

Notice & Agenda

Swift County Board of Commissioners

Tuesday, August 20, 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 August 6, 2013 |
| | 4 | (2) Minutes August 6, 2013 – Executive Session |
| 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. | | Sheriff John Holtz |
| | 5-7 | Public Hearing and consider possible first reading of a social host ordinance. |
| 11:35 a.m. | | Environmental Services Director Scott Collins |
| | 8-11 | Consider approval of Conditional Use Permit #4345 for David Olson & Duininck, Inc. for the excavation of granular borrow material for county highway project. |
| 11:45 a.m. | | County Engineer Andy Sander |
| | 12-16 | Consider approval of a contract for 911 directional sign replacement |
| | | Other Business |
| | 17-21 | Discussion on County Organizational Changes (continued from Aug 6 th) |
| | None | 2014 Budget Discussion |
| 12:00 p.m. | | Adjournment |

(Note: The board may consider taking a lunch break and continue discussion on the 2014 Budget in the afternoon. A decision on holding an afternoon session will be made at the meeting on the August 20th.)

SWIFT COUNTY BOARD MINUTES

August 6, 2013

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

Chairman Fox asked if there were any additions to the Agenda. Administrator Pogge-Weaver asked the board to add a request from the Swift County Sheriff, John Holtz, for a public hearing to discuss a social host ordinance and another request from Sherriff Holtz to approve the hiring of a part-time Communications and Corrections Officer.

08-06-13-01 Commissioner Peterson moved and Commissioner Klemm seconded to approve the agenda with the additions of requests from Sheriff Holtz for a public hearing and to hire a part-time Communications and Corrections Officer. Motion carried unanimously.

08-06-13-02 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of July 16, 2013, and consideration for approving an amendment to the joint powers agreement for the Southwestern Minnesota Adult Mental Health Consortium. 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, Chippewa River, Labor Negotiation Training, Hospital Finance, and Hospital Board. Commissioner Klemm reported on Prairie Lakes, DAC, Safety Committee, Labor Negotiation Training, Extension, and RDA. Commissioner Peterson reported on Prairie Five, HRA, and 6W Corrections. Commissioner Rudningen reported on Labor Negotiation Training and Extension. Commissioner Hendrickx reported on 6W Corrections, RDC, and Southern Prairie Community Care.

Administrator Pogge-Weaver explained to the board that he did not have the budget reports to hand out he had not heard back anything regarding our 2014 health insurance premiums. He asked the board to consider holding a special meeting on August 27th as an option if one is needed and also reported that FEMA was on-site today and he would be meeting with them later in the day. Administrator Pogge-Weaver invited the board members to Lean 101 Training on September 16th and pointed out that he would be leaving at 6:30 AM and would return at approximately 8 PM. He reported that the Classification and Compensation Kick Off Meeting had been held and the employees were to be completing job audits which would then go to their Supervisors before being returned to Springsted. Finally, he briefed the board on what was discussed at the Leadership Round Table.

Chairman Fox asked if there were any Citizens Comments and there were none.

Dale Schlieman and Sheri Gades gave the board an annual update on the Swift County Soil and Water Conservation District.

HRA Director Vickie Syverson asked the board to approve the appointment of Lindsey Knutson to the HRA Board to fill Jackie Anderson's position through 2013 and then also for the next 5 year term. She also updated the board on the Small Cities Grant.

08-06-13-03 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the appointment of Lindsey Knutson to the HRA Board. Motion carried unanimously.

Sheriff John Holtz introduced CCO Supervisor Tracy Koosman who is taking over when Marlene Giese retires and also asked the board to accept the resignation of Neil Henriksen from the Sheriff's Department.

08-06-13-04 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve the acceptance of Neil Henriksen's resignation as Sheriff Deputy. Motion carried unanimously.

Sheriff Holtz then asked the board to consider hiring Mike Fugleberg as a part-time CCO to take the place of Jill Burdorf-Cook who took the full-time CCO position.

08-06-13-05 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the hiring of Mike Fugleberg as a part-time Communications and Corrections Officer. Motion carried unanimously.

CCO Supervisor Marlene Giese reported that the County passed the onsite jail inspection done by the State of Minnesota Department of Corrections and pointed out that there will be another inspection next year due to the change in CCO Supervisors. Supervisor Giese reported that the jail received higher scores than the prior inspection. She said that the State is requiring mandatory evacuation drills which the jail was not performing and a plan or policy for daily facility inspections. These requirements are due to the State by September 10th. The State also made a few suggestions and offered some policy guidelines.

Sheriff Holtz requested a public hearing be set to discuss a social host ordinance regarding hosts of underage parties. He pointed out that all of the surrounding communities have an ordinance in place already and that it would help when applying for Toward Zero Death (TZD) grants.

08-06-13-06 Commissioner Klemm moved and Commissioner Rudningen seconded to approve setting a Public Hearing regarding a social host ordinance for Tuesday, August 20th during the regular board meeting. Motion carried unanimously.

Engineer Andy Sander asked the board to consider accepting a letter of resignation from Brian Knutson as Maintenance Worker III.

08-06-13-07 Commissioner Hendrickx moved and Commissioner Rudningen seconded to accept the resignation of Brian Knutson. Motion carried unanimously.

Engineer Sander asked the board to authorize the hiring of a Maintenance Worker III to replace Knutson.

08-06-13-08 Commissioner Rudningen moved and Commissioner Klemm seconded to approve the hiring of a Maintenance Worker III. Motion carried unanimously.

Engineer Sander asked the board for a motion to accept a bid from Koehl Excavating to grade County Road 73.

08-06-13-09 Commissioner Klemm moved and Commissioner Hendrickx seconded to approve the bid of \$358,439.27 from Koehl Excavating for County Grading Project CP 12-01 on County Road 73. Motion carried unanimously.

A representative from Pillsbury Township asked the board to consider reimbursing the township for the 9 inch bracket type 911 signage they purchased for the tar roads in their township.

08-06-13-10 Commissioner Hendrickx moved and Commissioner Peterson seconded to not reimburse Pillsbury Township for the 911 signs purchased by the township totaling \$2264.60 and not allow the signs to be used in the township as they are different than the signs already being ordered by the County. Motion carried 4-1 with Commissioner Rudningen opposing the motion.

Administrator Pogge-Weaver addressed the suggestion that the County hold a special election on November 5th to ask the question of whether the Treasurer position should remain an elected position or be changed to an appointed position. He pointed out that the Cities of Appleton and Benson as well as the KMS and Benson School Districts may be holding special elections on November 5th so the County could potentially recapture some of the cost of the election which would bring the cost to approximately \$6000 to add the question to the November ballot.

08-06-13-11 Commissioner Hendrickx moved and Commissioner Peterson seconded to form a sub-committee of

Commissioner Fox and Commissioner Rudningen to meet with the current Treasurer, Ron Vadnais, and bring a recommendation to the full board of whether to place on the November ballot the question of possibly moving the County Treasurer from an elected position to an appointed position.

08-06-13-12 Commissioner Peterson moved and Commissioner Rudningen seconded to move to closed session.

08-06-13-13 Commissioner Hendrickx moved and Commissioner Rudningen seconded to recess the regular meeting and go into a closed session to complete a six month performance review of County Administrator Michel Pogge-Weaver pursuant to Minnesota Statute 13D.03, Subd 3. Motion carried.

The regular meeting recessed to the closed session at 10:28 AM.

The regular meeting reconvened at 10:45 AM.

08-06-13-14 Commissioner Hendrickx moved and Commissioner Klemm seconded to give Administrator Pogge-Weaver a favorable rating based on the Department Heads' and Commissioners' reviews. Motion carried unanimously.

08-06-13-15 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 10:47 AM.

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
August 6, 2013

Date convened: Tuesday, August 6, 2013

Time Convened: 10:28 AM

Time adjourned: 10:45 AM

Members Present: Commissioners Fox, Hendrickx, Klemm, Peterson, and Rudningen

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver

Purpose: To evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statue 13D.03, Subd 3 for a scheduled six month performance review of County Administration Michel Pogge-Weaver

Chairman Fox called the executive session to order at 10:26 AM with all members present as well as County Administrator Mike Pogge-Weaver. The Board reviewed Department Heads' and Commissioners' evaluation forms and gave verbal feedback to Mr. Pogge-Weaver on his performance to date. The review was favorable.

No formal action was taken during the executive session.

08-06-13-1-ExS Commissioner Peterson moved and Commissioner Klemm seconded to adjourn. Motion carried.

Executive Session adjourned at 10:45 AM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
August 20, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|--------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Sheriff | REQUESTOR: John Holtz | REQUESTOR PHONE: 320-314-8350 |
|------------------------------------|--------------------------|----------------------------------|

Agenda Item Details

| | |
|--|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Public hearing and consider possible 1st reading of a social host ordinance. | |
| AGENDA YOU ARE REQUESTING TIME ON: 11:25 am | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: n/a |
| BACKGROUND/JUSTIFICATION: The purpose of this ordinance is to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. As an ordinance the Board is required to hold a public hearing, notice was published in the Swift County Monitor News on August 13, 2013. Additionally, the board would need to approve two readings of the proposed ordinance at two separate meetings. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None | |

Budget Information

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|---------------|
| FUNDING: None |
|---------------|

Review/Recommendation

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

Board Action

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

SAMPLE

ORDINANCE NO. _____

SOCIAL HOST ORDINANCE

This ordinance prohibits, and establishes penalties for, any person hosting an event or gathering where alcohol is present and being possessed or consumed by persons under twenty-one (21) years of age.

Be it enacted by the _____ [City Council / County Board of Commissioners], as follows:

Subd. 1. **Purpose and Findings.** The _____ [City Council / County Board of Commissioners] intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. The _____ [City Council / County Board of Commissioners] finds that:

- (a) Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.
- (b) Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic collisions.
- (c) Alcohol is an addictive drug which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.
- (d) Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances provide the alcohol.
- (e) Even though giving or furnishing alcohol to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.
- (f) A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

Subd. 2. **Authority.** This ordinance is enacted pursuant to Minn. Stat. §145A.05 subdivision 1.

Subd. 3. **Definitions.** For purposes of this ordinance, the following terms have the following meanings:

- (a) Alcohol. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.
- (b) Alcoholic beverage. "Alcoholic beverage" means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, liquor, wine, or beer, and which contains one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.
- (c) Event or gathering. "Event or gathering" means any group of three or more persons who have assembled or gathered together for a social occasion or other activity.
- (d) Host. "Host" means to aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.
- (e) Parent. "Parent" means any person having legal custody of a juvenile:
 - (1) As natural, adoptive parent, or step-parent;
 - (2) As a legal guardian; or
 - (3) As a person to whom legal custody has been given by order of the court.
- (f) Person. "Person" means any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

over

- (g) Residence or Premises. "Residence" or "premises" means any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.
- (h) Underage Person. "Underage person" is any individual under twenty-one (21) years of age.

Subd. 4. **Prohibited Acts.**

- (a) It is unlawful for any person(s) to:
 - (1) host or allow an event or gathering;
 - (2) at any residence, premises, or any other private or public property;
 - (3) where alcohol or alcoholic beverages are present;
 - (4) when the person knows or reasonably should know that an underage person will or does;
 - (i) consume any alcohol or alcoholic beverage; or
 - (ii) possess any alcohol or alcoholic beverage with the intent to consume it; and
 - (5) the person fails to take reasonable steps to prevent possession or consumption by the underage person(s)
- (b) A person is criminally responsible for violating Subdivision 4(a) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.
- (c) A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

Subd. 5. **Exceptions.**

- (a) This ordinance does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.
- (b) This ordinance does not apply to legally protected religious observances.
- (c) This ordinance does not apply to retail intoxicating liquor or 3.2 percent malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat. §340A.503 Subd. 1 (a) (1).
- (d) This ordinance does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

Subd. 6. **Enforcement.** This ordinance can be enforced by any police officer or sheriff's deputy in the county.

Subd. 7. **Severability.** If any section, subsection, sentence, clause, phrase, word, or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

Subd. 8. **Penalty.** Violation of Subdivision 4 is a misdemeanor.

Subd. 9. **Effective Date.** This ordinance shall take effect thirty (30) days following its final passage and adoption.



Request for Board Action

BOARD MEETING DATE:
August 20, 2013

Commissioner's Report

Department Information

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|---|-----------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Environmental Services | REQUESTOR: Scott Collins | REQUESTOR PHONE: 320-843-2356 |
|---|-----------------------------|----------------------------------|

Agenda Item Details

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|--|--|
| BRIEF DESCRIPTION OF YOUR REQUEST: Approval of Conditional Use Permit for David Olson & Duininck, Inc. for the excavation of granular borrow material for county highway project. | |
| AGENDA YOU ARE REQUESTING TIME ON: 11:35 am | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? | Planning Commission will consider approval on August 15, 2013 with special conditions. |

Budget Information

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| FUNDING: N/A |
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Review/Recommendation

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

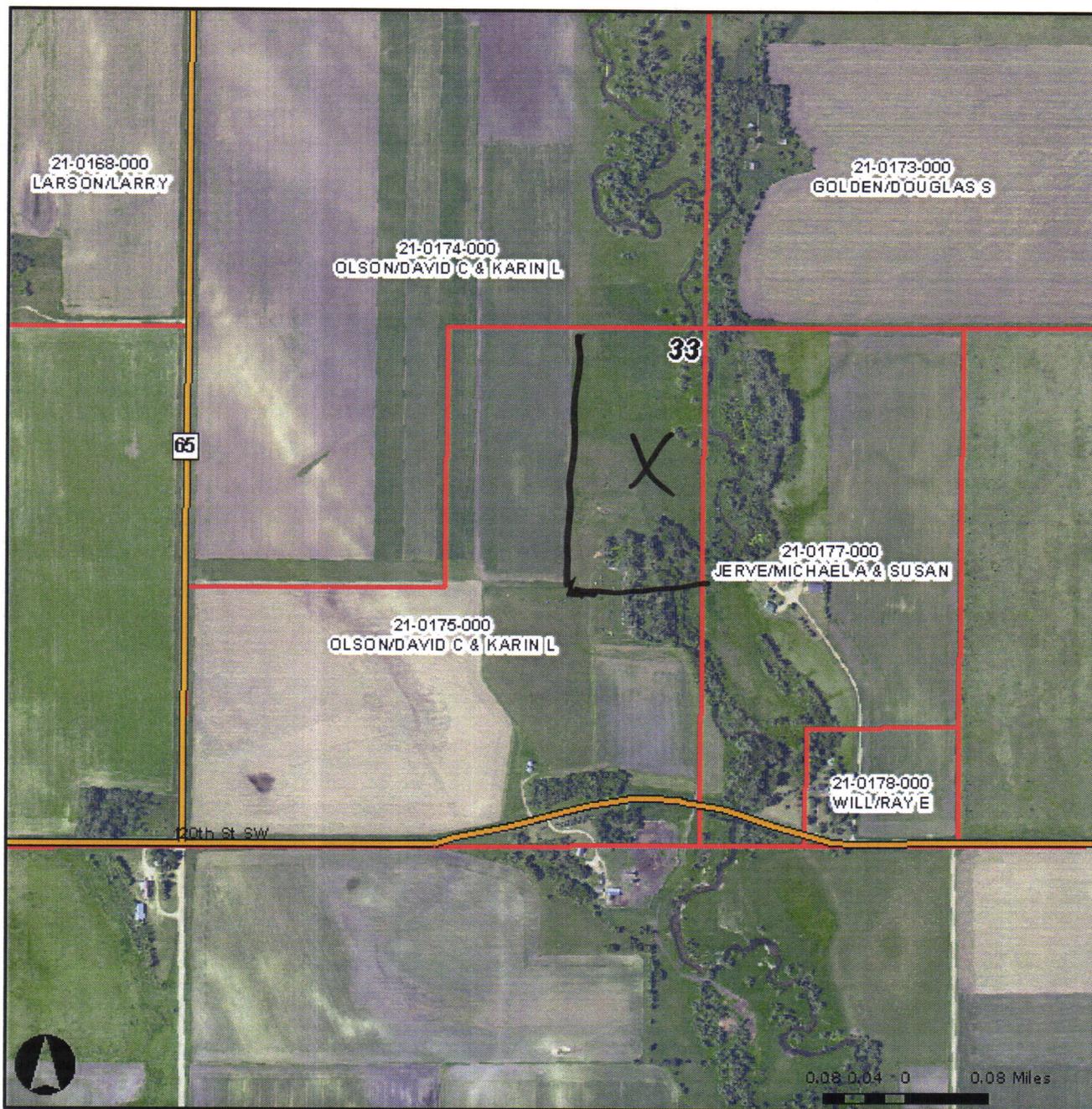
Board Action

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

Proposed Special Conditions
#4345
David Olson-Duininck, Inc.

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 environmental rules and regulations as they may apply to the project.
3. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by the applicant 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.
4. Granting of the Conditional Use Permit shall be for the plans submitted with this initial plan only.
5. 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.
6. No stock, overbearing, etc. shall be located less than 100 feet from the centerline of a road or 75 feet from the right-of-way line, whichever is greater.
7. Surface water drainage in the area cannot be disturbed.
8. Compliance with the preceding conditions shall be the responsibility of the property owner. Failure to comply with these conditions shall be cause for revoking this permit until conditions are corrected.
9. The pit owner or operator will repair roads that are damaged due to the activities of the pit to their pre-existing condition.
10. This Conditional Use Permit #4345 shall expire one year from the date of issuance if the permit is not utilized.
11. Violation of any of the above-stated conditions may result in revocation of this Conditional Use Permit.

Map



Section Labels

Roads

- Alley
- CSAH
- City
- County

Roads (continued)

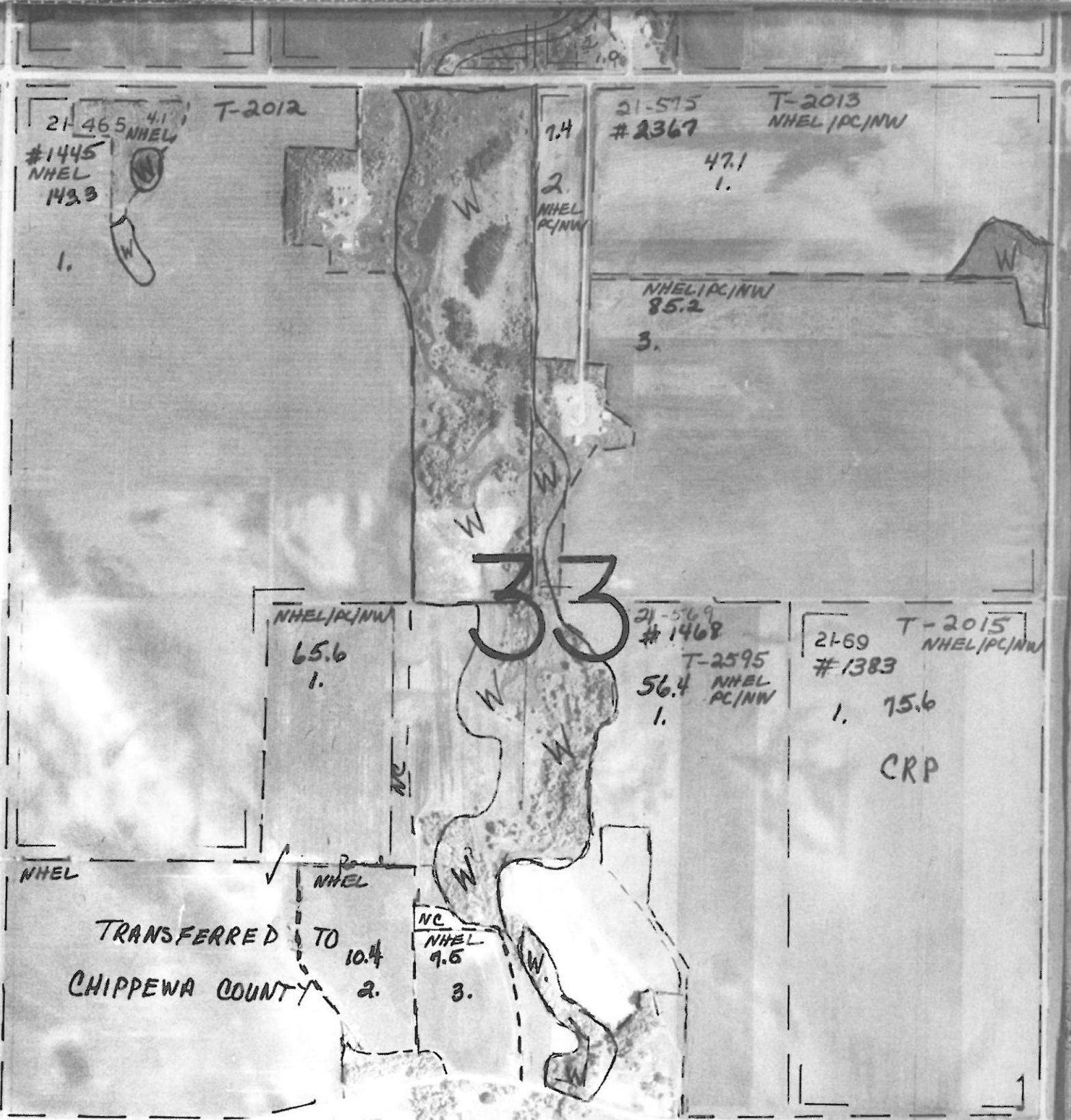
- State
- Township
- US
- Railroad
- + Parcels



Lakes

- Municipal Boundaries
- 2010 FSA
- Red: Band_1
- Green: Band_2
- Blue: Band_3

T = TRACT NUMBER | MT = MULTIPLE TRACT NUMBER | HEL = HIGHLY ERODIBLE LAND | MW = MINIMAL EFFECT WETLAND (EXEMPT)
 W = WETLAND | CW = CONVERTED WETLAND | NHEL = NON-HIGHLY ERODIBLE | MWC, MWM, MWR = SPECIAL COND. (SEE SCS)
 FW = FARMED WETLAND | NA = NON-AGRICULTURAL | PC = PRIOR CONVERTED WETLAND | NC = NON-CROPLAND | PHOTO NO.
 NW = NON-WETLAND | AW = ARTIFICIAL WETLAND | ECW = EXEMPT (COMMENCED) CONVERTED WETLAND
 COUNTY SWIFT | NOT TO BE REPRODUCED | CROP | I-8
 SCALE Feb. 1992 | YR.





Request for Board Action

BOARD MEETING DATE:
August 20th, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|-----------------------------|------------------------------------|
| ORIGINATING DEPARTMENT: Highway | REQUESTOR: Andrew Sander | REQUESTOR PHONE: (320) 842-5251 |
|------------------------------------|-----------------------------|------------------------------------|

Agenda Item Details

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|--|--|
| BRIEF DESCRIPTION OF YOUR REQUEST: Approval of the County Wide Signage Bids | |
| AGENDA YOU ARE REQUESTING TIME ON: 11:45 am | ARE YOU SEEKING APPROVAL OF A CONTRACT? yes |
| IS THIS MANDATED? No | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: County Wide Street Signs | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above | |

Budget Information

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|-------------------------------|
| FUNDING: County and townships |
|-------------------------------|

Review/Recommendation

| | |
|----------------------------------|---|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Under review | RECOMMENDATIONS: Table |
| COMMENTS: n/a | COMMENTS: The attached letter was sent to each township chair and clerk on August 15. I would recommend that the board wait until your September 3 meeting so individual townships have time to respond. |

Board Action

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

ADDRESS SIGNS SWIFT COUNTY

| COMPANY | DESCRIPTION HIP | QUANTITY | COST | TOTAL |
|--------------|--------------------|----------|---------|--------------------|
| LYLE SIGNS | 9 X 30 | 1302 | \$14.79 | \$19,256.58 |
| | 12 X 30 | 822 | \$18.80 | \$15,453.60 |
| | 9 X 36 | 780 | \$19.41 | \$15,139.80 |
| | 12 X 36 | 388 | \$23.93 | \$9,284.84 |
| | | | | \$59,134.82 |
| NEWMAN SIGNS | 9 X 30 | 1302 | \$17.84 | \$23,227.68 |
| | 12 X 30 | 822 | \$20.92 | \$17,196.24 |
| | 9 X 36 | 780 | \$19.58 | \$15,272.40 |
| | 12 X 36 | 388 | \$23.22 | \$9,009.36 |
| | | | | \$64,705.68 |

| COMPANY | DESCRIPTION DG3 | QUANTITY | COST | TOTAL |
|--------------|--------------------|----------|---------|--------------------|
| LYLE SIGNS | 9 X 30 | 1302 | \$24.10 | \$31,378.20 |
| | 12 X 30 | 822 | \$31.14 | \$25,597.08 |
| | 9 X 36 | 780 | \$30.93 | \$24,125.40 |
| | 12 X 36 | 388 | \$39.02 | \$15,139.76 |
| | | | | \$96,240.44 |
| NEWMAN SIGNS | 9 X 30 | 1302 | \$23.26 | \$30,284.52 |
| | 12 X 30 | 822 | \$28.15 | \$23,139.30 |
| | 9 X 36 | 780 | \$26.07 | \$20,334.60 |
| | 12 X 36 | 388 | \$32.04 | \$12,431.52 |
| | | | | \$86,189.94 |

| COMPANY | DESCRIPTION SIGN POST | QUANTITY | COST | TOTAL |
|---------------|--------------------------|----------|---------|-------------|
| 3D SPECIATIES | SIGN POST | 823 | \$59.32 | \$48,820.36 |
| | | | | \$48,820.36 |
| NEWMAN SIGNS | SIGN POST | 823 | \$62.00 | \$51,026.00 |
| | | | | \$51,026.00 |

| COMPANY | DESCRIPTION | QUANTITY | COST | TOTAL |
|------------------------------------|--------------|----------|---------|-------------|
| JAAK, LLC | INSTALLATION | 823 | \$54.00 | \$44,442.00 |
| PERCISION ROADWAY SERVICES, LLC | INSTALLATION | 823 | \$60.75 | \$49,997.25 |
| A&H CO, INC. | INSTALLATION | 823 | \$65.00 | \$53,495.00 |
| ID SIGN SOLUTIONS, LLC | INSTALLATION | 823 | \$70.02 | \$57,626.46 |

TOTAL **\$152,397.18**



SWIFT COUNTY ADMINISTRATION

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

SAMPLE LETTER

August 15, 2013

Gerald Aarhus, Chair
West Bank Township
895 100th Ave SW
Danvers, MN 56231

Dear Chair Aarhus:

At the 2013 annual township association meeting, a committee was appointed to develop specifications and send out bid requests to replace all of the 911 directional signs in the County.

The County plans to pay for all signs on State and County Highways. Townships are responsible for purchasing and installing the signs on all of their intersections. Bids for the project were received and opened on Wednesday, August 14th. The bid price includes the signs, posts, hardware, and installation. Based on the bids the cost to West Bank Township is:

| <u>Number of Locations</u> | <u>Total Estimated Cost</u> <u>(Includes 10% contingency)</u> |
|----------------------------|--|
| 13 | \$2,629.09 |

If you choose for the County to proceed with the signs for your township, you will be billed for the actual cost of the work upon completion with payment due by January 31, 2014. If you need other payment arrangements, please contact me so we can discuss your specific situation.

The County Board plans to proceed with the project at their board meeting at 9:00 AM on September 3, 2013. We ask that you return the enclosed response form to us by Monday, August 26th. If we don't receive a response from you, based on the approval at the annual township meeting the County will proceed with installing the sign and bill the Township for the actual cost to install the signs.

If you have any questions please feel free to contact me.

Sincerely,

Mike Pogge-Weaver
County Administrator

cc: Bernard Tvedt, Clerk (no pre-paid return envelope)

2013 - 911 directional sign replacement project
West Bank Township

Estimated cost to replace 911 directional signage on Township road for West Bank Township:

| | |
|-----------------------------------|--|
| <u>Number of Locations</u> | <u>Total Estimated Cost</u> <u>(Includes 10% contingency)</u> |
| 13 | \$2,629.09 |

- Yes, proceed with installing the signs on township roads in West Bank Township.
- No, do not install new 911 directional signage on township roads in West Bank Township.

Chair

Please, return this form in the enclosed pre-paid envelope (sent to the Chair) by Monday, August 26th. If we don't receive a response, based on the approval at the Annual Township meeting the County will proceed with installing the signs and bill the Township for actual costs.



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 *MPW*
Date: August 15, 2013
Re: Discussion on County Organizational Changes

Summary

At the August 6 meeting, the board appointed Commissioners Fox and Rudningen to meet with County Treasurer Vadnais and myself to consider placing on the November 5, 2013 ballot a question on moving the County Treasurer from an elected to an appointed position.

The subcommittee met and discussed the issue for nearly two hours on August 7th. At this time, the group is recommending that the question not be placed on the ballot in 2013. Additionally, they recommend having a discussion on the topic in the spring of 2014 with the possibility of adding it to the November 2014 ballot.

Attached is a copy of the memo that was distributed to the Board on August 6.

Recommendation

Discuss and take an action.



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 *MPW*
Date: August 6, 2013
Re: Discussion on County Organizational Changes

Action(s) Requested

Review the possibility of moving to an appointed County Treasurer and direct staff on how to proceed.

Summary

With the number of regular and special elections that are currently planned in Swift County for November 5, a request was made to outline the process for placing the question on moving the County Treasurer from an elected to an appointed position on the November ballot. This memo will cover the following:

- Background
- Process
- Ballot language
- Cost to add a countywide ballot question
- Appointment of the Current County Treasurer
- Recommendation

Background

In 2011/2012 the Swift County Board of Commissioners engaged the services of Jim Mulder who assisted the Board in reviewing various organizational structures due to the pending retirements of the County Auditor and County Recorder. Out of four options (Status Quo, Hire-Appoint, Combined Auditor-Treasurer, and variations of the options) the Board chose a variation of the options by placing a question on the November 2012 ballot to have the County Auditor and County Recorder positions be appointed (allowed under MS 375A.10) and leave the County Treasurer as an elected position. The Board also acknowledged at the time that they would prefer to move to an appointed County Treasurer in the long run.

With the City of Benson and KMS School District planning to hold elections in November and with talk of the City of Appleton and the Benson School District also potentially holding special elections, the question was asked if the County should consider moving to an appointed Treasurer position at this point in time.

Process

MS 375A requires a public referendum to move from an elected to appointed County Treasurer. The Board would need to adopt a resolution to place the matter on the ballot. The decision to place the question on the November 5 election ballot must be made by September 4, 2013.

Why Now

With the change from elected to appointed Auditor and Recorder positions and the hiring of a County Administrator, there are a number of changes that are currently occurring throughout the organization. While the current Treasurer has been supportive of changes, moving to an appointed Treasurer now ensures that the Board can implement an organizational structure that they desire, that is streamlined line, increases overall performance, and adds efficiencies. Moving to an appointed Treasurer is not about getting rid of an individual but rather aligns the current talents and, in my view, keeps a valuable individual that has a lot to offer the County organization.

Ballot Language

If the question would be placed on the ballot, the following language could be used. (Note: This follows the format of the ballot language that was used in November of 2012 for the County Auditor and the County Recorder positions.)

County Questions

To vote for a question, completely fill in the oval next to the word “YES” on that question. To vote against a question, completely fill in the oval next to the word “NO” on that question.

County Question 1

Approval of the Swift County Board of Commissioners proposal to appoint the Office of County Treasurer.

May the Minnesota Statue that allows for the hiring/appointment of the County Treasurer in Swift County by implemented by the Swift County Board?

Yes

No

Cost of a special election

Based on the cost for the special legislative election held in the spring of 2012, it is estimated that it would cost approximately \$9,200 to run a countywide special election in November. It is estimated that the County would be able to recapture approximately a third of the cost of the election from the City of Benson and KMS school District for ballots, supplies, election machines, advertising, and election judges. Thus it would cost the County ±\$6,000 to add the question to the November ballot.

Appointment of Current County Treasurer

When moving to appointed County positions, some counties have chosen to enter into agreements with the current office holder to give them comfort level with a proposed change. If the Board chooses to move forward with this proposal, they should consider meeting with County Treasurer Ron Vadnais to discuss his concerns and see if a future structure and agreement could be reached where he would support such a change. Attached is a resolution prepared by Kristi Hastings, the County's Labor Attorney, which attempts to develop some comfort level for the Board and Mr. Vadnais. This was drafted without consulting Mr. Vadnais nor the Board as a whole and is a starting point for potential discussions.

Recommendation

If the board desires to consider moving to an appointed County Treasurer position then I would recommend that they establish a subcommittee of the Board to meet and discuss the proposal and report back to the full board on August 20.

RESOLUTION OF THE SWIFT COUNTY BOARD OF COMMISSIONERS

WHEREAS, the position of County Treasurer in Swift County, Minnesota, has historically been an elected position, and

WHEREAS, on November 5, 2013, the voters of Swift County, Minnesota, upon a proper referendum, will be voting on whether to change the position of County Treasurer from an elected to appointed position, and

WHEREAS, Mr. Ronald A. Vadnais, was elected as County Treasurer on January 1, 2010, to a four-year term ending on December 31, 2014, and

WHEREAS, Mr. Ronald A. Vadnais, will be serving as County Treasurer on the date the voters decide whether to change the position of County Treasurer from elected to appointed and

WHEREAS, if the voters decide to change the position of County Treasurer from elected to appointed, the Board of Commissioners of Swift County, Minnesota, wishes to provide employment assurances to Mr. Ronald A. Vadnais, in the form of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners in and for the County of Swift, Minnesota, that pursuant to Minnesota Statute §382.01, §375A.10 and other applicable Minnesota Statutes and Rules, that on the recommendation of the Board of Commissioners, if the voters decide to change the position of County Treasurer from elected to appointed in November 2013:

1. Mr. Ronald A. Vadnais will be duly appointed as a County Department Head for the remainder of the four-year term which commenced on January 1, 2010, and expires on December 31, 2014.
2. Thereafter, Mr. Ronald A. Vadnais shall be reappointed as a County Department Head until such time as the Board of Commissioners determines that his appointment shall cease, or until such time as Mr. Ronald A. Vadnais resigns his position.

If the voters do not change the position of County Treasurer from elected to appointed in November 2013, this Resolution will be rescinded by the Board of Commissioners and be of no effect.

The motion for the adoption of the foregoing Resolution was duly seconded by Commissioner _____ and, upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____; whereupon said Resolution was declared duly passed and adopted.

SWIFT COUNTY

Board Chair

Date: _____