

Notice & Agenda

Swift County Board of Commissioners

Tuesday, June 18, 2013

5:30 PM

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>
5:30 p.m.		Call to Order and Roll Call
5:31 p.m.		Approve Agenda
5:33 p.m.		Consent Agenda
	1-4	(1) Consider approving June 4, 2013 Minutes
	5-6	(2) Consider approving 2013/2014 Tobacco License Renewals
	7-10	(3) Consider approving 2012 Ag Inspector's Report
	11	(4) Consider approving a contract with Driessen Water Inc for Water Softener Services at Swift Falls Park
5:34 p.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
5:35 p.m.		Commissioner and Board reports
5:50 p.m.		County Administrator report
5:55 p.m.		Citizens Comments
5:55 p.m.		Administrator Mike Pogge-Weaver
	12-13	Consider approving a contract for professional services to complete a classification and compensation study
6:05 p.m.		Auditor Kim Saterbak and Assessor Wayne Knutson
		General discussion on the property tax process from property assessment to final taxation.
6:45 p.m.		Assessor Wayne Knutson
		Assessor Office Updates
7:00 p.m. (approx.)		Adjournment

Note: Swift County Board of Assessment and Equalization will meet immediately after the adjournment of the Swift County Board of Commissioners meeting.

SWIFT COUNTY BOARD MINUTES

June 4, 2013

Chairman Fox called the meeting to order at 9:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Auditor Kimberly Saterbak, and Payroll Officer/General Assistant Amanda Ness.

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

06-04-13-01 Commissioner Peterson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

06-04-13-02 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of May 21, 2013. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox deferred reporting on Southern Prairie Community Care (SPCC) to Commissioner Hendrickx as he was an alternate and was not in attendance for the whole meeting. Commissioner Klemm reported on the RDA and the Swift County Youth Program. Commissioner Peterson reported on the Human Services meeting, and Prairie Five Community Action Council. Commissioner Rudningen reported that he had attended the AMC meeting with the other commissioners. Commissioner Hendrickx reported on RDC, SPCC, and noted a meeting with the DNR, MNDot, and Parks and Drainage Supervisor, Mike Johnson, regarding the leasing of 90 acres of State land for the Appleton Area Recreational Park.

Administrator Pogge-Weaver suggested to the Board that since the June 18th meeting is the Board of Equalization meeting that the Community Social Services meeting be held at 3pm and the regular board meeting be held at 5:30pm, lasting until at least 7pm.

06-04-13-03 Commissioner Klemm moved and Commissioner Peterson seconded to change the times of both meetings to Administrator Pogge-Weaver's suggested times. Motion carried unanimously.

Administrator Pogge-Weaver also noted that he will be taking vacation days on June 13th and 14th.

Doug Host, Sarah Utsch, and Kristen Smude gave an audit presentation consisting of a wrap up of the 2012 Clifton Larson Allen Audit.

06-04-13-04 Commissioner Peterson moved and Commissioner Rudningen seconded to approve the audit report. Motion carried unanimously.

Environmental Services Director Scott Collins along with Mike Jerke & Andy Zurn of Chippewa Valley Ethanol Co. (CVEC) and County Engineer Andy Sander requested approval for the tabled Conditional Use Permit #4290 for CVEC to construct, maintain, and operate a corn receiving, storage, and reclaiming system of feed corn to ethanol. The request would include an additional approach from County Road 20 as an inbound driveway only.

06-04-13-05 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve Conditional Use Permit #4290 for CVEC. Motion carried unanimously.

Director Collins requested approval of Conditional Use Permit #4229 for Larson Gravel Co., Inc./Central Specialties for the setup and use of a hot mix asphalt plant for the production of asphalt for road surfacing purposes.

06-04-13-06 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve Conditional Use Permit #4229 for the setup and use of the portable hot mix plant. Motion carried unanimously.

County Engineer Andy Sander reviewed the quotes for the replacement of township bridges SAP 076-599-049 and SAP 076-599-051 and recommended awarding a contract to the low bidder Central Specialties. Commissioner Peterson asked Engineer Sander if the contractor was the same as the one contracted for the Swenoda Township bridge. Engineer Sander pointed out that it is not. Commissioner Peterson also inquired on the length of time the project will take. Engineer Sander discussed the potential for a delay in the project due to the contractor being unable to get the materials needed and pointed out that the 30 working days deadline will start on June 10th and a box culvert takes approximately one week to install.

06-04-13-07 Commissioner Klemm moved and Commissioner Rudningen seconded to award the bridge replacement contract to Central Specialties for \$120,132. Motion carried unanimously.

Commissioner Peterson noted that he had been approached by a township official wanting to know where the County was at with the township road sign project. Engineer Sander reported that the preliminary specs were done but he needed to meet with the township officials and the Sheriff to determine exactly what is needed before he will be able to bid out the project.

CCO Supervisor Marlene Giese and Chief Deputy Sheriff Latham presented to the board the request to hire Nathan Pederson in the Sheriff's Department as a Part Time Communication and Corrections officer.

06-04-13-08 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the hiring of Nathan Pederson in the Sheriff's Department as a Part Time Communication and Corrections officer. Motion carried unanimously.

Supervisor Giese and Deputy Latham also brought to the Board the resignation letter of Part Time Deputy Bruce Nelson.

06-04-13-09 Commissioner Rudningen moved and Commissioner Peterson seconded to approve accepting the resignation of Deputy Nelson and authorize to advertise for a part-time deputy. Motion carried unanimously.

The County previously sought proposals to review and possibly upgrade the LEC and Courthouse HVAC systems. Six companies took part in a walk through on May 24th and provided proposals. Administrator Pogge-Weaver recommended that even though another company submitted the lowest bid, due to them not having noting much experience in HVAC replacement in their proposal and not including much of a scope in their bid, that the County consider going with the second lowest bid submitted by EDI. After checking further with EDI, Administrator Pogge-Weaver found that their note regarding reimbursable expenses

would expected to only be around \$400 making their total bid around \$5300 which still leaves them as the second lowest. He also spoke to their references and other people their done projects for that weren't listed as references.

06-04-13-10 Commissioner Klemm moved and Commissioner Hendrickx seconded to accept the proposed bid from EDI for reviewing and possibly upgrading the LEC and Courthouse HVAC systems. Motion carried unanimously.

Parks and Drainage Supervisor Mike Johnson asked the board to consider authorizing the purchase of 87.92 acres of land for the Appleton Recreational Park for \$66,000 with the Appleton Project facilitating the purchase.

06-04-13-11 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the purchase price of \$66,000 to be paid to the Appleton Project. Commissioner Peterson also noted that these funds would be coming from grant money from the DNR and not from the General Fund. Motion carried unanimously.

Supervisor Johnson also asked the board to consider reimbursing the Appleton Project for the additional expenses incurred of \$6787.40 and suggested checking the Parks & Drainage budget at the end of the year to determine future payments to the Appleton Project.

06-04-13-12 Commissioner Hendrickx moved and Commissioner Rudningen seconded a motion to reimburse the Appleton Project for their expenses when the budget allows to make the Appleton Project whole and to let the Administration decide when that would be. Commissioner Peterson also noted that he would not want that to be right now as our current budget does not allow it. Motion carried unanimously.

Administrator Pogge-Weaver asked the board to review proposals for Life and Disability Insurance and to consider approving a new carrier as we were told in March that our premiums would be going up. He suggested switching from Assurant to Cigna for disability insurance as we would be having almost half of our current premium and to accept the new contract with MN Life that would save us 40%.

06-04-13-13 Commissioner Henrickx moved and Commissioner Peterson seconded the motion to approve the switch in disability insurance carrier from Assurant to Cigna and to accept the new contract with MN Life assuming there are no issues from the unions. Motion carried unanimously.

Administrator Pogge-Weaver also requested a motion to pay his dues to join Kiwanis from within the Administration Budget. Commissioner Klemm voiced his concerns about which organizations the County would back and also which positions within the County would be allowed to have dues to organizations paid with County funds. Commissioner Peterson pointed out that there is a line item in the budget for such things and that when Administrator Pogge-Weaver was hired it was impressed upon him to be active and visual in the community and that this is the type of membership that would accomplish that. He also noted that it is a part of his contract unlike other employees of the County. Commissioner Henrickx suggested that he would like it put in the policy how many organizations the County would fund and suggested we pay this one and the rest are up to the Administrator to pay on his own. He supports this membership as he is the "face of the

County” but would like to draw the line at one membership. Commissioner Rudningen pointed out that he is supporting the payment of the Kiwanis dues because it was brought to the board for discussion and not just paid even though it was left as a discretionary line of the budget but suggested that Administrator Pogge-Weaver look at all options and agreed that it should be limited to only paying the dues for one membership from County funds. He also did not think that the board should be determining which organization he should join. Commissioner Hendrickx also suggested that he would like to see meetings with city and township officials within the County. Commissioner Fox pointed out that Kiwanis is a Benson organization and he would like to see a membership in a more county wide organization but understands that there are also time restraints that may not allow that.

06-04-13-14 Commissioner Hendrickx moved and Commissioner Peterson seconded the motion to approve paying for Administrator Pogge-Weaver’s membership dues to Kiwanis out of the Administration budget. Motion carried four to one with Commissioner Klemm voting no.

Administrator Pogge-Weaver told the board that he would be switching the format of the 2014 budget to one within the existing IFS system to streamline the working and the actual budgets. This time he will also be showing actuals instead of just historical budgeting. Next Tuesday at 8:30am will be the kickoff meeting with staff where he will be giving the department heads the anticipated numbers for payroll and personnel in 2014 and he hopes to get the budget to the board by the end of July to review. Commissioner Hendrickx pointed out from our audit report that revenues and expenditures increased significantly from 2006 to 2012 and asked that there be some type of notes pointing out why that happened. He also pointed out that the audit showed that all funds show an average of 2.94 months of reserve and asked the board if that is something that the board is comfortable with. It was also discussed that General Obligation Bonds are available but the board did not show an interest in getting back into those.

06-04-13-14 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 10:35 AM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
June 18, 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 2013/2014 Tobacco License Renewals	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco License for establishments outside of municipalities are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: The following tobacco establishments have applied for Tobacco Licenses that run from July 1, 2013 to June 30, 2013: Ascheman Uni-mart & Deli, 224 Munsterman St N, Appleton Honebrink LLC, dba Brinks Beer Joint & Grill, 203 Danelz Ave, Benson Casey's General Store, 850 Munsterman St, Appleton Clontarf Municipal Liquor Store, 121 Main St, Clontarf Don's Food Pride, 41 West Sorenson, Appleton Dooley Petroleum, Inc., dba Kerkhoven Handi Shop, 608 Atlantic Ave, Kerkhoven Dooley Petroleum, Inc., dba Quality Family Foods, 1105 Atlantic Ave, Kerkhoven DeGraff Municipal Liquor Store, 305 Atlantic Ave, Degraff City of Appleton, dba House of Sprints, 240 W Snelling, Appleton Holloway Hideout, 111 Rand Street, Holloway	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The licenses have been reviewed by the County Attorney and County Sherriff. Both have signed off on the licenses. No violations of their licenses have been reported by Countryside Public Health in the past year.

Budget Information

FUNDING: n/a

Review/Recommendation

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

Board Action

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



Minnesota Department of Agriculture
Agronomy & Plant Protection Division

90 West Plato Boulevard • St. Paul, Mn 55107-2094
Telephone 651-296-6123
Fax: 651-297-2271

Swift County Agricultural Inspector's Annual Report & Workplan Summary



SWIFT COUNTY AGRICULTURAL INSPECTOR'S ANNUAL REPORT FOR 2012

(Required by Minnesota Statutes Section 18.81)

INSTRUCTIONS: Write or print legibly using black ink. Answer all questions and enter "N/A" if there is no activity. Submit the completed report to the Board of County Commissioners and to the area field representative of the Seed and Noxious Weed Unit by July 1.

County Agricultural Inspector Training			
Hours:	<input checked="" type="checkbox"/> Short course <input checked="" type="checkbox"/> District meetings	<input type="checkbox"/> Other (Specify):	
Local Weed Insp. Training - Annual Weed Meeting Attendance			
County commissioners:	5	City mayors:	0
		Township officers:	62
		Other: County Employees	
Administrative Activity			
Types of records:	<input checked="" type="checkbox"/> Activity <input type="checkbox"/> Phone record	<input type="checkbox"/> Computerized <input type="checkbox"/> Daily narrative	<input type="checkbox"/> Other (Specify):
Miles traveled as a county agricultural inspector:	<input type="checkbox"/> Personal vehicle <input checked="" type="checkbox"/> County vehicle:	Miles:	3800
Hours worked per week:	County agricultural inspector duties:	Other duties (not as a CAI):	35% 65%
Pesticide Program Activity			
Did you work on empty container or waste pesticide collection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, what was your role?	
Did you monitor applicator license tests?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Hours: 21	Other pesticide program activities (Specify):
General Education and Outreach Activity			
Did you have a county fair or other display booth?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, specify topic or theme:	General Information
Other education & outreach activity (Please list)	Spoke at Kiwanis Meeting on Emerald Ash Borer		
Biocontrol Program Activity			
Please specify tasks: <i>Leafy Spurge Collection Relocation and Monitoring</i>			

Comments: _____

Signatures: *Thomas Orr*
County Agricultural Inspector

AG-00184-12(12/00)

In accordance with the Americans with Disabilities Act, an alternative form of communication is available upon request: TTY: 1-800/627-3529

Noxious Weed Inspection			
No. of assistant weed inspectors appointed:	Townships: 5	Cities: 3	
No. of noxious weed inspection tours:	Townships: 13	Cities: 13	
Acres of wild or cultivated hemp:	Detected: 0	Controlled: 0	
Noxious Weed Control and Violation Follow-up			
Was a "General Weed Notice" published?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cost: \$ 402,75	
No. of landowner contacts (personal visit, telephone call, letter or postcard) made for voluntary compliance:			5
No. of cities with weed and grass control ordinances:	7	No. of notices served under ordinances:	22
No. of "Individual Notices" (Inspector's Notice #1):	Served: 0	Appealed:	
No. Cooperative Weed Control Agreements served:	1	Inspector's Authorization:	1
Seed, Fertilizer, and Feed Program Activity			
No. of Seed inspections:	3	No. of Screenings samples:	0
No. of official seed samples obtained:	Total: 20	Legal: 19	Warning: 1
No. of official fertilizer samples obtained:	Total: 0	Pass: 0	Deficient: 0
No. of official feed samples obtained:	Total: 0	Pass: 0	Violation: 0

Chairperson, Board of Commissioners (or Authorized Supervisor)

Hours for Swift County CAI Position for Fiscal Year 2013

Seed	Hours	Noxious Weed	Hours	Pesticide	Hours	Fertilizer	Hours	Feed	Hours	Other	Hours
Seed Sampling	21	Noxious Weed Inspection	350	Pesticide Applicator Testing	25	Fertilizer Sampling		Feed Sampling		Biological Control Implementation	98
Seed Inspecting	4	Noxious Weed Control & Education	20	Waste Pesticide Collection	4	Number of Fertilizer Samples Per Year ()		Number of Feed Samples Per Year ()			
Seed Education	2	Noxious Weed Violation Follow-up	9	Empty Pesticide Container Collection	4	Fertilizer Administration		Feed Administration			
Seed Training	0	Township Officer Training	16	Pesticide Applicator License Checks	0						
Number of Seed Samples Per Year ()		CAI Training	40	Retail Pesticide Inspections	0						
Seed Violation Follow-up	0	Noxious Weed Program Administration	40	Pesticide Administration	15						
Seed Program Administration	15										
Seed Program Subtotal	42	Noxious Weed Program Subtotal	475	Pesticide Program Subtotal	48	Fertilizer Program Subtotal	0	Feed Program Subtotal	0	Other Programs Subtotal	98
										Grand Total	663

Background Goal & Objective (Seed): The CAI's objective is to inspect a sufficient number of seed retail facilities, sample a sufficient number of seed lots, review as many seed advertisements as possible, and take appropriate enforcement action, whenever possible, in order to provide effective and uniform administration of the seed law and rules.

Background Goal & Objective (Noxious Weed): A CAI's objective is to see that all lands within the county are inspected for noxious weeds annually and obtain as high a level of voluntary compliance as possible. Cooperation from local governments in the inspection and enforcement of the noxious weed law is necessary in order to maximize the level of voluntary compliance. If voluntary compliance is not achieved, established enforcement procedures are to be used to obtain uniform compliance with the law in the county.

Background Goal & Objective (Fertilizer): The CAI's objective is to obtain a sufficient number of fertilizer samples from each of the bulk fertilizer retail dealers in order to make sure that the fertilizer offered for sale meets the nutrient guarantees.

Background Goal & Objective (Feed): The CAI's objective is to obtain an adequate number of feed samples from feed lots at feed manufacturing and feed retail facilities in order to assure that the feed offered for sale meets label requirements and claims.

Background Goal & Objective (Ag Chemical): A CAI's objective is to assist MDA staff in making sure agricultural chemicals are properly stored, used, and handled. A CAI will assist in the collection of waste pesticides and empty pesticide containers at collection sites within the county. A CAI may assist MDA staff in making sure only properly licensed individuals are applying pesticides within the county. A CAI may inspect retail facilities to make sure only registered pesticides are offered for sale within the county. A CAI may monitor pesticide applicator license tests to make sure pesticide applications within the county are conducted by properly trained and licensed personnel.

Please do the best you can to determine the following data. A summary of this data from all counties provides an important indication of the level of compliance with the noxious weed law on public lands. When compared to previous years, it can indicate a trend and that information is very useful for program planning.

	Miles Roadside Or Acres Noxious Weeds Controlled			Expenses For Noxious Weed Control	
	Mowed	Sprayed	Date Mowing Began	Spraying	Mowing
Townships	Miles	Miles		\$ 9,974.16	\$ 24,837.58
Cities	Miles	Miles		\$ 3,297.07	\$ 7,288.73
Counties	460.76 Miles	122 Miles		\$ 15,967.02	\$ 114,481.05
County Parks	Miles	1 Miles		\$ 275.00	\$
MNDOT	Miles	Miles		\$	\$
MNDNR	Miles	Miles		\$	\$
USFWS	36.6 Acres Miles	35 Acres Miles		\$ 3,500.00	\$ 750.00



CUSTOMER ORDER

Route # _____ Freq. Del _____
 Next Del _____ 1st Date Yr _____
 Acct # _____ Initial _____

DATE: 5/15/13 INSTALL DATE: 5/15/13
 NAME: Parks Drainage & Wetlands
 ADDRESS: PO Box 241
 PO BOX: _____
 CITY: Benson MINN ZIP 56215
 PHONE NUMBER: 320-843-5341
 EMAIL ADDRESS: _____
 SSN: _____
 DIRECTIONS: Swift Falls Park
 MAPCO COOR: _____ TOWNSHIP: _____
 CLOSEST INTERSECTION: _____

PURCHASE <input type="checkbox"/>		RENTAL <input checked="" type="checkbox"/>	CREDIT SCORE:
Model	Description	Price	
	<u>Cul med 10x40</u>	<u>\$25.00</u>	
Installation Charge		\$	
Salt	lbs. @ \$	per	
Bottle Deposit/Credit			
Security Deposit			
Coupons			
Other			
Tax		<u>1.72</u>	
TOTAL CHARGES		\$	
Less received with order Cash <input type="checkbox"/> Check # <input type="checkbox"/> CC <input type="checkbox"/>			
Credit Card type: _____ Security code: _____			
CC#: _____ Exp. Date: _____			
How to Bill: _____		BALANCE DUE <u>\$26.72</u>	

Private Home Apartment Commercial Municipal Supply Private Well

Occupants _____ Bathrooms _____ Automatic Washer Dishwasher

Estimate Water Usage _____ gal. per _____ Describe Odor _____

Bacteria _____ pH _____ TDS _____ Other _____ Hardness _____

Total Iron _____ Oxidized Iron _____ Soluble Iron _____

Pump Pressure Range _____ to _____ psi. Flow Rate _____ gpm

LIMITATIONS: VARIATIONS IN YOUR WATER SUPPLY FROM THE ABOVE ANALYSIS MAY AFFECT THE PERFORMANCE OF THIS EQUIPMENT. ADJUSTMENTS AND/OR ADDITIONAL EQUIPMENT MAY BE REQUIRED. THESE WILL BE PROVIDED AT OUR PREVAILING RATES.

ACCEPT

Gold Seal Plan
see contract for details

Home Salt/Bottled Water Delivery Program
Freq. existing

Term of equipment lease/rental is _____ months. Equipment may be subject to state sales tax. The total amount of lease/rental agreement may be billed if term stated is not fulfilled.

After initial term, service is provided on a month-to-month basis. One month's notice is required for removal or change of service rate. Service is billed in advance.

Customer can apply 6 months of rental payments toward purchase of equipment.

INSTALLATION INSTRUCTIONS, NOTES & DIAGRAMS:

Grains Capacity Required per Day _____

Salt Setting _____ lbs.	
Full Line	Hot Only
Bypass Outside	Cul-Flo Valve®
Bypass Kit. Cold	Basement
Meter Setting	Crawl Space
Utility Room	Outside
Garage	Entrance:
Type of Pipe	Diameter:

Added to other softener only 1 brine tank for both lower rate on 10x54 to \$25.00 mo.

THE TERMS OF THIS AGREEMENT ARE PRINTED ON BOTH SIDES OF THIS PAGE

DRIESSEN WATER, INC

Dealership 409 14th St S
 Address Benson MN 56215
 City Benson State MINN Zip Code 56215
 Representative Joel Norton Dealer Approval _____

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT. BY SIGNING BELOW YOU CONSENT TO US OBTAINING YOUR CREDIT REPORT IF NEEDED FOR OUR FILES.



Request for Board Action

BOARD MEETING DATE:
June 18, 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: Review proposals and consider entering into an agreement for professional services to provide an Employee Classification and Compensation Study for the County											
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes										
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a										
BACKGROUND/JUSTIFICATION: The county received 4 proposals to complete an Employee Classification and Compensation Study for the County. The proposals were as follows:											
<table border="0"> <thead> <tr> <th>Firm</th> <th>Proposal Amount</th> </tr> </thead> <tbody> <tr> <td>Fox Lawson & Associates</td> <td>\$27,500 - \$40,500</td> </tr> <tr> <td>Bjorklund Compensation Consulting</td> <td>\$28,500</td> </tr> <tr> <td>Springsted</td> <td>\$28,500 + reimbursable expenses up to \$1,800</td> </tr> <tr> <td>McGrath Consulting Group</td> <td>\$32,158</td> </tr> </tbody> </table>		Firm	Proposal Amount	Fox Lawson & Associates	\$27,500 - \$40,500	Bjorklund Compensation Consulting	\$28,500	Springsted	\$28,500 + reimbursable expenses up to \$1,800	McGrath Consulting Group	\$32,158
Firm	Proposal Amount										
Fox Lawson & Associates	\$27,500 - \$40,500										
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Springsted	\$28,500 + reimbursable expenses up to \$1,800										
McGrath Consulting Group	\$32,158										
<p>While all four firms are capable of doing the work there are some clear advantages between a few of the firms. Fox Lawson and Springsted have extensive experience in County organizations in Minnesota while Bjorklund's main focus is on School Districts and McGrath is an out-of-state firm with little experience in Minnesota.</p> <p>Springsted's approach actively includes both supervisors and employees in the process which builds credibility. Also, Springsted is currently under taking similar studies for Beltrami, Traverse, Renville, Todd and Wabasha Counties. Due to this, Springsted is actively collecting compensation data from other counties that can be used as part of the market analysis which will allow them to meet our timelines in contract negotiations this fall. Finally, Springsted's proposal would not exceed \$30,300 while Fox Lawson's could run as high as \$40,500.</p> <p>For those reasons, I am recommending that the County hire Springsted to complete the Employee Classification and Compensation Study for the County.</p>											
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Approved an RFP on May 21st.											

Budget Information

FUNDING: Due to the retirements in the Auditor's office, this study can be covered from savings in payroll with some additional funds coming from the Administration Budget.

Employee Classification and Compensation Study for the County Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Contract will be reviewed before it is signed	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Board Action

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