clerk/Treasurer

Kim Saterbak

From: Robin Finke
Sent: Monday, May 13, 2013 4:25 PM
To: Kim Saterbak
Subject: Tax Forfeited property

Kim,

Regarding our conversation re the bid on the tax forfeited property in Appleton: while I do not agree with the right off, the county is within it's authority to accept the bid.

Robin W. Finke
Swift County Attorney



Request for Board Action

BOARD MEETING DATE:
May 22, 2013

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: Resolution authorizing sponsorship of trails operated by the northern lights trails snowmobile club	
AGENDA YOU ARE REQUESTING TIME ON: 11:45 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: A copy of the signed resolution will accompany their funding request from the State Department of Natural Resources.	
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: 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

**RESOLUTION AUTHORIZING SPONSORSHIP OF TRAILS OPERATED
BY THE NORTHERN LIGHTS TRAILS SNOWMOBILE CLUB**

BE IT RESOLVED, That Swift County act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for the maintenance of snowmobile trails managed by the Northern Lights Trails Snowmobile Club; and

BE IT FURTHER RESOLVED, that upon approval of its application by the State, Swift County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

BE IT FURTHER RESOLVED, That Joe Fox, County Board Chairman, is authorized to sign such an agreement with the Department of Natural Resources; and

BE IT FURTHER RESOLVED, That Kimberly A. Saterbak, County Auditor, is hereby authorized to serve as the fiscal agent for the above referenced project; and

BE IT FINALLY RESOLVED, That notwithstanding the financial assistance provided for in the State Contract, Swift County shall not be liable for such costs as are incurred by the Club because state funds are depleted.

Adopted by Swift County the 21st day of May 2013.

Swift County Board of Commissioners

Joe Fox, Chairman

I, Michel Pogge-Weaver, Clerk of the County Board in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 21st day of May, 2013.

Michel J. Pogge-Weaver
Clerk of the County Board



Request for Board Action

BOARD MEETING DATE:
May 21, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Sheriff John Holtz	REQUESTOR PHONE: 320-843-3133
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Acceptance of letter of resignation from Marlene Giese and request to replace this position as soon as possible.	
AGENDA YOU ARE REQUESTING TIME ON: 1:00 p.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Marlene has worked at this office for more than 31 years and her last day of employment will be August 31, 2013. To allow the new person to work with Marlene and to work in our Jail and Dispatch for a while before Marlene leaves we are requesting that we be permitted to replace this position as soon as possible.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Sheriff's Department

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



SWIFT COUNTY SHERIFF'S OFFICE

John Holtz, Sheriff
301 – 14th St N, Suite 4
Benson, MN 56215

(320) 843-3133 / 289-2356 / 264-5972 Fax: (320) 843-2299

May 15, 2013

Sheriff John Holtz
301 14th St. N. Suite 4
Benson, MN 56215

Dear John,

The letter is to let you know that I have decided to end my employment with the Swift County Sheriff's Office. After 31 years of employment with the Sheriff's Office, I have decided to retire. I have enjoyed my career in the Law Enforcement field and the many people I have met and worked with over the years. I am proud to have worked for Swift County. My final day will be August 31, 2013.

Sincerely,

A handwritten signature in cursive script that reads "Marlene Giese".

Marlene Giese
CCO Supervisor



Request for Board Action

BOARD MEETING DATE:
May 21, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Sheriff	REQUESTOR: John Holtz	REQUESTOR PHONE: 320-314-8350
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion on proposed Dept. of Corrections 2911 rules	
AGENDA YOU ARE REQUESTING TIME ON: 1:00 p.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 2911 rules are required to be followed as part of operating the county jail
BACKGROUND/JUSTIFICATION: The MN Department of Corrections has issued revised 2911 rules as it pertains to the operation of jail facilities. The major impact to the County will be a requirement that the county have both a dispatcher and a correctional officer on duty at all times. Currently the County only has one individual on duty overnights that covers both dispatching and jail duties. If these rules are implemented we will need to hire two Correctional Officers to cover overnights.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: The cost of a correctional officer is approximately \$63,000 per year. We will likely need two individuals to have proper coverage at a cost of approximately \$126,000 per year. This cost is not included in the current budget.

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

Board Action

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



Request for Board Action

BOARD MEETING DATE:
May 21, 2013

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: Approve an RFP for professional services to complete a 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: n/a
BACKGROUND/JUSTIFICATION: The County's current wage schedules are based on a compensation study that was completed in December of 2003. Now nearly 10 years old, this study is out-of-date and should be updated. The personnel subcommittee of the board discussed this in March and agreed to consider having the study updated. Additionally, the administrator discussed the possibility of updating the study with the four union groups and they all agreed that it was time to update the study. Finally, several of the surrounding counties are updating their studies and since one of the major components of a classification and compensation study is a market analysis, the County would likely get competitive pricing since this data is being updated for the other area studies being completed. An updated study will be beneficial to the County as we begin negotiating new contracts with our four union groups this fall. The study will provide a review of our compensation for employees along with area peer counties, covering all benefits offered by the County, in addition, to wages. Additionally, with the county redesign that is underway, the work is a good way to update job descriptions as we move forward.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Based on contracts that other counties have engaged in for this work, I believe the cost of the project will be between \$15,000 and \$30,000. Due to the retirements in the Auditor's office, this study can be covered from savings in payroll.

Review/Recommendation

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

Board Action

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

SWIFT COUNTY, MINNESOTA REQUEST FOR PROPOSALS

EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY

Date RFP Issued: May 22, 2013

Date Proposal and Response Due: June 10, 2013 at 4:30 PM

County Anticipated Contract Award Date: June 18, 2013

County Anticipated Project Start Date: June 19, 2013

County Anticipated Market Analysis Recommendation Completion Date: October 1, 2013

County Anticipated Completion Date: January 1, 2014

I. Purpose

This Request for Proposals (RFP) is issued on behalf of the Swift County Board of Commissioners, Benson, Minnesota. The County Board intends to establish a revised/new employee job classification and compensation system that meets the following goals:

- A. Reviews existing job evaluation and compensation system and makes recommendation for improvement;
- B. Complies with Minnesota Statutes 471.991-471.999, known as the pay equity law
- C. Establishes fair and equitable compensation relationships within the organization
- D. Relates compensation to relevant market conditions outside the organization
- E. Is applied organization-wide professionally, consistently and objectively
- F. Has employee input and participation as an integral part of the study
- G. Is easily maintainable, after implementation, by the County in a manner that preserves and enhances the integrity, validity, and reliability of the system

To further those goals, Swift County is seeking proposals for an Employee Classification and Compensation Study.

II. General Overview

Swift County is located in west central Minnesota. It is a mix of small cities and rural areas with a population of about 9600 people. As with all counties, the volume and complexity of work performed changes frequently and sometimes increases. This is reflected in the responsibilities required of Swift County employees.

The County currently has about 110 regular employees. There are four collective bargaining units covering most of those employees. The current wage schedules are based on a MAXIMUS compensation study completed in December of 2003. Based upon the salary surveys, the County, through the collective bargaining process, has refined the wage schedules since that time. There are currently about 60 job classifications in the County. The County has maintained job descriptions for each position which include essential duties; secondary duties; required and preferred qualifications; physical requirements; and environmental adaptability. The essential duties have been the basis for evaluating the points for each position and are rated accordingly.

With the County moving from elected Auditor and Recorder positions to appointed Auditor and Land Records positions, as approved by the voters of Swift County in November of 2012, and adding the County Administrator position there is a need to evaluate the job descriptions for various positions in the County. Additionally, as the County works to negotiate new contracts with its four union groups in the fall of 2013, it desires to complete a review of its compensation for employees, including considering other benefits offered by the County in addition to wages.

The project contact shall be the Swift County Administrator who will report directly to the Swift County Board.

III. Scope of Services Requested

Classification and compensation services shall include, but not be limited to:

- A. Introduction and project orientation with County Board on Tuesday, July 2, 2013 to outline and establish:
 - a. The scope of planned study; its procedures, methods, intended outcome and timeline
 - i. Assurance that the study is based on thorough understanding, and full and complete review of all positions
 - ii. Assurance that all persons understand the reasons and methods involved
 - b. The type of system to be used
 - i. Job evaluation method
 - ii. Integrating market comparisons with pay equity
 - c. The type of written materials to be used
 - i. Explanatory material, questionnaires, job description formats, etc.
 - d. The ongoing schedule of contact/updates throughout study
 - i. Meetings with: all employees, Department Heads, Board
 - ii. Appeals
 - iii. Contacts with Swift County Administrator as needed
- B. Establish job description format/methodology
 - a. Define any needed revisions to job description format, while using existing information and format as much as possible to minimize time/cost
 - b. Define process for updating existing job description content
 - i. Written information and/or interviews
 - ii. Contacts with all employees
 - iii. Supervisor review of information
 - iv. Appeal to consultant
 - c. Update and/or create new job descriptions for each classification ensuring they are based on current and appropriate information about:
 - i. Essential responsibilities and duties
 - ii. Qualifications
 - iii. Working conditions and physical requirements
 - iv. All other relevant considerations
 - d. Assure that descriptions meet all required legal standards, especially Equal Employment Opportunity and Americans with Disabilities Act
 - e. Determine/recommend the exempt or non-exempt status of each position, per FLSA regulations

- f. Define minimum pre-employment requirements for each position (regardless of actual qualifications of the incumbent[s]), as well as preferred qualifications:
 - i. Education
 - ii. Experience
 - iii. Licensure and/or certification
 - g. Obtain the following approvals of updated draft job descriptions:
 - i. Employee approves draft, or adds comments
 - ii. Department Head (or Personnel Committee in the case of a Department Head job description) approves draft, approves/adds comments or rejects draft
 - iii. Consultant approves drafts, approves/rejects revisions, resolves discrepancies between versions
 - iv. Consultant handles appeals
 - v. Minnesota Merit System (for Social Services positions) reviews for consistency with classification system, but not compensation system
 - vi. County Board approves final draft of job descriptions
- C. Establish job evaluation system
- a. Evaluate responsibilities, duties, qualifications, working conditions, physical requirements and all other relevant considerations for each position to determine its value to Swift County per M.S. 471.991-471.999
 - b. Determine how department heads, whether elected or appointed, will be included
- D. Develop principles of comparability to external labor markets
- a. Define appropriate comparison organizations (i.e. counties and cities taking into account size, geographic proximity, tax base, etc.) making up labor market for each position
 - b. Insure adequate sample size to provide meaningful market comparisons
 - c. Gather current and accurate market data to satisfy defined criteria, specifying any role that County staff may have in the process
- E. Perform job evaluation and market comparability study
- a. Conduct internal and external position comparisons
 - b. Prepare draft classification/compensation system based on results
 - c. Conduct appeals process for employees who have grounds to believe their position was improperly classified
- F. Design an objective Performance Review Tool
- a. Best represents the recommended new pay system or the recommended improvements to the current system
 - b. Universal with the ability to add department specific criteria
 - c. Consultant will also provide training on the proper use of this tool
- G. Recommend implementation of study results
- a. Propose compensation plan based on study results
 - i. Define appropriate number of related pay ranges and number of pay steps in each range
 - ii. Define the appropriate weight given to internal equity and external market comparisons in developing a pay plan
 - iii. Integrate both the job evaluation rankings and market comparisons into the recommended pay levels according to a consistent approach for all positions

- b. Prepare a final report setting forth the project results and recommendations incorporating any changes resulting from the appeal process, which will be presented to County Board of Commissioners
 - c. Recommend the best possible approach to coordinating the recommended pay plan with current collective bargaining agreements and wage plans, including timelines for implementation of pay plan, consistent with County budget considerations
 - d. Describe in detail the on-going and long-term maintenance of the classification system and detail the roles of both the consultant and the County in this effort
- H. Provide analysis of external comparable insurance contributions including; plan descriptions, employer contributions (single, family, and cash in lieu), employee contributions, and HRA contributions

IV. Proposal Contents

All proposals must be received by 4:30 p.m. on June 10, 2013, and addressed to:

Mike Pogge-Weaver, County Administrator
 301 14th St N
 P.O. Box 288
 Benson, MN 56215

Swift County reserves the right, in its sole discretion, to select the firm based on the County's evaluation and review of the proposals and such other relevant information as the County shall have before it, and based upon the its determination as to which proposal best meets the County's needs.

Proposals shall contain the following information, organized according to the outline below for clarity and ease of comparison:

- A. A detailed summary of the compensation study process and procedures to be utilized to provide the services specified in the Scope of Services Requested, especially including:
 - a. A timetable assuming the delivery of a market analysis by October 1, 2013 and a project completion date of January 1, 2014
 - b. Involvement required of County staff
 - c. How objectivity and impartiality in this process will be insured
 - d. How a full and complete review and understanding of Swift County positions will be insured
 - e. The process to be used to gather information, involving written material and/or interviews
 - f. The process to be used for appeals
 - g. The timing and sequence of proposed contacts with County employees and officials, including:
 - i. Informational meetings with employees
 - ii. Project updates
 - iii. Meetings with the County Board
 - iv. Other proposed meetings
- B. Sample position description questionnaire and sample job description format

- C. An itemized total project cost, specified as a lump sum not to be exceeded
 - a. Show an hourly rate schedule for members of the project team
 - b. Estimate the number of hours required from each project team member
 - c. Itemize and include in the total cost any other expenses such as meals, materials, travel, etc.
 - d. Specify conditions, if any, which would cause a request for additional compensation
- D. A statement summarizing the firm's expertise and experience in performing comprehensive classification and compensation studies, providing a brief overview of the history and structure of the firm
- E. Resume(s) with educational background and work history for each firm member performing work under the scope of this request for proposal
- F. A minimum of three references for classification and compensation work completed within the past three years, preferably from Minnesota, and including at least two within the public sector (The County reserves the right to investigate the references and the past performance of any applicant with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, and its completion of a project on schedule.)
 - a. List contact name, address, phone number and email address for each reference
 - b. Provide any examples of work performed for the references
- G. List any deviations from this RFP
- H. Proposing firms shall submit seven (7) hard copies of the proposal, signed by representatives of the proposing firm, and an electronic version in Portable Document Format (PDF) file format

V. Selection of Services

All submitted proposals will be reviewed by the Personnel Committee and Contracted Human Resources Professional and the County's personnel/negotiating committee. Proposals will be considered based on their quality and content as well as proposed fees.

From this review, finalists may be selected. The County Board may interview finalists either telephonically or in person, or may forego interviews and select the consultant based upon the information provided. Professional references will be investigated for finalist applicants. The basis for final selection of the consultant will include, but not be limited to, the following criteria:

- A. Professional qualifications including credentials for each person assigned to work on the project
- B. Experience in developing and maintaining classification and compensation systems in governmental jurisdictions, particularly in County government
- C. Description of the type of job evaluation system(s) the firm is familiar with including discussion on factors deemed necessary for successful implementation and maintenance of the system(s)

- D. Proposed contract terms including total fees and a payment plan based upon measurable contract milestones (The County prefers to compensate on the basis of a guaranteed maximum or flat fee for the scope of service set forth above. Progress payments are to be made upon receipt of invoices itemizing services performed and satisfactory completion of specified milestones.)
- E. The results of a personal interview/presentation with the Swift County Board of Commissioners and County staff, if any
- F. The ease and method of post-contract maintenance of the classification and compensation system
- G. The comments and information provided by professional references

VI. Additional Considerations

- A. The Swift County Board of Commissioners reserves the right to reject any or all proposals and the County further declares that it will incur no financial obligations for any costs by any company in preparation of the proposal. The County reserves the right, in its sole discretion, to select the firm based on the County's sole evaluation and review of the proposals and such other relevant information as the County shall have before it, and based upon the County's own determination as to which proposal best meets its needs.
- B. During the performance of any contract awarded as a result of this RFP, the contractor agrees to the following: No person shall, on the grounds of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, physical disability, sexual orientation, or political affiliation be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subject to discrimination under any program, service or activity under the provision of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.
- C. All data collected, created, received, maintained or disseminated or used for any purposes in the course of execution shall be governed by the Minnesota Government Data Practices Act and shall remain the data of Swift County. The designee for release of information shall be the Swift County Administrator.
- D. No change in personnel assigned to the project will be permitted without prior written approval of the County.
- E. The Contractor shall defend, indemnify and hold harmless the County against any and all liability, loss, damages, costs and expenses incurred by the County as a result of the Contractor's acts or omissions.
- F. The Contractor shall provide a Certificate of Insurance including, but not limited to, general liability, automobile liability and workers' compensation coverage with submission of the RFP. Policy coverage limits for the general liability and automobile liability shall be in amounts equal to the County's potential liability.

- G. It is agreed that nothing contained herein shall be constructed as creating or establishing the relationship of co-partners or joint venture/enterprise between the County and the Contractor for any purpose or in any manner whatsoever. The Contractor is to be and shall remain as an independent contractor with respect to all services performed. Further, the independent contractor shall be responsible for its own taxes and benefits of its employees and/or agents.

For further information contact:

Mike Pogge-Weaver, County Administrator
301 14th St N
PO Box 288
Benson, MN 56215
(302)314-8399
mike.poggeweaver@co.swift.mn.us



Request for Board Action

BOARD MEETING DATE:
May 21, 2013

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: Approve an RFP for professional services to review and develop plans for upgrades to the HVAC systems at the Courthouse and LEC	
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
BACKGROUND/JUSTIFICATION: One of the boilers used to heat the courthouse and LEC developed a crack in the steam tank in the late part of March and is off line and cannot be used until it is repaired or replaced. The courthouse and LEC can run without one of the boilers until the temperatures reach subzero. At that point both boilers are needed to properly heat the two buildings. Since the boilers are both over 35 years of age and two of the three air-conditioning units are 40 years old, it seems prudent to explore our options before investing \$20,000 on a fix for the boiler that could fail again shortly after it is repaired. Due to the complexity of the various options and the long term nature of such an investment, staff believes it is prudent to hire an expert that can guide the county through the options. Specifically we will look at one of the following options to see which one is more economical long-term: <ol style="list-style-type: none"> 1. Repair the existing cracked boiler 2. Replace the existing cracked boiler with a new and more energy efficient boiler 3. Replace the existing boilers and condensing unit with a different HVAC solution that is more energy efficient 	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING:	This work can be covered out of the building maintenance fund. The first phase of the project should be around \$20,000 to complete. If we proceed with the second phase the cost will be based on the type of system the County selects. The County is looking for grants and rebates that may cover all or part of these costs.
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Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Under review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

Board Action

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

SWIFT COUNTY, MINNESOTA REQUEST FOR PROPOSALS

SWIFT COUNTY COURTHOUSE HVAC REVIEW AND UPGRADE PLANS

Date HVAC review and upgrade plans RFP Issued: May 21, 2013
Date Proposal and Response Due: May 29, 2013 at 4:30 PM
County Anticipated Contract Award Date: June 5, 2013
County Anticipated Project Start Date: June 6, 2013
Present pre design study to the County Board: July 16, 2013
Complete and submit construction plans to county: August 6, 2013
County releases bid requests on HVAC equipment: August 6, 2013
HVAC Bids due to the County: August 27, 2013
County awards contract for new HVAC: September 3, 2013
Required completion of heating elements of a new HVAC system: November 1, 2013
Full system completion: May 1, 2014

Purpose

Swift County, Minnesota is reviewing options related to the County Courthouse and LEC HVAC system. The current systems for the Courthouse were installed in the 1970s. The system includes two independent 3R10 Kawanee Boilers (1977) for heating, a RAUA-3003MA Trane condensing unit (30 ton unit manufactured in December of 1973), a RAUA-1003-A Trane condensing unit (10 ton unit manufactured in October of 1973), and a 38AKS034 Carrier condensing unit (30 ton unit manufactured in October of 2008).

The adjacent Law Enforcement Center is also connected to the Courthouse HVAC system. The LEC is supplemented with various heating and cooling equipment which is not listed in the RFP.

One of the Kawanee Boilers developed a crack in the steam tank in the late part of March and is off line. The County is considering one of the following options:

1. Repair the existing cracked boiler
2. Replace the existing cracked boiler with a new and more energy efficient boiler
3. Replace the existing boilers and condensing unit with a different HVAC solution that is more energy efficient

Facility Descriptions

The Swift County Courthouse was built starting in 1897 and is listed on the National Register of Historic Places. The four level structure contains approximately 25,000 square feet of office space and provides space to Administration, Assessor, Auditor, Courts (8th MN district), HRA, Land Records, MN Extension, Safe Avenues, Treasure, and Veteran Services.

The Swift County LEC was built in 1985. It is a two story building that is approximately 13,000 square feet in size. It serves as an office for the Swift County Sheriff's office, the County Jail, office space for probation, and meeting room space.

Pre Design Study – Phase I

For phase I of the work (pre design study), the consultant shall assist the County in reviewing the options they have regarding the Courthouse HVAC system. At a minimum the consultant needs to review and consider the following elements:

- Review the current HVAC system
- Review the condition of the existing boilers and associated boiler accessories
- Review the condition of the existing condensing units and associated accessories
- Review the temperature control system
- Review the HVAC system for code compliance
- Review exterior envelope (windows and doors)
- Review electrical and air quality requirements
- Review historic gas and electrical usage at the courthouse
- Review energy rebates with the City of Benson (electrical) and CenterPoint Energy (natural gas)
- Consider ongoing cost of operating boiler verses going to a non-boiler system
- Review options and make a recommendation considering life span of the various options, installation costs, and potential energy savings. Each option shall have a construction budget and energy analysis. Options that need to be considered include:
 - Fixing existing boiler
 - Replacing the cracked boiler
 - Replace both boilers and condensing units with
 - Heat pumps
 - Geothermal
 - Other options as recommended by the consultant
- Review findings with the County Administrator on an on-going basis and the County Board of Commissioners on July 16, 2013.

Construction Documents – Phase II

If the County selects an option other than fixing the existing boiler, then the county will engage in a phase II of the project to develop construction documents and assist in the bidding process. Elements of the construction phase will include:

- Prepare bidding and contract documents for use in obtaining competitive bids for the installation of the updated HVAC system. Documents shall clearly define the criteria for all system components, capabilities, expandability, warranty, and maintenance period.
- Receive and respond to inquiries during the bidding process. Issue any necessary addenda.
- Assist the County with the selection of the successful bidder.

Deliverables to Satisfy this RFP and Selection

All proposals must be received by 4:30 p.m. on June 10, 2013, and addressed to:

Mike Pogge-Weaver, County Administrator
301 14th St N
P.O. Box 288
Benson, MN 56215

Perspective consultants shall submit a proposal outlining the following:

1. Consultants qualifications and experience
2. Keynote projects of comparable scope with reference contacts
3. Details of the inventory, evaluation, and design processes proposed
4. Probable Project Timeline
5. Detailed statement of fees for the proposed professional engineering services. Proposal should include fees for phase I and phase II and be on a not to exceed basis.

Swift County reserves the right, in its sole discretion, to select the firm based on the County's evaluation and review of the proposals and such other relevant information as the County shall have before it, and based upon the County's determination as to which proposal best meets the County's needs.

Proposal Questions

Questions regarding the proposal and the current HVAC system should be directed to:

Mike Pogge-Weaver, County Administrator
301 14th St N
P.O. Box 288
Benson, MN 56215
(320) 314-8399
mike.poggeweaver@co.swift.mn.us

Please submit four copies of your proposal no later than 3:00 pm on Friday, February 1, 2013.

Proposal Rejection

Swift County reserves the right to reject any and all proposals submitted and parts of any and all proposals, and to waive all irregularities and technicalities.

If you have any questions, please contact me at (320) 314-8399.

Sincerely,

Mike Pogge-Weaver
Swift County Administrator