

Notice & Agenda

Swift County Board of Commissioners

Tuesday, December 3, 2013

4:00 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> |
|-------------|------------------|---|
| 4:00 p.m. | | Call to Order and Roll Call |
| 4:01 p.m. | | Approve Agenda |
| 4:03 p.m. | | Consent Agenda |
| | 1-3 | (1) Minutes from the November 19, 2013 Meeting |
| | 4 | (2) Minutes from the November 19, 2013 Executive Session Meeting |
| | 5-6 | (3) Consider approval of a resolution to transfer excess municipal account apportionments into the regular construction account |
| | 7-8 | (4) Consider approving a grant request with the Dept. of Revenue (PRISM) |
| 4:04 p.m. | | Consider Approval of Commissioner warrants and review Auditor warrants |
| 4:05 p.m. | | Commissioner and Board reports |
| 4:20 p.m. | | County Administrator report |
| 4:25 p.m. | | Citizens Comments |
| 4:25 p.m. | | Environmental Services Director Scott Collins |
| | 9-12 | Consider approval of Conditional Use Permit #4405 for Rural Cellular Corporation, To: Verizon Wireless for adding additional antennas to an existing tower. |
| | | Other Business |
| | 13 | Consider making an alternate appointment to the Minnesota Public Sector Collaborative. |
| | 14-20 | Consider approval of a revised County Credit Card Policy. |
| | | Closed sessions: |
| | | 1) Consider approving a closed meeting to engage in confidential attorney-client communications related to a pending litigation matter pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(b), related to: Alliance Pipeline LP vs. The Commissioner of Revenue in and for The State of Minnesota, and the County of Swift. |
| | | 2) 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 sessions |
| | | Adjourn close sessions and return to open session |
| | | Possible Break |
| 6:01 p.m. | 21-34 | Truth-in-Taxation Hearing County Administration Mike Pogge-Weaver |
| 6:15 p.m. | | Adjournment |

SWIFT COUNTY BOARD MINUTES

November 19, 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 Recorder Mary Amundson, and Payroll Officer/General Assistant Amanda Ness.

11-19-13-01 Commissioner Klemm moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

11-19-13-02 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the Consent Agenda which consisted of the Regular Session and Executive Session Board Meeting Minutes of November 5, 2013, approval of the 2013 Emergency Management Performance Grant Agreement in the amount of \$17,395, and approval to stop offering owners and encumbrances search services as of December 1, 2013. Motion carried unanimously.

11-19-13-03 Commissioner Hendrickx moved and Commissioner Peterson seconded to approve \$102,698 from the Board Discretionary to the City of Kerkhoven for the purchase of a new ambulance. Commissioner Rudningen abstained from voting as he is the current Director for the Kerkhoven Ambulance. Motion carried 4-0-1 with Commissioner Rudningen abstaining.

The board reviewed the Commissioner warrants including the addition of the warrant for \$102,698 to the City of Kerkhoven for the purchase of an ambulance.

11-19-13-04 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the Commissioner warrants as follows: Revenue: \$116,694.99; Solid Waste: \$56,975.33; Road and Bridge: \$400,257.07; Revolving Loan Fund: \$75,000; Welfare and Human Services: \$383.30; and County Ditches Fund: \$10,552.96 which includes the following bills over \$2,000: Claussen Properties Inc, \$5,993.93; Computer Professionals Unlimited Inc, \$4,997.61; Duinkinck Inc, \$366,132.32; Clifford W Emmert, \$2,260.62; Force America Inc, \$3,685.18; GIS Midwest, \$3,050.00; JAAK LLC, \$18,414.00; K & K Tiling Inc, \$2,42.96; Kandiyohi County Sheriff's Dept, \$2,250.53; Marsden Bldg Maintenance LLC, \$4,140.34; MN Pollution Control, \$17,032.72; Morris Electronics, \$2,602.69; Pflipsen Trucking LLC, \$12,497.04; Pioneerland Library System, \$28,312.50; Ron Ringquist, \$3,957.34; Safe Assure Consultants Inc, \$6,734.00; Soil Conservation Office, \$5,000.00; Swift County Environmental Services, \$14,000.00; Swift County Fair Association, \$17,000.00; Swift County Historical Society, \$16,410.00; Swift County RDA, \$75,000.00; City of Kerkhoven Treasurer, \$102,698.00; and Waste Management of Northern Minnesota, \$9,575.57. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on the policy committee, Woodland Centers, the district 6 meeting, and the city county meeting. Commissioner Klemm reported on the district 6 meeting, the MPS collaborative meeting on health insurance, RDA, and the city county meeting. Commissioner Peterson reported on the city county meeting, the 6W executive board meeting, soil and water conservation, and public health. Commissioner Rudningen reported on the Extension Committee, the water plan, union negotiations, the district 6 meeting, the city county meeting, and discussed the MN Campaign Finance seminar regarding new disclosures being held in Willmar. Commissioner Hendrickx reported on the district 6 meeting, union negotiations, and the Planning and Zoning Committee.

Administrator Pogge-Weaver updated the board on open enrollment, the policy committee's credit card policy updates, union negotiations, and mentioned that the Association of Minnesota Counties and League of Minnesota Cities disclosure webinar is available online.

Environmental Services Director Scott Collins asked the board to consider approving Conditional Use

Permit #4394 for Steven and Warren Svor for concrete processing including stockpiling, crushing, and reclamation.

11-19-13-05 Commissioner Peterson moved to deny CUP #4394. Motion died for lack of a second.

11-19-13-06 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve CUP #4394. After further discussion regarding the operator's permit for crushing the concrete, Commissioner Rudningen withdrew his second and Commissioner Hendrickx withdrew his motion.

11-19-13-07 Commissioner Hendrickx moved and Commissioner Rudningen seconded to table CUP #4397 until the December 17, 2013 meeting. Motion carried 4-1 with Commissioner Peterson voting against the motion.

Director Collins reviewed and asked the board to consider approving Conditional Use Permit #4397 for Jennie-O Turkey Store to rebuild their existing Riverside turkey confinement facility.

11-19-13-08 Commissioner Peterson moved and Commissioner Hendrickx seconded to approve CUP #4397. Motion carried unanimously.

Director Collins asked for the board to consider approving Conditional Use Permit #4402 for Susan Benson for concrete processing including stockpiling, crushing, and reclamation.

11-19-13-09 Commissioner Hendrickx moved and Commissioner Rudningen seconded to table CUP #4402 until the December 17, 2013 meeting. Motion carried unanimously.

Director Collins presented the board with the preliminary Swift County Comprehensive Solid Waste Management Plan which contains the solid waste data analysis and policies for the next ten years.

11-19-13-10 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the preliminary Swift County Comprehensive Solid Waste Management Plan. Motion carried unanimously.

County Engineer Andy Sander asked the board to consider approving Mn/DOT Agreement 04095 for Project SP 076-617-011 Bridge No. 76542 for State Bridge Fund Allocations.

11-19-13-11 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve Mn/DOT Agreement 04095. Motion carried unanimously.

Engineer Sander also updated the board on the 2013 Road Construction Projects including the new signage.

11-19-13-12 Commissioner Peterson moved and Commissioner Hendrickx 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 12:14 PM.

The regular meeting reconvened at 12:30 PM.

11-19-13-13 Commissioner Peterson moved and Commissioner Klemm seconded to adjourn. Motion carried.

Meeting adjourned at 12:31 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
November 19, 2013

Date convened: Tuesday, November 19, 2013

Time Convened: 12:21 PM

Time adjourned: 12:30 PM

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

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver

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 12:21 PM with all members present as well as County Administrator Mike Pogge-Weaver. The Board discussed the progress of the current labor negotiations.

The board took no actions at the meeting.

11-19-13-1-ExS Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried.

Executive Session adjourned at 12:30 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
December 3, 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: Consider approval of a resolution to transfer excess municipal account apportionments into the regular construction account | |
| AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? Yes | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: The County can only hold two years of funding in the municipal account apportionments or they need to be returned to the state. We are asking for approval to move excess funds in the municipal account into the regular construction account. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? | |

Budget Information

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|----------------------|
| FUNDING: State Funds |
|----------------------|

Review/Recommendation

| | |
|--|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Will review before final execution | RECOMMENDATIONS: Approve |
| COMMENTS: n/a | COMMENTS: None |

Board Action

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



COUNTY OF SWIFT

WHEREAS, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$ ALL FUNDS (all funds) in excess of two years apportionment into the Regular Construction Account.

Administrator

I, Michel Pogge-Weaver, duly appointed and qualified. **A** in and for the County of SWIFT, State of Minnesota, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of SWIFT County, Minnesota, assembled in (regular)(special) session on the ___ day of _____, 20__.

County of SWIFT _____
County Administrator



Request for Board Action

BOARD MEETING DATE:
December 3, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|---------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Auditor | REQUESTOR: Kimberly Saterbak | REQUESTOR PHONE: 320-843-6108 |
|------------------------------------|---------------------------------|----------------------------------|

Agenda Item Details

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|---|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a grant request with the Dept. of Revenue (PRISM) | |
| 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 Minnesota Legislature has authorized a grant to help counties off-set their costs to implement PRISM. The total grant amount is \$300,000 and will be equally divided among approved grantee counties. To become an approved grantee county and eligible for a portion of the grant, the grant application must be signed and filed with the Department of Revenue prior to December 20th. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None | |

Budget Information

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|--------------|
| FUNDING: n/a |
|--------------|

Review/Recommendation

| | |
|--|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Will review prior to final execution | RECOMMENDATIONS: Approve |
| COMMENTS: None | COMMENTS: None |

Board Action

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

MINNESOTA • REVENUE



PRISM Implementation Grant Application

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. [Minnesota Laws 2013, Chapter 142, Section 14]

To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to PRISM.mdor@state.mn.us by **Dec. 20, 2013**. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at PRISM.mdor@state.mn.us or call 651- 556-6091.

| | |
|-----------------|--|
| County Name: | Swift |
| Contact Person: | Kimberly Saterbak |
| Title/Position: | Auditor |
| Phone Number: | 320 843-4069 |
| Email: | Kim.saterbak@co.swift.mn.us |

Describe how you plan to use these funds to implement PRISM.

Swift County is requesting the maximum available grant amount for Phase I of the implementation of the PRISM project. The funds will be used by our real estate tax software vendor for the design, programming and verification of the data's accuracy to extract the data from our current real estate tax database.

County Board Chairperson

Attest: Clerk of the Board

Signature

Signature

Joe Fox

Michel J. Pogge-Weaver

Print Name

Print Name

12/03/2013

12/03/2013

Date

Date



Request for Board Action

BOARD MEETING DATE:
December 3, 2013

Commissioner's Report

Department Information

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

Agenda Item Details

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|---|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of Conditional Use Permit #4405 for Rural Cellular Corporation, To: Verizon Wireless for adding additional antennas to an existing tower. | |
| AGENDA YOU ARE REQUESTING TIME ON: 4:25 p.m. | ARE YOU SEEKING APPROVAL OF A CONTRACT? No |
| IS THIS MANDATED? Yes | EXPLANATION OF MANDATE: |
| BACKGROUND/JUSTIFICATION: In order to improve coverage, in the area without erecting another tower, Verizon Wireless has determined that adding additional antenna equipment would both satisfy the greater demand on the network and prevent the need to construct a new tower. Verizon Wireless is proposing plans to add three new panel antennas, three RRU units, one distribution box and one new hybrid cable to the existing guyed tower located in Section 15 of Torning Township, (1/2 mile south of Highway 12 on 30th Ave. SE, Benson, MN). 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? Click here to enter text. | |

Budget Information

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|--|
| FUNDING: Click here to enter text. |
|--|

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 |

Proposed Special Conditions
Verizon Wireless
Conditional Use Permit #4405

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable FAA rules and regulations as they may apply to the project.
3. 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.
4. Granting of the conditional use permit shall be for the plans submitted with the 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. Roads that are damaged due to the activities of the proposed project will be repaired by the owner of this conditional use permit.
7. This Conditional Use Permit #4405 shall expire one year from the date of issuance if the permit is not utilized.
8. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.



October 22, 2013

FedEx Tracking Number: 797071577146

Swift County
Environmental Services Department
301 14th Street North
Benson, MN 56215

RE: Conditional Use Permit Application Project Summary
Property Address: 205 30th Ave SE, Benson, MN 56215
Verizon Site: MN05 BENSON

Project Overview:

Verizon's network engineers have determined that the demand for wireless coverage in the area supported by Verizon's tower located at the above referenced address requires a modification to support greater demand. In order to improve coverage in the area without erecting another tower, Verizon has determined that adding additional antenna equipment to the existing equipment would both satisfy the greater demand on the network and prevent the need to construct a new tower.

Project Details:

FMHC Corporation, working on behalf of Verizon Wireless, is proposing plans to add (3) new panel antennas, (3) RRU units, (1) distribution box, and (1) new hybrid cable to the existing guyed tower. Enclosed are two sets of construction drawings detailing the proposed modifications, two sets of a structural analysis performed on the site, two checks (\$46.00 for Swift County Recorder, \$350.00 for S.C.E.S.), and completed Conditional Use Permit application.

Construction:

Upon receipt of zoning approval required by Swift County, a building permit will be applied for and construction will take place in the months following the issuance of the building permit.

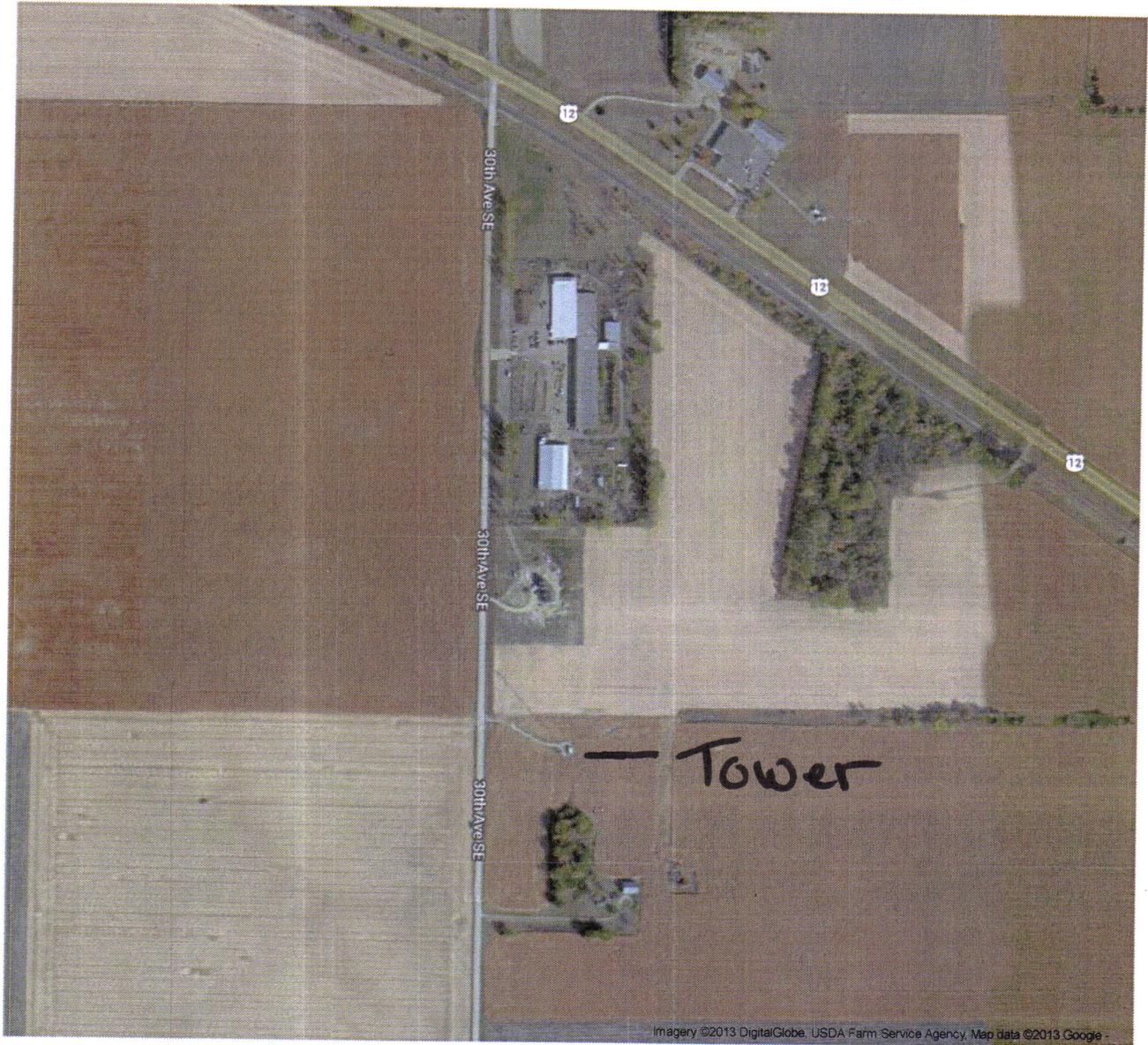
Sincerely,

Justin L. Holt
FMHC Corporation
7400 Metro Blvd., Suite 260
Edina, MN 55439
O: (952) 831-1043, ext. 3102
M: (773) 454-9428
F: (952) 831-0623
E: jholt@fmhc.com

Enclosures



To see all the details that are visible on the screen, use the "Print" link next to the map.





Request for Board Action

BOARD MEETING DATE:
December 3, 2013

Commissioner's Report

Department Information

| | | |
|---|---------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Administration | REQUESTOR: Mike Pogge-Weaver | REQUESTOR PHONE: 320-314-8399 |
|---|---------------------------------|----------------------------------|

Agenda Item Details

| | |
|--|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider making an alternate appointment to the Minnesota Public Sector Collaborative | |
| 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 needs to appoint an alternate to the Minnesota Public Sector Collaborative. Gary Klemm is the primary member from Swift County. Please select one of the Commissioner's to serve in this position. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None | |

Budget Information

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| 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:
December 3, 2013

Commissioner's Report

Department Information

| | | |
|------------------------------------|---------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Auditor | REQUESTOR: Kimberly Saterbak | REQUESTOR PHONE: 320-843-6108 |
|------------------------------------|---------------------------------|----------------------------------|

Agenda Item Details

| | |
|---|---|
| BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a revision to County Policy 510 – Credit Card Policy | |
| 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 draft Credit Card Policy was reviewed at the November 6, 2013 Policy Committee Meeting and the committee would like to present this policy to the Board for their approval. We developed the Credit Card Policy to have several checks & balance as recommended by our Auditors. The Policy Statement explains in detail the process, and restrictions, in detail to avoid any misunderstandings going forward. Also, with the change to the state sales tax rules, the use for personal credit cards to make purchases will still remain subject to sales taxes while a credit card in the name of the County will not. The process will begin at the Department level, pass through the Administrator's office and reside in the Auditor's office. The Auditor's office will receive the credit card statements and will reconcile the charges (with receipts) from the Departments. | |
| PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None | |

Budget Information

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|--------------|
| FUNDING: n/a |
|--------------|

Review/Recommendation

| | |
|---|--|
| COUNTY ATTORNEY: Robin Finke | COUNTY ADMINISTRATOR: Mike Pogge-Weaver |
| RECOMMENDATIONS: Revised as part of the Policy Committee | RECOMMENDATIONS: Approve |
| COMMENTS: None | COMMENTS: None |

Board Action

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

Swift County Board of Commissioners
Policy Manual

Policy Statement

TITLE:

CREDIT CARD POLICY

CODE

510

REFERENCE

M.S. 375.171 AND M.S. 471.38

PERSONNEL RESPONSIBLE

All County Employees and Elected Officials

EFFECTIVE

04-01-02 (Updated 11-5-13)

POLICY:

510.100 – General – Use of County credit cards if permitted. Each Employee will maintain control of this credit card. County credit cards issued to employees and elected officials must be used for legitimate County purchases only. Issuance of a check is the preferred payment method. A credit card should be used only when payment by check is not feasible.

510.200 – Typical Uses –County credit cards should be used for securing and paying for travel expenses, acquiring supplies/services from occasional vendors with whom the County does not maintain an open account, and for telephone/Internet purchases. It is preferred that fuel purchases be made with one of the fuel/gas credit cards, when practical.

510.300 – Controls - The County Administrator has authority to approve or deny each County issued credit card request.

- County issued credit card account limits shall be as follows:

| <u>Cardholder</u> | <u>Account Limit</u> |
|---|----------------------|
| Board of Commissioners/Department Head/Administration | \$2,000.00 |
| Employee | \$500.00 |

- Any deviation from the established accounts limits shall be submitted in writing by the Department Head outlining a specific reason(s) why the established limit is insufficient. Deviations must be approved by the County Board of Commissioners.
- All receipts must be obtained by the persons using the card and presented with their reconciliation of the bill to their Department head.

- It shall be the responsibility of the Department Head to notify the County Auditor's and County Administrator's office a lost card **Immediately**. The County Auditor's office will cancel the lost credit cards.
- The County Auditor shall maintain an inventory of County issued credit cards which shall be physically audited annually.
- The original credit card user agreement shall be kept in the County Auditor's office. The credit card vendor shall not be given access to personal credit records.
- Department heads must annually submit to the County Auditor a list of authorized cardholders in their department including for what type of use each cardholder is authorized.
- A background credit check on the applicant's personal credit history may be processed, as needed.
- County issued credit card shall have the County's name, employee/elected official's name and the expiration date. Upon issuance of the County provided credit card, the approved user shall personally sign a Credit Card Use Agreement upon receipt for their County issued credit card.

510.400 – Restrictions – The use of credits cards is restricted for purchases on behalf of the County.

Unauthorized purchases would include:

- Items for personal use
- Any single transaction exceeding authorized limit
- Entertainment
- Cash Advances
- Medical and daycare expenses
- Alcoholic beverages
- Meals and gratuities
- Fuel for personal vehicle

Failure to comply with the above guideline for authorized purchases under the Swift County Credit Card Policy may result in disciplinary action, cancellation of your card privileges and possible termination of employment.

510.500 – Protocol

- The request for a County issued credit card will be made by the Department Head for use within his/her department (Exhibit A). Request will be then forwarded to Administrator's office, or if necessary the County Board of Commissioner, to receive approval. Once approved, the Department head shall be notified. The original request shall be maintained on file in the County Auditor's office.
- Employee will read and sign the Credit Card Use Agreement. (Exhibit B)
- Use the card in the customary manner.
- Forward all itemized paper receipts to the proper person upon return to the office. Insure that all itemized paper receipts contain sufficient detail to indicate each purchase. (Exhibit C)
- If it is determined that the credit card is not in the best interest of Swift County, the Board of Commissioners may discontinue credit card privileges.

510.600 – Monthly Reconciliation – The County Auditor shall be sent a monthly billing statement identifying purchases listed for each card holder.

- It is the personal responsibility of each card holder to submit the proper receipts along with the billing from the credit card company to the Auditor’s office in a timely manner (within 5 working days of Auditor’s request) for the purpose of paying the bill and to avoid service charges.
- Each Department Head shall review and sign for all charges listed from their department (Exhibit C –Monthly Credit Card Reconciliation Form). All original receipts for those charges must be attached. Receipts handed in must contain: date, name of establishment, itemized detail of items purchased. Cardholders are responsible to obtain a duplicate receipt from the vendor for any lost receipt.
- Charges with lost receipts or where no duplicate receipt is available will be immediately reimbursed to the County by the cardholder.
- It is the responsibility of the cardholder to resolve any disputes with a vendor.
- No fees or interest charged by a card company because of late payments due to untimely submission of record to the Auditor’s office shall be paid from county funds. The Department Head shall be personally responsible for those fees if they appear on the billing for their department.
- Any over-limit fee shall be the responsibility of the cardholder.

510.700 – Lost or Stolen Cards - Should any cardholder lose or have their County issued credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the County Auditor’s Office. Contact information of the credit card issuer will be provided to the cardholder upon request.

510.800 – Cancellation - The County Administrator reserves the right to cancel any individual cardholder at any time. The County Auditor (or as delegated to Deputy Auditors) is authorized to cancel individual cardholders due to resignation or termination of employment from Swift County.

510.900 – Terminated Cardholders - A credit card held by a terminating employee must be turned into the County Auditor’s Office prior to termination. If the card is not retrievable, the responsible department must notify the Auditor’s Office immediately.

510.1000 – Violations of Policy - Violations of this policy may result in the revocation of the authority to use a county issued credit card and/or discipline, up to and including, termination.

SWIFT COUNTY
Policy Manual – Exhibit A

To: County Administrator

From: _____

**RE: Request for County Issued Credit Card for
(Place an X in the applicable box)**

- ___ **Commissioner**
- ___ **Department Head**
- ___ **Employee**

Department Head Portion:

I request the following employee be issued a Swift County Credit Card.

Employee Full Name (print): _____

Employee Sample Signature: _____

Issued Credit Card Account Limit: ___ \$2,000 (Board of Commissioners/Department Head/Administration)
 ___ \$ 500 (Other Employees)
 ___ \$ _____ Board Approval Date: _____

Signature of Department Head _____
(Signature) (Date)

County Administrator Portion:

Received request on _____
(Date)

Approved by County Administrator on _____
(or) (Date)

Declined by County Administrator on _____
(Date)

If approved, card was delivered to employee on _____
(Date)

SWIFT COUNTY
Policy Manual – Exhibit B

CREDIT CARD USE AGREEMENT

I hereby acknowledge that I have read the Swift County Credit Card Policy (Section 510). Any use I make of the County’s credit card will be in accordance with the terms of this policy.

I understand that if I violate the terms of the Policy I may be subject to discipline, up to and including discharge. Any such disciplinary action would be subject to applicable due process procedures.

I understand that the County can and will monitor use of its credit card purchases.

I also understand that credit card privileges may be revoked by the Department Head and/or Administrator at any time, and I must relinquish the credit card upon request of the Administrator.

Employee Full Name _____
(Print)

Signature of Employee _____
(Signature) (Date)

Social Security Number _____

Credit Card Number _____

Credit Card Expiration Date _____



Request for Board Action

BOARD MEETING DATE:
December 3, 2013

Commissioner's Report

Department Information

| | | |
|---|---------------------------------|----------------------------------|
| ORIGINATING DEPARTMENT: Administration | REQUESTOR: Mike Pogge-Weaver | REQUESTOR PHONE: 320-314-8399 |
|---|---------------------------------|----------------------------------|

Agenda Item Details

| | | | | | | | | | | | | | |
|---|---|---------|--------------|-----------------|--------------|----------------|--------------|---------|------------|-------------|------|-----------------------------|---------------------|
| BRIEF DESCRIPTION OF YOUR REQUEST: 2013 Truth-in-taxation hearing | | | | | | | | | | | | | |
| AGENDA YOU ARE REQUESTING TIME ON: TNT Public Hearing | ARE YOU SEEKING APPROVAL OF A CONTRACT? No | | | | | | | | | | | | |
| IS THIS MANDATED? Yes | EXPLANATION OF MANDATE: MN Statue requires counties to conduct TNT hearing annually. Final budget is required to be set prior to December 30 of each year. | | | | | | | | | | | | |
| <p>BACKGROUND/JUSTIFICATION:</p> <p>The County Board is required to conduct a public hearing on its annual budget and proposed levy, known as a Truth-In-Taxation Hearing. This hearing will be held on December 3, 2013 at 6:01 pm.</p> <p>The proposed 2014 budget contains revenues of \$17,613,827 and expenditures of \$17,722,198. Of the \$17,613,837 in revenue, \$8,898,984 is proposed in property taxes and \$200,850 is expected in County Program Aids (CPA) for a total 2014 levy of \$9,060,234. The remaining revenues are from user fees, federal & state reimbursements, and the solid waste assessment. The 2014 levy is proposed to be distributed as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Revenue</td> <td style="text-align: right;">\$ 4,757,093</td> </tr> <tr> <td>Road and Bridge</td> <td style="text-align: right;">\$ 1,905,027</td> </tr> <tr> <td>Human Services</td> <td style="text-align: right;">\$ 2,281,150</td> </tr> <tr> <td>Library</td> <td style="text-align: right;">\$ 116,964</td> </tr> <tr> <td>Solid Waste</td> <td style="text-align: right;">\$ 0</td> </tr> <tr> <td><u>Total Final Net Levy</u></td> <td style="text-align: right;"><u>\$ 9,060,234</u></td> </tr> </table> <p>Due to legislation adopted during the 2013 legislative session, we are required to disclose during the 2013 TNT hearing the amount the County expects to save related to the elimination of the general sales and use taxes. Swift County expects to save \$87,100 in 2014 due to this change.</p> <p>Today is the required TNT budget hearing. Public testimony and questions are encouraged during this hearing. Staff is going to ask that the Board take final action on the budget at your December 19th meeting so comments can be incorporated in the budget and after the CSS board meeting on December 19th were minor revisions to the budget are anticipated to be requested. Note, the levy shown above is the maximum levy that the board can set based on the preliminary levy set by the Board on September 3, 2013; therefore, any changes to the budget will not impact the proposed levy.</p> | | Revenue | \$ 4,757,093 | Road and Bridge | \$ 1,905,027 | Human Services | \$ 2,281,150 | Library | \$ 116,964 | Solid Waste | \$ 0 | <u>Total Final Net Levy</u> | <u>\$ 9,060,234</u> |
| Revenue | \$ 4,757,093 | | | | | | | | | | | | |
| Road and Bridge | \$ 1,905,027 | | | | | | | | | | | | |
| Human Services | \$ 2,281,150 | | | | | | | | | | | | |
| Library | \$ 116,964 | | | | | | | | | | | | |
| Solid Waste | \$ 0 | | | | | | | | | | | | |
| <u>Total Final Net Levy</u> | <u>\$ 9,060,234</u> | | | | | | | | | | | | |
| 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 prior to the meeting | 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 |

**RESOLUTION
ADOPTING FINAL SWIFT COUNTY
2014 BUDGET & LEVY**

Motion by Commissioner _____

Seconded by Commissioner _____

WHEREAS, pursuant to statute and rule of the Minnesota Department of Revenue, the County's 2014 Final Budget and Levy must be adopted by December 30, 2013; and

WHEREAS, the Swift County Board of Commissioner held its Truth-In-Taxation Public Hearing on December 3, 2013 at 6:01 pm in the Board Room in the Swift County Courthouse.

NOW, THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby adopts its 2014 final budget, dated _____ and attached hereto as Appendix A with revenues of \$17,613,827 and expenditures of \$17,722,198.

BE IT FURTHER RESOLVED that the 2014 levy be set as follows:

| | |
|-----------------------------|---------------------|
| Revenue | \$ 4,757,093 |
| Road and Bridge | \$ 1,905,027 |
| Human Services | \$ 2,281,150 |
| Library | \$ 116,964 |
| Solid Waste | \$ 0 |
| <u>Total Final Net Levy</u> | <u>\$ 9,060,234</u> |

BE IT FURTHER RESOLVED that the final levy payable in 2014 be set as follows:

| | |
|-----------------------------|---------------------|
| Gross Levy | \$ 9,060,234 |
| CPA | \$ 200,850 |
| <u>Operating Levy</u> | <u>\$ 8,859,384</u> |
| <u>Special Levies</u> | <u>\$ 39,600</u> |
| <u>Total Final Net Levy</u> | <u>\$ 8,898,984</u> |

Adopted on a _____ vote by the Swift County Board of County Commissioners the _____ day of December 2013.

Swift County Board of Commissioners

Joe Fox, Chairman

ATTEST:

Michel Pogge-Weaver, County Administrator

Fox —
Peterson —

Hendrickx —
Rudningen —

Klemm —

STATE OF MINNESOTA)
)ss.
COUNTY OF SWIFT)

I, Michel J. Pogge-Weaver, County Administrator and Clerk of the Board, for the County of Swift, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Swift County, Minnesota at their session held on the 3rd day of September, 2013, now on file in the Swift County Administrator's Office, and have found the same to be a true and correct copy thereof.

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

Budget Summary

| | | | 2011 Actual | 2012 Actual | 2012 Budget | 2013 Budget | 2014 Budget | |
|---|----|------------------------|--------------|------------------|------------------|------------------|------------------|------------------|
| 1 | 3 | General Government | Revenues | (\$5,452,497.94) | (\$5,596,580.38) | (\$4,742,278.00) | (\$5,119,476.00) | (\$5,383,557.00) |
| | | | Expenditures | \$373,386.83 | \$4,205,781.61 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | (\$5,079,111.11) | (\$1,390,798.77) | (\$4,742,278.00) | (\$5,119,476.00) | (\$5,383,557.00) |
| 1 | 5 | Board Of Commissioners | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$219,784.87 | \$217,771.17 | \$241,920.00 | \$244,475.00 | \$235,225.00 |
| | | | Net | \$219,784.87 | \$217,771.17 | \$241,920.00 | \$244,475.00 | \$235,225.00 |
| 1 | 21 | Law Library | Revenues | (\$24,817.89) | (\$19,305.00) | \$0.00 | \$0.00 | (\$15,500.00) |
| | | | Expenditures | \$18,941.53 | \$23,947.73 | \$0.00 | \$0.00 | \$23,475.00 |
| | | | Net | (\$5,876.36) | \$4,642.73 | \$0.00 | \$0.00 | \$7,975.00 |
| 1 | 31 | County Administration | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$14,000.00 | (\$14,000.00) | \$14,000.00 | \$154,700.00 | \$207,565.00 |
| | | | Net | \$14,000.00 | (\$14,000.00) | \$14,000.00 | \$154,700.00 | \$207,565.00 |
| 1 | 40 | County Auditor | Revenues | (\$57,747.31) | (\$59,590.28) | (\$75,000.00) | (\$75,000.00) | (\$57,200.00) |
| | | | Expenditures | \$248,569.66 | \$285,973.90 | \$269,164.00 | \$281,715.00 | \$175,700.00 |
| | | | Net | \$190,822.35 | \$226,383.62 | \$194,164.00 | \$206,715.00 | \$118,500.00 |
| 1 | 41 | County Treasurer | Revenues | (\$19,323.00) | (\$17,725.52) | (\$8,000.00) | (\$8,000.00) | (\$12,600.00) |
| | | | Expenditures | \$178,216.41 | \$180,980.73 | \$180,687.00 | \$186,936.00 | \$197,820.00 |
| | | | Net | \$158,893.41 | \$163,255.21 | \$172,687.00 | \$178,936.00 | \$185,220.00 |
| 1 | 42 | County Assessor | Revenues | (\$37,381.75) | (\$39,649.75) | (\$39,127.00) | (\$39,127.00) | (\$38,500.00) |
| | | | Expenditures | \$223,025.08 | \$236,148.03 | \$241,592.00 | \$251,291.00 | \$223,405.00 |
| | | | Net | \$185,643.33 | \$196,498.28 | \$202,465.00 | \$212,164.00 | \$184,905.00 |
| 1 | 43 | Public Examiners | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$65,860.00 | \$46,936.00 | \$61,000.00 | \$61,000.00 | \$60,000.00 |
| | | | Net | \$65,860.00 | \$46,936.00 | \$61,000.00 | \$61,000.00 | \$60,000.00 |
| 1 | 44 | Licenses And Permits | Revenues | (\$4,775.00) | (\$4,395.00) | (\$3,500.00) | (\$3,500.00) | (\$4,100.00) |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | (\$4,775.00) | (\$4,395.00) | (\$3,500.00) | (\$3,500.00) | (\$4,100.00) |
| 1 | 60 | Data Processing | Revenues | (\$24,142.50) | (\$24,142.00) | \$0.00 | \$0.00 | (\$24,142.00) |
| | | | Expenditures | \$73,051.54 | \$61,546.99 | \$73,500.00 | \$75,500.00 | \$70,000.00 |
| | | | Net | \$48,909.04 | \$37,404.99 | \$73,500.00 | \$75,500.00 | \$45,858.00 |
| 1 | 89 | Elections | Revenues | (\$9,098.16) | (\$35,571.01) | (\$40,500.00) | \$0.00 | (\$37,200.00) |
| | | | Expenditures | \$7,739.75 | \$56,540.44 | \$48,000.00 | \$4,000.00 | \$57,990.00 |
| | | | Net | (\$1,358.41) | \$20,969.43 | \$7,500.00 | \$4,000.00 | \$20,790.00 |
| 1 | 90 | County Attorney | Revenues | (\$20,655.06) | (\$73,770.05) | (\$13,000.00) | (\$13,000.00) | (\$13,000.00) |
| | | | Expenditures | \$363,603.15 | \$373,041.02 | \$362,491.00 | \$370,141.00 | \$400,750.00 |
| | | | Net | \$342,948.09 | \$299,270.97 | \$349,491.00 | \$357,141.00 | \$387,750.00 |

| | | | 2011 Actual | 2012 Actual | 2012 Budget | 2013 Budget | 2014 Budget | |
|---|-----|----------------------------------|--------------|------------------|------------------|----------------|----------------|----------------|
| 1 | 100 | Land Records | Revenues | (\$144,516.00) | (\$138,660.02) | (\$129,748.00) | (\$171,248.00) | (\$196,000.00) |
| | | | Expenditures | \$247,156.33 | \$223,519.80 | \$263,545.00 | \$245,971.00 | \$284,680.00 |
| | | | Net | \$102,640.33 | \$84,859.78 | \$133,797.00 | \$74,723.00 | \$88,680.00 |
| 1 | 110 | Courthouse | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$163,786.79 | \$167,451.72 | \$196,626.00 | \$195,672.00 | \$213,620.00 |
| | | | Net | \$163,786.79 | \$167,451.72 | \$196,626.00 | \$195,672.00 | \$213,620.00 |
| 1 | 111 | County Museum building | Revenues | (\$2,427.89) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$101,160.28 | \$116,277.45 | \$159,671.00 | \$168,672.00 | \$52,555.00 |
| | | | Net | \$98,732.39 | \$116,277.45 | \$159,671.00 | \$168,672.00 | \$52,555.00 |
| 1 | 112 | CPHS Building | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$51,830.00 |
| | | | Net | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$51,830.00 |
| 1 | 113 | Prairie 5 Counsel Assoc Building | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$52,555.00 |
| | | | Net | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$52,555.00 |
| 1 | 120 | County Medical Insurance | Revenues | (\$1,660,567.32) | (\$1,528,224.19) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$1,651,057.59 | \$1,525,950.25 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | (\$9,509.73) | (\$2,273.94) | \$0.00 | \$0.00 | \$0.00 |
| 1 | 122 | Veterans Service | Revenues | (\$9,386.58) | (\$11,143.00) | (\$5,500.00) | (\$7,600.00) | (\$4,000.00) |
| | | | Expenditures | \$154,879.58 | \$128,975.99 | \$156,928.00 | \$145,518.00 | \$141,040.00 |
| | | | Net | \$145,493.00 | \$117,832.99 | \$151,428.00 | \$137,918.00 | \$137,040.00 |
| 1 | 123 | Planning And Zoning | Revenues | (\$77,184.38) | (\$142,902.00) | (\$67,880.00) | (\$78,390.00) | (\$78,590.00) |
| | | | Expenditures | \$60,661.13 | \$56,539.13 | \$68,630.00 | \$82,790.00 | \$82,375.00 |
| | | | Net | (\$16,523.25) | (\$86,362.87) | \$750.00 | \$4,400.00 | \$3,785.00 |
| 1 | 148 | Technology Committee | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$26,594.02 | \$12,151.60 | \$15,300.00 | \$17,300.00 | \$19,600.00 |
| | | | Net | \$26,594.02 | \$12,151.60 | \$15,300.00 | \$17,300.00 | \$19,600.00 |
| 1 | 149 | Technical Support | Revenues | (\$145,058.19) | (\$152,476.54) | (\$140,000.00) | (\$148,000.00) | (\$148,000.00) |
| | | | Expenditures | \$150,266.04 | \$161,903.12 | \$160,337.00 | \$173,040.00 | \$180,350.00 |
| | | | Net | \$5,207.85 | \$9,426.58 | \$20,337.00 | \$25,040.00 | \$32,350.00 |
| 1 | 150 | Missing Heirs | Revenues | (\$2,284.32) | (\$22,042.02) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | (\$2,284.32) | (\$22,042.02) | \$0.00 | \$0.00 | \$0.00 |
| 1 | 200 | Sheriff | Revenues | (\$175,964.97) | (\$468,796.71) | (\$98,125.00) | (\$95,625.00) | (\$145,625.00) |
| | | | Expenditures | \$1,275,475.50 | \$1,728,629.44 | \$1,274,765.00 | \$1,308,058.00 | \$1,517,680.00 |
| | | | Net | \$1,099,510.53 | \$1,259,832.73 | \$1,176,640.00 | \$1,212,433.00 | \$1,372,055.00 |
| 1 | 202 | 911 Distribution | Revenues | (\$84,924.12) | (\$81,588.62) | (\$94,000.00) | (\$94,000.00) | (\$197,000.00) |
| | | | Expenditures | \$118,205.08 | \$111,782.50 | \$42,339.00 | \$42,339.00 | \$197,000.00 |
| | | | Net | \$33,280.96 | \$30,193.88 | (\$51,661.00) | (\$51,661.00) | \$0.00 |

| | | | 2011 Actual | 2012 Actual | 2012 Budget | 2013 Budget | 2014 Budget | |
|---|-----|----------------------------------|--------------|----------------|----------------|----------------|----------------|----------------|
| 1 | 204 | Coroner | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$7,645.25 | \$15,072.73 | \$14,000.00 | \$15,000.00 | \$15,000.00 |
| | | | Net | \$7,645.25 | \$15,072.73 | \$14,000.00 | \$15,000.00 | \$15,000.00 |
| 1 | 205 | Jail | Revenues | (\$27,665.21) | (\$32,756.55) | (\$21,000.00) | (\$12,000.00) | (\$19,000.00) |
| | | | Expenditures | \$725,194.66 | \$831,144.03 | \$793,190.00 | \$884,750.00 | \$898,145.00 |
| | | | Net | \$697,529.45 | \$798,387.48 | \$772,190.00 | \$872,750.00 | \$879,145.00 |
| 1 | 251 | Grants 6W Community Corrections | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$153,073.00 | \$159,195.92 | \$159,196.00 | \$161,590.00 | \$180,804.00 |
| | | | Net | \$153,073.00 | \$159,195.92 | \$159,196.00 | \$161,590.00 | \$180,804.00 |
| 1 | 261 | Restorative Justice | Revenues | (\$19,751.84) | (\$22,575.29) | (\$27,000.00) | (\$27,000.00) | (\$2,000.00) |
| | | | Expenditures | \$47,276.34 | \$49,339.47 | \$67,800.00 | \$86,479.00 | \$54,985.00 |
| | | | Net | \$27,524.50 | \$26,764.18 | \$40,800.00 | \$59,479.00 | \$52,985.00 |
| 1 | 280 | Emergency Management | Revenues | (\$28,303.41) | (\$46,602.47) | (\$18,580.00) | (\$16,500.00) | (\$16,500.00) |
| | | | Expenditures | \$78,110.75 | \$68,107.03 | \$58,599.00 | \$73,611.00 | \$72,420.00 |
| | | | Net | \$49,807.34 | \$21,504.56 | \$40,019.00 | \$57,111.00 | \$55,920.00 |
| 1 | 400 | Countyside Public Health Service | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$81,686.00 | \$84,487.00 | \$85,000.00 | \$86,177.00 | \$88,762.00 |
| | | | Net | \$81,686.00 | \$84,487.00 | \$85,000.00 | \$86,177.00 | \$88,762.00 |
| 1 | 406 | Youth Programs | Revenues | (\$236.87) | (\$662.26) | (\$300.00) | (\$300.00) | (\$300.00) |
| | | | Expenditures | \$90,579.70 | \$96,356.35 | \$100,939.00 | \$103,264.00 | \$104,160.00 |
| | | | Net | \$90,342.83 | \$95,694.09 | \$100,639.00 | \$102,964.00 | \$103,860.00 |
| 1 | 520 | County Parks | Revenues | (\$31,531.64) | (\$32,621.18) | (\$509,000.00) | (\$509,000.00) | (\$428,000.00) |
| | | | Expenditures | \$23,516.20 | \$17,750.61 | \$515,000.00 | \$516,000.00 | \$435,000.00 |
| | | | Net | (\$8,015.44) | (\$14,870.57) | \$6,000.00 | \$7,000.00 | \$7,000.00 |
| 1 | 521 | Parks And Drainage | Revenues | (\$125,969.73) | (\$112,287.55) | (\$96,319.00) | (\$107,118.00) | (\$113,778.00) |
| | | | Expenditures | \$159,380.78 | \$161,525.81 | \$184,034.00 | \$197,696.00 | \$223,128.00 |
| | | | Net | \$33,411.05 | \$49,238.26 | \$87,715.00 | \$90,578.00 | \$109,350.00 |
| 1 | 600 | Extension | Revenues | (\$2,355.46) | (\$1,867.63) | (\$1,000.00) | (\$1,000.00) | (\$1,000.00) |
| | | | Expenditures | \$126,233.99 | \$125,792.78 | \$134,054.00 | \$138,160.00 | \$136,355.00 |
| | | | Net | \$123,878.53 | \$123,925.15 | \$133,054.00 | \$137,160.00 | \$135,355.00 |
| 1 | 602 | Agriculture Inspector | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$13,500.00 | \$13,500.00 | \$13,500.00 | \$13,500.00 | \$13,500.00 |
| | | | Net | \$13,500.00 | \$13,500.00 | \$13,500.00 | \$13,500.00 | \$13,500.00 |
| 1 | 603 | Predator Control | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$3,184.00 | \$3,254.00 | \$12,000.00 | \$8,000.00 | \$8,000.00 |
| | | | Net | \$3,184.00 | \$3,254.00 | \$12,000.00 | \$8,000.00 | \$8,000.00 |
| 1 | 703 | Grants And Appropriations | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$485,850.01 | \$476,328.95 | \$360,515.00 | \$379,070.00 | \$440,163.00 |
| | | | Net | \$485,850.01 | \$476,328.95 | \$360,515.00 | \$379,070.00 | \$440,163.00 |

| | | | 2011 Actual | 2012 Actual | 2012 Budget | 2013 Budget | 2014 Budget |
|--------------|-----|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| Fund Total - | 1 | | | | | | |
| | | Revenues | (\$8,188,566.54) | (\$8,665,935.02) | (\$6,129,857.00) | (\$6,525,884.00) | (\$6,935,592.00) |
| | | Expenditures | \$7,730,651.84 | \$12,009,703.30 | \$6,328,322.00 | \$6,672,415.00 | \$7,115,637.00 |
| | | Net | (\$457,914.70) | \$3,343,768.28 | \$198,465.00 | \$146,531.00 | \$180,045.00 |
| 2 | 390 | Environmental Services | | | | | |
| | | Revenues | (\$926,856.66) | (\$892,396.75) | (\$853,932.00) | (\$912,932.00) | (\$824,550.00) |
| | | Expenditures | \$957,234.93 | \$940,532.88 | \$951,817.00 | \$933,413.00 | \$884,570.00 |
| | | Net | \$30,378.27 | \$48,136.13 | \$97,885.00 | \$20,481.00 | \$60,020.00 |
| Fund Total - | 2 | | | | | | |
| | | Revenues | (\$926,856.66) | (\$892,396.75) | (\$853,932.00) | (\$912,932.00) | (\$824,550.00) |
| | | Expenditures | \$957,234.93 | \$940,532.88 | \$951,817.00 | \$933,413.00 | \$884,570.00 |
| | | Net | \$30,378.27 | \$48,136.13 | \$97,885.00 | \$20,481.00 | \$60,020.00 |
| 3 | 300 | Highway Administration | | | | | |
| | | Revenues | (\$6,582,537.43) | (\$7,546,902.41) | (\$5,232,961.00) | (\$6,685,751.00) | (\$5,259,449.00) |
| | | Expenditures | \$1,368,740.81 | \$1,365,582.50 | \$197,187.00 | \$190,250.00 | \$200,784.00 |
| | | Net | (\$5,213,796.62) | (\$6,181,319.91) | (\$5,035,774.00) | (\$6,495,501.00) | (\$5,058,665.00) |
| 3 | 301 | Shared County Engineer | | | | | |
| | | Revenues | (\$79,433.21) | (\$72,139.23) | \$0.00 | (\$81,405.00) | (\$83,286.00) |
| | | Expenditures | \$144,753.57 | \$175,069.91 | \$189,609.00 | \$162,809.00 | \$166,572.00 |
| | | Net | \$65,320.36 | \$102,930.68 | \$189,609.00 | \$81,404.00 | \$83,286.00 |
| 3 | 310 | Maintenance | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$604,812.13 | \$966,745.85 | \$1,755,462.00 | \$1,876,195.00 | \$1,756,953.00 |
| | | Net | \$604,812.13 | \$966,745.85 | \$1,755,462.00 | \$1,876,195.00 | \$1,756,953.00 |
| 3 | 315 | Engineering | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$14,000.38 | \$8,477.89 | \$73,520.00 | \$79,722.00 | \$72,730.00 |
| | | Net | \$14,000.38 | \$8,477.89 | \$73,520.00 | \$79,722.00 | \$72,730.00 |
| 3 | 320 | Construction | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$3,372,727.25 | \$3,200,865.17 | \$1,942,952.00 | \$3,423,944.00 | \$1,837,838.00 |
| | | Net | \$3,372,727.25 | \$3,200,865.17 | \$1,942,952.00 | \$3,423,944.00 | \$1,837,838.00 |
| 3 | 330 | Equipment & Maintenance Shops | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$613,457.77 | \$553,982.98 | \$728,331.00 | \$735,496.00 | \$799,729.00 |
| | | Net | \$613,457.77 | \$553,982.98 | \$728,331.00 | \$735,496.00 | \$799,729.00 |
| 3 | 350 | Other (Highway) | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$9,484.00 | \$11,083.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| | | Net | \$9,484.00 | \$11,083.00 | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| 3 | 360 | Accounts Receivable | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$848.91 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Net | \$848.91 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 | 370 | Inter-Governmental Expense | | | | | |
| | | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | Expenditures | \$336,788.00 | \$354,142.00 | \$336,788.00 | \$354,142.00 | \$366,435.00 |
| | | Net | \$336,788.00 | \$354,142.00 | \$336,788.00 | \$354,142.00 | \$366,435.00 |

| | | | 2011 Actual | 2012 Actual | 2012 Budget | 2013 Budget | 2014 Budget | |
|-----------------|-----|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Fund Total - 3 | | | Revenues | (\$6,661,970.64) | (\$7,619,041.64) | (\$5,232,961.00) | (\$6,767,156.00) | (\$5,342,735.00) |
| | | | Expenditures | \$6,465,612.82 | \$6,635,949.30 | \$5,233,849.00 | \$6,832,558.00 | \$5,211,041.00 |
| | | | Net | (\$196,357.82) | (\$983,092.34) | \$888.00 | \$65,402.00 | (\$131,694.00) |
| 8 | 700 | Revolving Loan Fund | Revenues | (\$127,351.94) | (\$2,209,867.60) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$1,571,984.44 | \$835,360.83 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | \$1,444,632.50 | (\$1,374,506.77) | \$0.00 | \$0.00 | \$0.00 |
| 8 | 703 | Grants And Appropriations | Revenues | \$0.00 | (\$400,000.00) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | \$0.00 | (\$400,000.00) | \$0.00 | \$0.00 | \$0.00 |
| Fund Total - 8 | | | Revenues | (\$127,351.94) | (\$2,609,867.60) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$1,571,984.44 | \$835,360.83 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | \$1,444,632.50 | (\$1,774,506.77) | \$0.00 | \$0.00 | \$0.00 |
| 11 | 404 | Income Maintenance | Revenues | (\$1,047,195.42) | (\$1,335,771.29) | (\$1,121,300.00) | (\$1,155,290.00) | (\$1,261,040.00) |
| | | | Expenditures | \$1,089,658.42 | \$1,196,118.57 | \$1,121,300.00 | \$1,155,290.00 | \$1,261,040.00 |
| | | | Net | \$42,463.00 | (\$139,652.72) | \$0.00 | \$0.00 | \$0.00 |
| 11 | 405 | Social Services | Revenues | (\$3,018,528.10) | (\$3,246,896.56) | (\$3,156,050.00) | (\$3,237,079.00) | (\$3,249,910.00) |
| | | | Expenditures | \$3,007,767.07 | \$3,529,275.47 | \$3,156,050.00 | \$3,278,755.00 | \$3,249,910.00 |
| | | | Net | (\$10,761.03) | \$282,378.91 | \$0.00 | \$41,676.00 | \$0.00 |
| Fund Total - 11 | | | Revenues | (\$4,065,723.52) | (\$4,582,667.85) | (\$4,277,350.00) | (\$4,392,369.00) | (\$4,510,950.00) |
| | | | Expenditures | \$4,097,425.49 | \$4,725,394.04 | \$4,277,350.00 | \$4,434,045.00 | \$4,510,950.00 |
| | | | Net | \$31,701.97 | \$142,726.19 | \$0.00 | \$41,676.00 | \$0.00 |
| 40 | 3 | General Government - Ditches Fund | Revenues | (\$314,673.31) | (\$442,210.33) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | (\$314,673.31) | (\$442,210.33) | \$0.00 | \$0.00 | \$0.00 |
| 40 | 800 | Unallocated - Ditches Fund | Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$473,974.04 | \$454,155.09 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | \$473,974.04 | \$454,155.09 | \$0.00 | \$0.00 | \$0.00 |
| Fund Total - 40 | | | Revenues | (\$314,673.31) | (\$442,210.33) | \$0.00 | \$0.00 | \$0.00 |
| | | | Expenditures | \$473,974.04 | \$454,155.09 | \$0.00 | \$0.00 | \$0.00 |
| | | | Net | \$159,300.73 | \$11,944.76 | \$0.00 | \$0.00 | \$0.00 |
| Grand Total | | | Revenues | (\$20,285,142.61) | (\$24,812,119.19) | (\$16,494,100.00) | (\$18,598,341.00) | (\$17,613,827.00) |
| | | | Expenditures | \$21,296,883.56 | \$25,601,095.44 | \$16,791,338.00 | \$18,872,431.00 | \$17,722,198.00 |
| | | | Net | \$1,011,740.95 | \$788,976.25 | \$297,238.00 | \$274,090.00 | \$108,371.00 |



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 27, 2013
Re: Employment Updates

The following individuals were appointed since November 1, 2013:

- Karri Berreau, Lead Eligibility Worker, Human Services, Starting December 2, 2013
- Alexander Anderson, Full-Time CCO, Sheriff's Department, Starting December 15, 2013

The following positions were approved to begin advertising since November 1, 2013:

- Eligibility Worker, Human Services, Applications due November 26, 2013
(Replacement due to the promotion on Karri Berreau)

The following individuals tendered their resignation since November 1, 2013:

- None

FYI



SWIFT COUNTY ADMINISTRATION

Historic Courthouse
301 14th Street N
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Benson, MN 56215

Memo

To: Board of Commissioners
From: Mike Pogge-Weaver, County Administrator *MPW*
Date: November 27, 2013
Re: 2014 Board and Commission Assisntments

Attached is a copy of the 2013 Board and Commission Representation List. Please review it in preparation for possible changes for 2014. 2014 board assignment will be made at your January 7th meeting.

2013 BOARD REPRESENTATION

| COMMITTEE/GROUP | REPRESENTATIVE | DAY OF MEETING | MEETING TIME | PLACE |
|------------------------------|-----------------------------|-----------------------|---------------------|--------------|
| BOARD COMMITTEES: | | | | |
| Policy Committee | Peterson Fox | As needed | 10:30 a.m. | Board Room |
| Technology Committee | Hendrickx | As needed | 9:00 a.m. | Board Room |
| Personnel Committee | Hendrickx Rudningen | Mon after 1st Tue | 10:00 a.m. | Board Room |
| Solid Waste Committee | Peterson Fox | As needed | 9:00 a.m. | Enivron Ser. |
| Building Committee | Peterson Klemm | As needed | 9:00 a.m. | Board Room |
| ADVISORY COMMITTEES: | | | | |
| Appleton Park Board | Hendrickx | | | |
| Revolving Loan Fund | Entire Board | | | |
| Extension Committee | Klemm Rudningen | | | |
| RDA/GROW Boards | Klemm Peterson/Alternate | 2nd Thursday | 7:00 a.m. | DeToy's |
| Swift County Law Library | Peterson | | | |
| Planning Commission | Hendrickx | | | |
| Prairie V CAC Board | Peterson | 4th Monday | 10:00 a.m. | Montevideo |
| Prairie Lakes Detention Bd | Klemm Fox/Alternate | | | |
| SCEMO | Klemm Rudningen | | | |
| Swift County DAC Board | Klemm | | | |
| Swift County Youth Program | Klemm | | | |
| Upper Mn Val Reg Dev Com | Hendrickx | | | |
| Water Planning Committee | Klemm | | | |
| Jobs Training/Private Ind.Co | Fox | | Quarterly | |
| Pioneerland Library System | Fox | | | |
| Cemetery | Klemm | | | |
| Safety | Klemm | | | |
| Prairie Country RC & D Bd | Fox | | | |

2013 BOARD REPRESENTATION

| COMMITTEE/GROUP | REPRESENTATIVE | DAY OF MEETING | MEETING TIME | PLACE |
|-----------------------------------|-----------------------------|-----------------------|---------------------|--------------|
| Historical Society | Peterson | | | |
| Countryside Public Health | Peterson | | | |
| West Minn Revolving Loan | Fox | | | |
| Swift Falls Park Board | Rudningen | | | |
| SW Mental Health Bd | Fox | | | |
| RIDES Advisory Council | Peterson | | | |
| Region 6W FEMA Board | Peterson | | Annually | |
| Chippewa River Watershed | Fox | | Monthly | |
| Pomme de Terre Watershed | Fox | | | |
| Hospital Government Group | Klemm Peterson | | | |
| Glacial Ridge Trail Scenic | Rudningen | | | |
| Woodland Centers | Hendrickx Fox | | | |
| HRA Board | Peterson | | | |
| Joint Engineer Committee | Peterson Rudningen | | | |
| SWCD | Peterson | | | |
| Restorative Justice | Fox | | | |
| Sheriff's Task Force | Klemm Peterson | | | |
| Swift County Benson Hospital | Fox | | | |
| C 6 Drug Task Force | Fox | | | |
| Prairie Waters Tourism | Hendrickx | | | |
| RDA Loan Committee | Peterson Klemm | | | |
| 6W Corrections | Hendrickx Peterson | | | |
| Radio Board | Peterson Klemm/Alternate | | | |
| COHORT Round Table | Hendrickx Klemm | | | |
| Nurse Family Partnership | Peterson | | | |
| Southern Prairie Community Care | Hendrickx Fox Alternate | | | |
| SW Cent. Safe Committee Coalition | Entire Board | | | |

2013 JOINT COUNTY DITCH BOARDS

| JOINT COUNTY DITCH BOARDS | | | | |
|--------------------------------------|----------------|----------------|--------------|-------|
| JOINT COUNTY DITCH BOARD | REPRESENTATIVE | DAY OF MEETING | MEETING TIME | PLACE |
| JT CO DITCH NO. 2 (S & S) | Hendrickx | | | |
| | Fox | | | |
| JT CO DITCH NO. 3 (C & S) | Klemm | | | |
| | Fox | | | |
| JT CO DITCH NO. 4 (S & P) | Peterson | | | |
| | Hendrickx | | | |
| | Rudningen | | | |
| JT CO DITCH NO. 6 (C & S) | Peterson | | | |
| | Fox | | | |
| JT CO DITCH NO. 8 (C & S) | Fox | | | |
| | Rudningen | | | |
| JT CO DITCH NO. 9 (S, S, & P) | Rudningen | | | |
| | Fox | | | |
| JT CO DITCH NO. 18 (S,K, & C) | Fox | | | |
| | Klemm | | | |
| | Hendrickx | | | |
| LAT B OF JT CO DITCH NO. 18 (S & C) | Fox | | | |
| | Klemm | | | |
| | Peterson | | | |
| LAT C OF JT CO DITCH NO. 18 (S,K,&C) | Hendrickx | | | |
| | Peterson | | | |
| | Fox | | | |
| JT CO DITCH NO. 19 (S & K) | Hendrickx | | | |
| | Peterson | | | |
| | Rudningen | | | |
| JT CO DITCH NO. 21 (S, K, & C) | Hendrickx | | | |
| | Peterson | | | |
| | Rudningen | | | |
| JT CO DITCH NO. 22 (S, K & C) | Hendrickx | | | |
| | Rudningen | | | |