

Notice & Agenda

Swift County Board of Commissioners

Tuesday, November 5, 2013

9:00 AM

Swift County Board Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-3	(1) Minutes from the October 15, 2013 Meeting
	4	(2) Minutes from the October 15, 2013 Executive Session Meeting
	5	(3) Consider accepting a donation from Burlington Northern - Santa Fe Railroad in the amount of \$5,000 and Agralite Round Up Funds in the amount of \$500 for use by Restorative Justice in 2014.
	6	(4) Consider approving appointments to the Swift County Extension Committee
	7	(5) Consider approving appointments to the County Technology Committee
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:25 a.m.		Update by Liz Auch, Countryside public Health Administrator
9:55 a.m.		Emergency Management Director Bill McGeary
	8-10	Public hearing on an amendment to the Swift County All-Hazard Mitigation Plan.
10:05 a.m.		Environmental Services Director Scott Collins
	11-12	Public hearing and consider taking action on a proposed increase on the solid waste assessment.
	13-17	Consider approval of Conditional Use Permit (CUP) #4388 for Gerald Ostebauer (Owner)/AT&T Mobility (Lessee) to add a fiber optic line to an existing cellular communications tower.
	18-19	Consider request by Glacial Plains Coop to spread soil in Torning township

Swift County Board of Commissioners
November 5, 2013 Meeting Agenda
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<u>Time</u>	<u>Reference</u>	<u>Item</u>
10:20 a.m.		County Engineer Andy Sander
	20-21	Consider approving the purchase of a truck with snow plow equipment
	22-24	Discussion on paving County Road 51 to accommodate a segment of the MN River State Trail.
		Other Business
	25-26	Consider approving Memorandums of Understanding with LELS Local 10 and AFSCME Local 2538 related to health insurance
	27	Consider revisions to the County Policy related to Health Care Savings Arrangement and Health Savings Accounts
	28-29	Consider approving the hiring of Duggan Regan
	30	Consider approving MCIT voting delegates.
	31	Consider approving AMC voting delegates.
	32	Employment Updates (FYI)
		Closed session to consider strategy for labor negotiations
		Consider approving a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)
		Closed session to consider strategy for labor negotiations
		Adjourn close session and return to open session
11:30 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

October 15, 2013

Chairman Fox called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Auditor Kim Saterbak, County Attorney Robin Finke, and Payroll Officer/General Assistant Amanda Ness.

Chairman Fox pointed out that there was an addition to the Consent Agenda for the Woodland Centers contract.

10-15-13-01 Commissioner Klemm moved and Commissioner Peterson seconded to approve the agenda. Motion carried unanimously.

10-15-13-02 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Consent Agenda which consisted of the Regular Session and Executive Session Board Meeting Minutes of October 1, 2013 and the approval of the Woodland Centers contract. Motion carried unanimously.

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

10-15-13-03 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the Commissioner warrants as follows: Revenue: \$136,197.85; Solid Waste: \$32,755.05; County Ditches: \$17,040.43; State Fund Agency: \$12.00; and Road and Bridge: \$270,779.79 which includes the following bills over \$2,000: Alternative Micrographics, \$15,476.43; Central Specialties Inc, \$176,168.20; Claussen Properties Inc, \$5,993.93; CNH, \$38,782.06; Comm of Finance, \$2,438.00; Computer Professionals Inc, \$5,437.61; Domat's Family Foods, \$5,221.81; Duinink Inc, \$48,482.90; Clifford W Emmert, \$2,732.75; Fairview Logistics, \$7,152.50; Holiday Fleet, \$2,283.59; Kandiyohi County Sheriffs Dept, \$2,025.00; Lyle Signs Inc, \$27,235.13; Ron Ringquist, \$4,686.40; Royal Tire Inc, \$3,967.74; Soil Conservation Office, \$11,250.00; Swift County Monitor News, \$3,634.65; University of Minnesota, \$17,419.50; Yellow Medicine County Highway, \$4,182.04; Ziegler Inc, \$31,852.04. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on Woodland Centers, Restorative Justice, Policy Committee, and the Southwestern Mental Health Consortium. Commissioner Klemm reported on SCEMO and the health insurance meeting. Commissioner Peterson gave an update on the Community Action Council as there was no meeting, Supporting Hands Nurse and Family Partnership, 6W Corrections, and the Policy Committee meeting. Commissioner Rudningen reported on SCEMO. Commissioner Hendrickx reported on Woodland Centers, SPCC, Prairie Waters, and Planning and Zoning.

Administrator Pogge-Weaver updated the board on the possible repercussions of the government shutdown, the health insurance meetings, and SCEMO.

Superintendent Dennis Laumeier, of Benson Public Schools, gave the board an update on the school's upcoming levy referendum.

Environmental Services Director Scott Collins brought to the board Conditional Use Permit #4381 for Claussen Properties, Inc., owner, and Wade Larson, purchaser, to construct a commercial powder coating facility. Director Collins pointed out that there was no opposition at the meeting, there were no conditions changed by the Planning and Zoning Commission, the previously submitted variance was withdrawn, and Torning Township approved of the permit.

10-15-13-04 Commissioner Rudningen moved and Commissioner Peterson seconded to approve Conditional Use Permit #4381. Motion carried unanimously.

Director Collins also brought Conditional Use Permit #4384 for Cargill, Inc to operate an agronomy center. He said there was also no opposition to this permit, the Planning and Zoning Commission did not change any conditions, and although there was no approval from the township there was also no opposition from them.

10-15-13-05 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve Conditional Use Permit #4384. Motion carried unanimously.

Administrator Pogge-Weaver stated that the Policy Committee has been meeting to review county policies and have started by picking out the policies most needing updating and then will start from the beginning and work through all of the policies. The committee has revised the Employment Practices Policy 201.401-201.408 and the Purchasing and Contract Protocol and Authority Policy 502 and is recommending approval by the board of the revised policies. Revisions include allowing the Administrator to approve hiring of positions other than department heads and the Administrator position, streamlining the purchasing process, and increasing limits for department heads and the County Administrator.

10-15-13-06 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the revised versions of the Employment Practices and Purchasing and Contract Protocol and Authority Policies. Motion carried unanimously.

10-15-13-07 Commissioner Peterson moved and Commissioner Rudningen seconded to approve the conditional job offer and appointment of Steven Meyer to the position of Maintenance Worker III, effective October 28, 2013. Motion carried unanimously.

10-15-13-08 Commissioner Hendrickx moved and Commissioner Klemm seconded to accept a letter of resignation from Jill Burdorf Cook and to authorize the advertising of a replacement full-time CCO. Motion carried unanimously.

Parks, Drainage, and Wetlands Supervisor Mike Johnson informed the Drainage Authority of violations and procedures to restore the required one rod grass strip as part of the end of year reporting to the Drainage Inspector.

10-15-13-09 Commissioner Klemm moved and Commissioner Rudningen seconded to recess for lunch at 11:56 AM. Motion carried.

The board reconvened at 1:00 PM.

County Treasurer Ron Vadnais went over the third quarter 2013 cash and investments with the board.

Administrator Pogge-Weaver recommended to the board to approve a Joint Powers Agreement (JPA) with the Minnesota Public Sector Collaborative (MPSC).

10-15-13-10 Commissioner Hendrickx moved and Commissioner Fox seconded to approve a JPA with MPSC. Motion carried unanimously.

Administrator Pogge-Weaver also asked the board to consider moving from the Southwest/West Central Services Cooperative to the MPSC as of January 1, 2014, approve a change to the Agent of Record from Chevalier Insurance Agency LLC to Marsh & McLennan Agency LLC as of November 1, 2013, approve a Letter of Intent with PreferredOne Administrative Services for health insurance services as of January 1, 2014, and approve Swift County Board of Commissioner's Policy 217 on County Health Insurance Funding.

Commissioner Rudningen raised concerns with moving the Agent of Record to an out-of-town agent and

asked that action on that item be tabled to look at other agents.

10-15-13-11 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve moving to the MPSC, a Letter of Intent with PreferredOne Administrative Services, and the Health Insurance Funding Policy 217. Motion carried unanimously.

10-15-13-12 Commissioner Hendrickx moved and Commissioner Rudningen seconded to table the change to the Agent of Record in order to look at other agents. Motion carried unanimously.

10-15-13-13 Commissioner Hendrickx moved and Commissioner Klemm seconded to adjourn to a closed session pursuant to sections 179A.01 to 179A.25 to consider strategies for labor negotiations. Motion carried.

The regular meeting recessed to the closed session at 1:57 PM.

The regular meeting reconvened at 2:49 PM.

10-15-13-14 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 2:50 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
October 15, 2013

Date convened: Tuesday, October 15, 2013

Time Convened: 2:03 PM

Time adjourned: 2:49 PM

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

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver and County Attorney Robin Finke

Purpose: To consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)

Chairman Fox called the executive session to order at 2:03PM with all members present as well as County Administrator Mike Pogge-Weaver and County Attorney Robin Finke. The Board reviewed the current contracts and discussed the upcoming labor negotiations.

The board took no actions at the meeting.

10-15-13-1-ExS Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried.

Executive Session adjourned at 2:49 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
November 5, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Restorative Justice	REQUESTOR: Jacquie Larson	REQUESTOR PHONE: 320-843-2493
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Accept donations for 2014 budget to Restorative Justice and progress of programming.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: All funding updates to be brought to the Board.
BACKGROUND/JUSTIFICATION: Burlington Northern - Santa Fe Railroad (BNSF) has sent a donation of \$5,000 and Agralite Round Up Funds sent \$500. Plus, new submittal for Innovations Grant I wish to present and discuss growth of the programs.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	BNSF grant was explained in previous commissioners' meeting, but received as a donation instead of a grant. Agralite Round Up Funds request is new this month and received a week after submittal. BCBS submittal of Innovations Grant is new. Numbers of youth in Circles are growing.

Budget Information

FUNDING: Grant Funding

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



Request for Board Action

BOARD MEETING DATE:
November 5, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Extension	REQUESTOR: Casey Olson	REQUESTOR PHONE: 320-843-3796
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointment of Extension Committee Members. Polly Johnson, 3 year term; Laura Perry, 3 year term; Nick Turnquist, 2 year youth term; all starting January 2014. Recommendation made by the Swift County Extension Committee at their meeting on October 23, 2013.	
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: County Extension Committees need to have nine members, with the option to also appoint two youth members for a total committee of 11. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. Six adult members must be appointed at large by the county board.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: Per Diems/Mileage for Committee Meetings, Trainings, etc.
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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



Request for Board Action

BOARD MEETING DATE:
November 5, 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 County Technology 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 Technology Committee has not met since 2010 and a number of the committee members are no longer with the County. Robin Finke, John Holtz, Ron Vadnais, Rob Lee, Deanna Steckman, Paul Petrick, Gary Jensen, Pamela Larson, Brian Thompson, and Casey Olson have each volunteered to be on the technology committee. I recommend that the board approve their appointments to the technology committee. In the addition to the above individuals, one board member (Hendrickx) 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:
November 5, 2013

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Emergency Management	REQUESTOR: Bill McGeary	REQUESTOR PHONE: 320-314-2153
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve an amendment to the Swift County All-Hazard Mitigation Plan	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Due to the recent wind storms in June, the City of Benson has requested that the County amend our All-Hazard Mitigation Plan. Specifically, the City would like to amend the plan to add the underground burial of power lines in the City of Benson to the Goals, Objectives and Mitigation Strategies section of the plan. This will enable the City to seek federal and state funds to cover the underground burial of the power lines in and owned by the City of Benson.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: none

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

Goals, Objectives and Mitigation Strategies: City of Benson

Hazard: Violent Storms and Extreme Temperatures

Goal 1: Safe and accessible storm shelters from violent storms.							
OBJECTIVE	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reason for Ranking
Educate all residents, especially new residents to the city and visitors, of safe shelters in community.	Increase education to citizens through operation of kiosk- twice a year and advertising on Benson's radio morning show.	6 months	Count/City	Staff Time	City	5	Citizen Safety
Goal 2: Improve severe storm warning system for all city residents.							
OBJECTIVE	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reason for Ranking
Assess adequacy of existing emergency management sirens.	Purchase two weather sirens and locate them in the northern and southern sections of the city.	5 years	County/City		FEMA/City	6	Citizen Safety

Hazard: Flood

Goal 1: Eliminate nonconforming structures in the identified floodway.							
OBJECTIVE	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reason for Ranking
Eliminate existing nonconforming private and public structures in the identified floodway.	Continue to work with BNSF to replace the bridge on MN Hwy 9 within Benson city limits.	5 years	All Government Levels	\$3.5 million	All Government Levels	2	Reduce annual flooding.
Goal 2: Improve the readiness of the city in the event of flooding.							
OBJECTIVES	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reasoning for Rank
Ensure adequate flood fighting materials are on hand throughout the city for quick response.	Create a Sandbagging Engineering Plan to determine appropriate materials for a 100-year flood.	5 years	City	Have \$75,000 of inventory on-hand, available to use for flood fighting/prevention	City	3	Prevent Flooding

Hazard: Hazardous Materials

Goal 4: Improve the city's ability to deal with meth labs.							
OBJECTIVES	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reasoning for Rank
Implement procedures or programs that address hazardous materials transported through the city.	Improve awareness of hazardous material and handling of hazardous materials. Awareness could include information about reading hazardous material signage and/or knowing/ understanding what to do in an emergency that involves hazardous materials and rail cars.	2 years	City	\$500	BNSF, DOT, Pipeline Safety Personnel	7	Citizen Safety

Hazard: Environmental

Goal 2: Protect the health of residents in the event of an environmental hazard.							
OBJECTIVES	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reasoning for Rank
Overall protection of utility infrastructure against theft and vandalism.	Increase security with electronic monitoring and physical security.	10 years	City	\$100,000	USDA/ All Gov. Levels	4	Citizen Safety

Hazard: All Hazards

Goal 1: Improve readiness of community for any disaster.							
OBJECTIVES	STRATEGIES	Time Frame	Responsible Entity	Estimated Cost	Funding Partner	Rank	Reasoning for Rank
Ensure that homes are easily identifiable.	Encourage homeowners to have visible house numbers. Provide samples of clearly identifiable house numbers.	10 years	City	\$5,000	City	8	Citizen Safety
Electric Power Mitigation *	Underground burial of power lines.	2-3 years	City	\$6 million	City /HSEM /FEMA	1	Protection of life and property

*amended 11-2013 Outages have occurred every year in recent years, causing interruption in critical services. Outages have been caused by a variety of circumstances, including Violent Storms.



Request for Board Action

BOARD MEETING DATE:
November 5, 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: Public hearing and consider taking action on a proposed increase on the solid waste assessment.	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Solid waste collection is a mandated county service under state statute
BACKGROUND/JUSTIFICATION: As part of the 2014 budget process, the board elected to increase the solid waste assessment from \$35.00 to \$50.00 per parcel. For the increase to become effective, the board is required to hold a public hearing. Notice of the hearing was published in the October 23, 2013 Swift County Monitor News. In addition to the change from \$35 to \$50, staff is recommending that two additional changes occur to the rate structure. First, the County currently only charges apartment buildings for the first 8 units. Since each unit generates incrementally more solid waste, a solid waste assessment fee should be levied on each unit. Additionally, apartments are not required to sort their solid waste like other residential properties which in the end costs the County more to deal with. The second change is to move commercial, industrial, and exempt properties to a sliding scale fee schedule based on their market value. As a property becomes larger in size with more employees they will generate additional solid waste than a smaller facility. The change in the fee schedule for commercial, industrial, and exempt properties attempts to reflect the additional solid waste that is generated by larger facilities.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Board approved raising the assessment from \$35 to \$50 per parcel as part of the 2014 budget process.

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

RESOLUTION

**SETTING SOLID WASTE ASSESSMENT
EFFECTIVE JANUARY 1, 2014 AND BEYOND**

Motion by Commissioner _____

Seconded by Commissioner _____

WHEREAS, notice of a public hearing to consider setting a solid waste assessment rate effective January 1, 2014 and beyond was published in the Swift County Monitor News on October 23, 2013; and

WHEREAS, the Swift County Board of Commissioners held a public hearing at 9:00 AM on November 5, 2013 at which time public testimony was taken.

THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby approves the following solid waste assessment schedule effective for assessments payable as of January 1, 2014 and beyond:

Residential/Farm Sites	\$	50.00
Apartments – per unit	\$	50.00
Commercial and Industrial (based on value)		
\$0 – 100,000	\$	50.00
\$100,001 – 500,000	\$	100.00
\$500,001 and over	\$	150.00
Exempt Properties (based on value)		
\$0 – 100,000	\$	50.00
\$100,001 – 500,000	\$	100.00
\$500,001 and over	\$	150.00
Churches and Parsonages	\$	50.00

Adopted on a _____ vote by the Swift County Board of County Commissioners the 5th day of November 2013.

Swift County Board of Commissioners

Joe Fox, Chairman

ATTEST:

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



Request for Board Action

BOARD MEETING DATE:
November 5, 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: Gerald Ostebauer (Owner)/AT&T Mobility (Lessee) – Tower Upgrade	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Install fiber optic cable to existing AT&T tower. 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?	

Budget Information

FUNDING:

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

Special Conditions
Gerald Osterbauer and AT&T
#4388

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. 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.
3. Granting of the conditional use permit amendment shall be for the plans submitted with the initial plan only.
4. 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.
5. Roads that are damaged due to the activities of the proposed project will be repaired by the lessee of this conditional use permit.
6. This Conditional Use Permit Amendment #4388 shall expire one year from the date of issuance if the permit is not utilized.
7. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

Signal Acquisition, LLC

Wireless/ Telecom Consultant

18285 Imagery Lane Lakeville, MN 55044

office: 952.236.8845

mobile: 612.986.1993



August 19, 2013

County of Swift, MN
Attn: Enviro Services
Attention: Scott Collins
301 14th St. North
Benson, MN 56215

RE: Memo to the AT&T Site MPLSMN5241 File – CUP Statement/ Narrative of Work for ETTCs

Swift County:

Signal Acquisition, LLC is under contract to AT&T Mobility to upgrade their sites in Minnesota. It is AT&T intent, along with their contractors - to access the telecommunication tower on property in Swift County, MN for routine maintenance and upgrade of existing backhaul of data and voice transmission from customers using the AT&T network at this tower site.

This letter serves as a narrative to explain that AT&T intends to perform this maintenance on the telecommunication tower located at 450 10TH STREET SOUTHEAST Benson, MN.

AT&T proposes to install Fiber Optic Cable (FOC) from the ROW "meet me point" by Charter and underground using a path depicted in Construction Drawings (CDs) along the existing access/ utility drive up to their existing telecom equipment located inside the tower compound.

Under the terms of AT&T lease, the proposed alterations to the tower and specifically to their leased area and equipment fall within the parameters of the sub-lease agreement.

AT&T intends to begin the alterations in the near future and will coordinate with all applicable entities in advance of the installation. Should you have any further questions, please contact me at (612) 986-1993 or john.e.knapek@gmail.com.

Thank you for your cooperation in this matter.

A handwritten signature in black ink, appearing to read 'John Knapek', with a long horizontal flourish extending to the right.

John Knapek

Agent for AT&T
Signal Acquisition, LLC
18285 Imagery Lane
Lakeville, MN 55044
john.e.knapek@gmail.com

Map



Section Labels

Roads

- Alley
- CSAH
- City
- County

Roads (continued)

- State
- Township
- US
- Railroad
- Parcels

Lakes

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



Request for Board Action

BOARD MEETING DATE:
November 5, 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: Excavation and spreading of soil related to a chemical spill	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: A release of anhydrous ammonia occurred recently as a result of a vehicle crash on Highway 29. Part of the anhydrous ammonia was released into the surrounding soil. Glacial Plains Coop is requesting approval to spread the affected soil on property they own in Torning township.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

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

Pam Larson

From: Scott Collins <scott.collins@co.swift.mn.us>
Sent: Wednesday, October 30, 2013 1:58 PM
To: Pam Larson
Subject: Fw: Glacial Plains Coop, Spill, Hwy 29 North

----- Original Message -----

From: Brett Edlund
To: scott.collins@co.swift.mn.us
Sent: Wednesday, October 30, 2013 8:46 AM
Subject: Glacial Plains Coop, Spill, Hwy 29 North

Hi Scott:

Per our conversation this morning, here is the land-application information regarding the above referenced site.

Land owner – Glacial Plains Coop
Legal description of land section T121N R39W E1/2 of NW1/4 of NW1/4 of Sec 3
Acres to be used- 2.5
Contaminant within soil – ammonia
Application rate – 50 lbs ammonia/acre
2014 crop – soybeans
Volume of soil- ~35 yards

On October 24, 2013, a vehicle accident resulted in the release of anhydrous ammonia on Hwy 29 north near Benson. On October 28, 2013, a remedial excavation was conducted to remove all accessible soil. Currently, the impacted soil is stockpiled at Glacial Plains Coop and is proposed to be land-applied (at the above location) following all appropriate approvals. Note that WCEC has already received preliminary MDA approval for this application (verbally).

If you have any questions or require additional information regarding this project please let me know.

Thanks,

Brett Edlund
Environmental Scientist

West Central Environmental Consultants, Inc.
14 Green River Road | PO Box 594 | Morris, MN 56267
320.589.2039 direct | 320.589.2814 fax
brette@wcec.com | www.wcec.com



Request for Board Action

BOARD MEETING DATE:
November 5th, 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: Approval to purchase Truck and Plow Equipment	
AGENDA YOU ARE REQUESTING TIME ON: 10:20 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Replacement Truck and Plow Equipment	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: Highway Budget

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

Truck Replacement Cost

Truck Cost MACK GU736 6x4		\$122,645.85
Plow Equipment and Box		<u>\$75,795.00</u>
	Total	(includes tax)
		\$198,44.85



Request for Board Action

BOARD MEETING DATE:
November 5th, 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: Discussion on paving County Road 51 to accommodate a segment of the MN River State Trail.	
AGENDA YOU ARE REQUESTING TIME ON: 10:20 a.m.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The MN DNR has asked that the County consider paving a portion of County Road 51 to accommodate a segment of the MN River State Trail. A majority of this cost would be paid for by the MN DNR through the State Park Road Account fund. This will be a discussion item with the Board on November 5th.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: Highway Budget

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review and discuss
COMMENTS: n/a	COMMENTS: n/a

Board Action

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

Minnesota Department of Natural Resources



164 CO RD 8 NE, P.O. BOX 457
SPICER, MN 56288
PHONE: (320) 796-6281 x 229
Jeremy.losinski@state.mn.us

October 30, 2013

Mr. Andrew Sander
County Engineer
1635 Hoban Ave.
Benson, MN 56215

Dear Mr. Sander:

This letter is to express support for your application for State Park Road Account funds to upgrade the eastern portion of County Road 51, with bituminous surface, as it heads west from the City of Appleton to its terminus with Township Road 105. Without these funds this project cannot be completed. County Road 51 provides access to the Lac qui Parle Wildlife Management Area and public water accesses on Marsh Lake and the Pomme de Terre River, all which provide hunting, fishing and wildlife viewing opportunities for the public. The bituminous surface will provide enhanced access to these sites and reduce dust caused by traffic accessing these recreation areas.

Thank you for the opportunity to express support for this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Losinski".

Jeremy Losinski, Area Supervisor
MN Department of Natural Resources
State Parks & Trails

Minnesota Department of Natural Resources

164 CO RD 8 NE, P.O. BOX 457
SPICER, MN 56288
PHONE: (320) 796-6281 x 229
Jeremy.losinski@state.mn.us



October 30, 2013

Mr. Andrew Sander
County Engineer
1635 Hoban Ave.
Benson, MN 56215

Dear Mr. Sander:

This letter is to request a change of road right of way on County Road 51(W Reuss Ave.) from the intersection of MN 119 west from the City of Appleton from the current 33 foot road right of way to a 50 foot right of way. The reason for this request is to provide an easement to allow for construction of a segment of the Minnesota River State Trail connecting the City of Appleton to the west side of Marsh Lake Dam via a paved trail on the south side of County Road 51. This location is consistent with the Minnesota River State Trail Master Plan and provides a link to two key connection point identified in the plan. Please thank the County Board of Commissioners for consideration of this request. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Losinski".

Jeremy Losinski, Area Supervisor
MN Department of Natural Resources
State Parks & Trails



Request for Board Action

BOARD MEETING DATE:
November 5, 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: Consider approving Memorandums of Understanding with LELS Local 10 and AFSCME Local 2538 related to health insurance	
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: As part of offering a new third health insurance plan in 2014, the County requested that each of the collective bargaining groups approve a MOU that allows the County to end the plan in the future at the County's sole discretion. The MOU also specifies that employee's individual can choose to switch between the new plan and the other plans that the County offers during open enrollment periods. While it is believed that this plan will benefit a number of our employees that have family coverage by giving them a lower cost plan option, this MOU allows the County to terminate the plan in the future if the plan does not perform as expected.	
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

PACKET NOTE: There are three similar agreements with the three AFSCME Groups. For the sake of space, the other copies were not included in the full board packet.

MEMORANDUM OF UNDERSTANDING

**Between
Swift County
and
Law Enforcement Labor Services, Inc. Local #10**

This Memorandum of Understanding (MOU) concerns the offering of a new health care insurance plan to be known as the “Minimum Value Plan”. This MOU is made and entered into this ____ day of October, 2013; by and between Swift County (hereinafter "Employer") and Law Enforcement Labor Services, Inc. Local #10 (hereinafter "Union").

The Employer and the Union agree to the following:

- The Employer is considering offering a new health care insurance plan to be known as the “Minimum Value Plan” beginning on January 1, 2014.
- The Union agrees that the Employer can introduce or discontinue this plan at the beginning of any plan year at the Employer’s sole discretion.
- If this “Minimum Value Plan” is discontinued in the future the Union agrees that discontinuing of the plan does not create an aggregate value claim or any other claim.
- The Employer agrees that at the discretion of each Union member, they are permitted to switch to and from the “Minimum Value Plan” during each open enrollment period to be effective at the start of a new plan year. However, this does not obligate the Employer to continue to offer the “Minimum Value Plan” in the future which the Employer may discontinue at any time.

The duration of this Memorandum of Understanding runs until such time that the Employer discontinues the “Minimum Value Plan”.

For the Employer:

For the Union:



Request for Board Action

BOARD MEETING DATE:
November 5, 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: Consider revisions to County Policy related to Health Care Savings Arrangement and Health Savings Accounts	
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 will need to make revisions to County Policy to make available a new optional "Minimum Value Health" plan in 2014. The policy revisions are still being drafted and will be made available to the board on Tuesday.	
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: Review on Tuesday
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:
November 5, 2013

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of an offer of employment for Duggan Regan in the Administration Department as a full-time Custodian.	
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 has been considering moving from Marsden Building Maintenance to an in-house custodian over the past few months. The move will be cost neutral and will allow a broader range of services versus the services we have been receiving from Marsden. Since this is a new position, the board is required to approve the hiring. It needs to be noted, that the custodian is proposed to start on November 18; however, there will be some overlap with Marsden and this position due the contractual termination notice we are required to give Marsden. Even with this overlap, there will be work for the new custodian to work on in the meantime and asked for Board approval of this overlap.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Funding will come from the 2013 Courthouse Operations Budget

Review/Recommendation

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

Board Action

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

Mike Pogge-Weaver
Swift County Administrator



301 14th St N
P.O. Box 288
Benson, MN 56215

Phone (320) 314-8399
Fax (320) 843-2275

e-mail:
mike.poggeweaver@co.swift.mn.us

November 1, 2013

Duggan Regan
305 4th St S
DeGraff, MN 56271

Re: Conditional Offer of Employment

Dear Mr. Regan:

This letter is a written follow-up to our employment conversation on October 31, 2013. I am very pleased that you have accepted this conditional offer of employment as a full-time custodian with Swift County. This conditional offer of employment is contingent on successfully passing a background investigation and County Board of Commissioner's approval set for November 5th.

Your first day as a full-time custodian will be Monday, November 18, 2013. Please report to the Courthouse at 8:00 AM. This position is a full-time, non-exempt, hourly position. The base wage for your position will be \$12.10 per hour. This is in conformity with the agreement between Swift County and AFSCME Local 2538. Your direct supervisor will be Mike Pogge-Weaver. You will be on probation for the first six-months of employment. You will receive wage adjustments and benefits following the collective bargaining agreement between Swift County and AFSCME Local 2538. As a full-time employee you are eligible for full vacation and sick leave. Enclosed is a summary of Swift County benefits.

We look forward to having you join the Swift County team. Please acknowledge your acceptance of this offer by signing below and returning this document to me no later than November 8, 2013.

Candidate Acceptance: I hereby accept the offer of employment with Swift County as stipulated above.

Signature: _____
Duggan Regan Date _____

Cordially,


Mike Pogge-Weaver
Swift County Administrator

cc: Personal File
Payroll

Offer Approved by County Board:

Joe Fox, Chair Date _____



Request for Board Action

BOARD MEETING DATE:
November 5, 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 MCIT voting delegate and alternate	
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: MCIT has asked for confirmation of our voting delegate and alternate with their upcoming annual meeting on December 9th. Our current delegate is Gary Hendrickx and our alternate is Gary Klemm. The board should review and approve a delegate and alternate for MCIT.	
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: Review and take an action
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:
November 5, 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 AMC voting delegates	
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: AMC has asked for confirmation of our voting delegates with their upcoming annual meeting on December 9-11. Our current delegates are: Joe Fox, Gary Hendrickx, Gary Klemm, Pete Peterson, Eric Rudningen, Scott Collins, and Andy Sander. Swift County is permitted to have 8 delegates. The board could consider adding Mike Pogge-Weaver to the list of delegates bringing the total number of delegates to 8.	
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: Review and take an action
COMMENTS: n/a	COMMENTS: None

Board Action

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



SWIFT COUNTY ADMINISTRATION

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

Memo

To: Board of Commissioners
From: Mike Pogge-Weaver, County Administrator *MPW*
Date: November 1, 2013
Re: Employment Updates

The following individuals were appointed since October 15, 2013:

- Julie Jahn, Financial Assistance Supervisor II, Starting December 2, 2013
- Carmen Beninga, Part-Time Deputy, Sheriff's Department, Starting December 15, 2013
- Derek Bendel, Part-Time Deputy, Sheriff's Department, Starting November 15, 2013

The following positions were approved to begin advertising since October 15, 2013:

- Eligibility Worker, Human Services, Applications due November 5, 2013
(Replacement due to the promotion on Julie Jahn)

The following individuals tendered their resignation since October 15, 2013:

- None