

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, April 18, 2017

11:00 AM

Swift County Board Room – 301 14<sup>th</sup> 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. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
11:00 a.m.		<b>Call to Order and Roll Call</b>
11:01 a.m.		<b>Approve Agenda</b>
11:03 a.m.		<b>Consent Agenda</b>
	1-3	(1) Minutes from the April 4, 2017 Regular Meeting
	4	(2) Minutes from the April 4, 2017 Closed Meeting
	5-7	(3) Consider appointing a Communications and Corrections Officer
	8-9	(4) Consider appointing County Administrator as Clerk of the Board
	10	(5) Consider approval to change the location of the 2017 Swift County Board of Commissioner's Meeting Schedule as of June 20, 2017
11:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
11:05 a.m.		<b>Commissioner and Board reports</b>
11:20 a.m.		<b>County Administrator report</b>
11:25 a.m.		<b>Citizens Comments</b>
11:25 a.m.		<b>Presentation from Midge Christianson, 6W Community Corrections Executive Director</b>
11:25 a.m.		<b>Kelsey Baker, County Administrator</b>
	11	Consider approval to advertise for bids for the Countryside Public Health building
12:10 p.m.		<b>Scott Collins, Environmental Services Director</b>
	12-13	Consider approval to hire a full-time Maintenance Worker III position prior to an upcoming retirement
12:25 p.m.		<b>Other Business</b>
	None	<b>Closed session to consider strategy for labor negotiations</b> 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 closed session and return to open session
1:00 p.m.		<b>Adjournment</b>

# SWIFT COUNTY BOARD MINUTES

## April 4, 2017

Chairman Rudningen called the meeting to order at 9:00 AM with all members present except Commissioner Hendrickx. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Kevin Beyer, and Amanda Ness.

Chairman Rudningen asked if there were any changes or additions to the agenda. The date of the meeting was changed from 2016 to 2017. There were no other changes or additions.

**04-04-17-01** Commissioner Fox moved and Commissioner E. Pederson seconded to approve the agenda with the change noted. Motion carried unanimously.

**04-04-17-02** Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from the March 21, 2017 Regular Meeting (2) Approval of the Minutes from the March 21, 2017 Closed Meeting (3) Approval for Swift County HRA to apply a \$6,250 special assessment to the property at 49 East Sorenson, Appleton, MN (4) Approval for Swift County HRA to apply a \$2,359 special assessment to the property at 429 East Rooney, Appleton, MN. Motion carried unanimously.

**04-04-17-03** Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$122,073.67; Solid Waste: \$19,376.12; Road and Bridge: \$4,914.22; County Ditches: \$356.40; Tax Collections Agency, \$52.00 which includes the following bills over \$2,000: Albany Recycling Center, \$2,364.35; Anderson Larson Saunders Klaassen, \$2,150.00; Ascheman Oil, \$2,176.32; Geyer Recycling, \$5,862.50; John Mack, \$4,116.28; MN Department of Transportation, \$4,794.28; Morris Electronics, \$4,738.50; Motorola, \$13,904.76; Ridgewater College, \$6,000.00; Tyler Technologies Inc., \$3,231.00; University of Minnesota, \$17,607.75; Waste Management Of Northern Minnesota, \$8,282.70; and WatchGuard Video, \$53,192.50. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on HRA, Prairie Five, and Daycare. Commissioner E. Pederson reported on Labor Negotiation Mediation, Historical Society, and Ditch #18. Commissioner Fox reported on SPCC, Ditch #18, and SCBHS. Chairman Rudningen reported on MnDOT Variance Committee.

Federated Telephone General Manager Kevin Beyer gave a broadband project update.

Chairman Rudningen asked for citizens comments. There were none.

Jonathan Loose and Samantha Epping of Wold Architects & Engineers gave a building project update.

Board recessed for a short break at 10:00 AM.

Board reconvened at 10:12 AM.

Sheriff John Holtz requested consent for the County to assume half of the Safe and Secure Courthouse Initiative Grant with a total project cost of \$188,060.00.

**04-04-17-04** Commissioner P. Peterson moved and Commissioner Fox seconded to approve the resolution. Motion carried unanimously.

Environmental Services Director Scott Collins reviewed and requested approval of the 2016 Annual County

Feedlot Officer Report and Performance Credit Report.

Engineer Andy Sander and Maintenance Supervisor Mark Lesteberg requested approval to award S.P. 076-606-045 paving project on CSAH 6 from TH 29 to CSAH 35 to Knife River for \$4,558,464.45 pending State and Federal approval and allowing the Board Chairman to sign the contract.

**04-04-17-05** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the request. Motion carried unanimously.

Engineer Sander and Supervisor Lesteberg further requested approval to purchase the concrete wall panels for two salt sheds, one for the Murdock shop and one for the Holloway shop from AL's Concrete for \$21,250.00.

**04-04-17-06** Commissioner P. Peterson moved and Commissioner Fox seconded to approve the request. Motion carried unanimously.

Engineer Sander and Supervisor Lesteberg further requested approval to purchase the materials and pay for installation of the upper walls and roof for both salt sheds from Don's Building Center for \$19,991.38.

**04-04-17-07** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the request. Motion carried unanimously.

Short discussions were held on the CR #52 culvert, CR #68 future road work, and road restrictions.

A discussion was held on the Weed Inspector position and staff was directed to follow up with SWCD on the position opening.

**04-04-17-08** Commissioner P. Peterson moved and Commissioner Fox seconded to move to closed session 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). Motion carried unanimously.

The regular meeting recessed to closed session at 10:47 AM.

The regular meeting reconvened at 10:58 AM.

**04-04-17-09** Commissioner Fox moved and Commissioner P. Peterson seconded to approve moving forward with the final offer made during mediation with the AFSCME Highway and Environmental Services Unit. Motion carried unanimously.

**04-04-17-10** Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:03 AM.

WITNESSED:

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Eric Rudningen, Chair

ATTEST:

DRAFT

**SWIFT COUNTY BOARD MINUTES**  
**Record of Executive Session**  
**April 4, 2017**

Date Convened: Tuesday, April 4, 2017

Time Convened: 10:48 AM

Time Adjourned: 10:58 AM

Members Present: Commissioners Fox, Edward Pederson, Peter Peterson, and Rudningen

Members Absent: Commissioner Hendrickx

Also Present: County Administrator Kelsey Baker, County Attorney Danielle Olson, and Amanda Ness

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 Rudningen called the executive session to order at 10:48 AM with all members present except Commissioner Hendrickx as well as County Administrator Kelsey Baker, County Attorney Danielle Olson, and Amanda Ness. The Board discussed labor negotiation strategies.

The board took no actions at the meeting.

**04-04-17-1-ExS** Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried.

Executive Session adjourned at 10:58 AM

WITNESSED:

\_\_\_\_\_  
Eric Rudningen, Chair

ATTEST:

\_\_\_\_\_  
Amanda Ness, Clerk of the Board



# Request for Board Action

BOARD MEETING DATE:  
April 18, 2017

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider the appointment of a Part-time Communications and Corrections Officer at Step 2	
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 County interviewed 6 individuals for a Part-time CCO position. The candidate that staff would like to offer this position to has 9 years of 911 Dispatcher experience in a neighboring county. Staff is requesting board approval to hire this individual at step 2 in recognition of the experience they have.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: None
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**Kelsey Baker**  
*County Administrator*

301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215

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

**e-mail:**  
*kelsey.baker@co.swift.mn.us*

April 18, 2017

Laurie Rothers  
1560 60<sup>th</sup> St NE  
Murdock MN 56271

Re: Conditional Offer of Employment

Dear Ms. Rothers:

This letter is a written follow-up to your employment conversation with Tracy Koosman. It is my understanding that you reached mutual agreement on a conditional offer of employment as a Part-Time Corrections and Communications Officer. I am very pleased that you have accepted this conditional offer of employment. This conditional offer of employment is contingent on successfully passing background and psychological investigations.

Your first day as a Part-Time Corrections and Communications Officer is tentatively May 1, 2017. This position is a part-time, non-exempt, hourly position. The starting wage for your position will be at Step 2, \$17.49 per hour. This is in conformity with the agreement between Swift County and Law Enforcement Labor Services, Inc. Local #10 (LELS). Your direct supervisor will be Tracy Koosman. You will be on probation for the first year of employment. You will receive wage adjustments and benefits following the collective bargaining agreement between Swift County and LELS. As a part-time employee, you are eligible for pro-rated paid time off.

Please bring acceptable documentation to complete the I-9 form on your first day. A list of acceptable documentation is enclosed.

We look forward to having you join the Swift County Sheriff's Department. Please acknowledge your acceptance of this offer by signing below and returning two copies of this document to me no later than April 28, 2017.

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

Signature: \_\_\_\_\_  
Ms. Laurie Rothers

\_\_\_\_\_  
Date

Cordially,

Kelsey Baker

County Administrator

cc: John Holtz, Sheriff  
Tracy Koosman, CCO Supervisor  
Personnel File  
Payroll



# Request for Board Action

BOARD MEETING DATE:  
April 18, 2017

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointing Kelsey Baker as the Clerk of the Board.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The board is required to have an appointed clerk
BACKGROUND/JUSTIFICATION: Having an appointed Auditor position and since the Auditor may not attend all of the County meetings, the board should consider appointing a Clerk of the Board that will consistently attend board meetings. M.S. 375A.10 permits the board to appoint a Clerk of the Board when the Auditor position is an appointed position. The County Administrator position attends all County meetings making it a logical position to serve in this roll.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Approve
COMMENTS: Click here to enter text.	COMMENTS: None

**RESOLUTION**

**VACATE THE CURRENT CLERK OF THE BOARD WITH  
COUNTY ADMINISTRATOR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, with the hiring of the new County Administrator the County Board is wanting to appoint a new Clerk of the Board.

**WHEREAS**, the current Clerk of the Board, Amanda Ness, will vacate the duties.

**THEREOFRE BE IT RESOLVED**, that the Swift County Board of Commissioners appoints County Administrator Kelsey Baker as the Clerk of the Board for Swift County effective April 18, 2017.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 18<sup>th</sup> day of April, 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Eric Rudningen, Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness, Clerk of the Board

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

**RESOLUTION**

**CHANGE OF LOCATION FOR THE 2017 SWIFT COUNTY BOARD OF COMMISSIONERS' MEETING SCHEDULE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, that the Swift County Board of Commissioners shall hold meetings as of June 20, 2017 through December 31, 2017, in the Benson City Council Chambers. City Hall is located at 1410 Kansas Ave in Benson, Minnesota.

**BE IT RESOLVED**, that the Swift County Board of Commissioners change the location of the meetings during the duration of the courthouse renovation.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 18th day of April 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION**

**CONFIRM ADVERTISEMENT FOR BIDS FOR THE  
COUNTRYSIDE PUBLIC HEALTH BUILDING**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, pursuant to an advertisement for bids for the Countryside Public Health building, involving the renovation.

**BE IT RESOLVED**, which the Swift County Board of Commissioners approve to open bids.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 18th day of April 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
April 18, 2017

## 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: Requesting Full Time Maintenance III position for Environmental Services	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Transition employee due to upcoming retirement and lack of STS help	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: SCORE
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: Succession planning

**Environmental Services**  
*Scott Collins, Director*



1000 Industrial Drive  
P.O. Box 207  
Benson, MN 56215

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Phone (320) 843-2356  
Fax (320) 843-9172

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e-mail:  
scott.collins@co.swift.mn.us

**Part Time Position:**                      \$6,400

**Full Time Position:**

June 1, 2017 thru November, 30, 2017 (960 hours)

Maintenance III:	\$16.97 x 960 hours =	\$16,291
	Benefits (35%) =	<u>13,261</u>
	Total	\$29,553

**Funded in 2017 Budget:**

SCORE - \$29,553 (\$115,000 Budgeted)