

Notice & Agenda

Swift County Board of Commissioners

Tuesday, April 3, 2018

9:00 AM

Benson City Council Chambers – 1410 Kansas Ave, 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>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the March 20, 2018 Regular Meeting
	3	(2) Consider approving additional MFIP and DWP allocation to Chippewa County
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
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.		Michael Johnson, Parks, Drainage & Wetlands
	4	Set an information meeting date and time for Lat. E-JD #19 to discuss present and future drainage
9:35 a.m.		Catie Lee, Human Services
	5-7	Consider approval of \$1,684.19 payment to SW Adult Mental Health Consortium
9:45 a.m.		Wold Architects and Engineers & Northland Securities
		Building Committee Discussion
	8-11	Consider approving the proposal regarding Pre-Design Services for the possibility of facility improvements
10:20 a.m.		John Holtz, Sheriff
		Staffing Discussion
1030 a.m.		Other Business
10:30 a.m.		Recess
10:45 a.m.	12	Human Services Work Session
1:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

March 20, 2018

Chairman Rudningen called the meeting to order at 9:00 AM. with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Auditor Kim Saterbak, Human Services Director Catie Lee, Fiscal Supervisor Gary Jensen, Terri Orr, and members of the public.

Chairman Rudningen asked if there were any changes or additions to the agenda. The SWCD update was added at the end of the other business. There were no other changes or additions.

03-20-18-01 Commissioner E. Pederson moved and Commissioner Hendrickx seconded to approve the agenda as amended. Motion carried unanimously.

03-20-18-02 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from the March 6, 2018 Regular Meeting, (2) 2018 Annual Highway Report, (3) Consider approval of County Policies. Motion carried unanimously.

03-20-18-03 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue, \$83,858.21; Solid Waste, \$21,872.26; Road and Bridge, \$8,485.85; Human Services, \$91.26; Capital Projects Fund, \$537,730.00; County Ditches Fund, \$4,075.42; County Health Insurance, \$150.00; which includes the following bills over \$2,000: American Solutions For Business, \$2,411.36; Anoka County Treasury Office, \$2,000.00; Association of Minnesota Counties, \$2,600.00; Axon Enterprise Inc., \$2,824.00; Benson Postmaster, \$2,246.04; Dooley Petroleum Inc., \$2,436.89; EPA Audio Visual, \$16,432.52; Kandiyohi County Auditor Treasurer, \$3,875.42; Kandiyohi County Sheriff's Department, \$3,573.99; Morris Electronics, \$21,203.38; Nolan Baker Ford Sales, \$2,518.14; Pflipsen Trucking LLC, \$10,578.10; Sussner Construction Inc., \$529,549.00; Waste Management of Northern Minnesota, \$6,569.95; Weber/Dawn, \$3,125.00; Wold Architects & Engineers, \$8,031.00. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on the Policy Committee, Building Committee, Swift County HRA, and Countryside Public Health. Commissioner Hendrickx reported on Revolving Loan Fund meeting (RDC), Appleton Prison Testimony, AMC Board meeting, and Woodland Centers. Commissioner Fox reported on the Joint Ditch #8 meeting, Pomme de Terre, Wellness Committee, Restorative Practice, Woodland Centers, Chippewa Watershed, and Private Industry Council. Commissioner E. Pederson reported on SWCD, and the Annual Township meeting. Chairman Rudningen gave an update on Fiscal Reporting deadlines, the letter on Blandin Foundation, Joint Ditch #8 meeting, Annual Township meeting, Construction meeting, and Wellness Committee.

Chairman Rudningen asked for Citizens comments: There were none.

Administrator Baker discussed the Building Projects, Finance Committee, Wellness Committee, Highway Road Tour, Appleton Police Department Contract meeting, and New Employee Orientation Program.

County Auditor Kim Saterbak presented a request by the City of Appleton to purchase a tax-forfeited property.

03-06-18-04 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the purchase of a tax-forfeited property by the City of Appleton. Motion carried unanimously.

Human Service Director Catie Lee introduced a new employee, Laura Petrick, to the Board of Commissioners.

Director Lee further requested approval of a Daycare Grant for Prairie Play House Child Care in Appleton.

03-20-18-05 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve a Daycare Grant for Prairie Play House Child Care in Appleton. Motion carried unanimously.

Fiscal Supervisor Gary Jensen updated the board on the Financial Summary.

Director Lee updated the board on Out of Home Placement data.

Administrator Baker updated the board on the Swift County Planning Grants. A recommendation was made to commit \$30,000 from the Board Discretionary fund to be used for the Swift Planning County Grant.

03-20-18-06 Commissioner Hendrickx moved and Commissioner Fox seconded to approve \$30,000 from the Board Discretionary fund to the Swift County grant applications. Motion carried unanimously.

District Manager Andy Albertsen updated the board on the SWCD.

03-20-18-07 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 10:18 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
April 3, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Additional MFIP and DWP allocation to Chippewa County	
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: County Board action needs to be taken to approve additional allocation
BACKGROUND/JUSTIFICATION: In 2013 the counties of Big Stone, Swift, LQP, Nobles, Jackson, Yellow Medicine, SWHHS and Cottonwood Counties came together to consolidate their MFIP and DWP services to more efficiently serve the individuals in our counties that are in need of the supportive work program. Each county allocated a weighted percentage of the costs to allow for Chippewa to cash flow the costs. If at any time this agreement were to disband this allocated amount would return to Swift County. Due to increases in costs, Chippewa County is requested an additional allocation from the counties that are still in the agreement. For Swift County the current request is \$5,065. This amount along with our original allocation of \$11,952.48 will be returned to Swift County at any time that the arrangement with Chippewa County ceases to remain intact.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING: Reallocation of funds to Chippewa County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: Click here to enter text.



Request for Board Action

BOARD MEETING DATE:
April 3, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Swift County Parks	REQUESTOR: Michael Johnson	REQUESTOR PHONE: 320-843-5341
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Set an informational meeting date and time for Lat. E- JD #19 to discuss present and future drainage	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT?
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Tile was installed in early 80's to North of Benson to lower water table east of the housing development. There has been added drainage and a request for drainage.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No action	Click here to enter text.

Budget Information

FUNDING: Any expenses related to Informational meeting will be paid out of repair fund.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

Board Action

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



Request for Board Action

BOARD MEETING DATE:
April 3, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve \$1684.19 payment to SW Adult Mental Health Consortium	
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: County Board action needs to be taken to approve additional allocation
BACKGROUND/JUSTIFICATION: To review the regions mental health continuum of care and obtain additional grant funding to fund a planning phase to complete research, recommendations and strategic planning to enable them to effectively determine what services are needed in this region and make requests to the legislature for funding. The Human Services Committee has reviewed this request and is making a recommendation for approval of this funding.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING: Allocation of existing MH funds to SMAMHC
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: Click here to enter text.



2018
Chair
Pat Thomas
Co-Chair
Stacy Jorgenson
Secretary/Treasurer
Craig Myers
Director
Kimberly Holm

Mission: Develop, Participate and Strengthen a continuum of care providing the “Right Service” at the “Right Time” in the “Right Place” to support mental health recovery.

SMAMHC
2200 23rd St. N.E.
Suite 2030
Willmar, MN 56201
320-441-6340
Fax: 320-441-6349

March 12, 2018

Swift County Board

Dear Board Members,

A common theme to our Board meetings has been the continuum of care and/or lack of it. Continued issues include:

- The Behavioral Health System is strained and has numerous gaps.
- The cost to Counties paying for 100% cost of care when “Does Not Meet Criteria (DNMC)” determinations are made for stays at State Operated Services Regional Treatment Centers. These costs have become a burden on budgets.
- The County Costs in our region from Jan 2016 – Dec 2017 was \$1,287,159.07 with one county in the region reporting no costs in this period. These costs are from DNMC stays at Anoka RTC, St. Peter and Community Behavioral Health Hospitals.

The SW18 Consortium is committed to closing the gaps that continue to exist. However, the Mental Health System of Care is very complex with many components that are inter-connected. To make one change affects the entire system. To avoid making costly mistakes that negatively affect people, we are determined to thoroughly review the situation in our region. Our proposal includes hiring a Consultant who will do research, coordinate information, and submit recommendations for an inclusive plan that will assure the continuum is stronger, more efficient and truly a system of care that meets the needs of all who require help.

This proposal to hire a Consultant was a result of our legislative workgroup. At our last Board meeting, it was determined that it was necessary to address our County Boards and pursue a Foundation Grant as a 50/50 match of \$50,000. We are asking each Board if they are interested in participating in this effort. Each County’s contribution would be a percentage of their respective per capita population as determined by the 2016 census to determine per capita for each County. Enclosed is the proposed amount of your County’s contribution if each County Board so chooses to participate in this regional effort.

The time frame for the consultation and planning phase is to have recommendations prepared for presentation to the next Legislative Session. Upon the completion of this research, recommendations, and strategic planning phase, we will be requesting funding in the future from Legislation and DHS to implement our plan, as we are confident our findings and strategic proposals will be a model for success.

During our planning process, we will make every effort to identify cost savings, possible Rule changes and address new issues as they arise. We believe it is imperative to address the problem in a holistic and thoughtful way. We are proposing to concentrate our efforts on the entire continuum of care, which may include increasing bed capacity in our area. We will also focus on working to increase and improve community based service delivery to provide preventative care and additional care upon discharge from hospital based services. We know there are concerns with funding mechanisms that restrict eligibility. There are Rules in place that do not allow for the use of current technology, which could also assist in alleviating the workforce problems. It is our commitment to review the entire continuum to assure people are served at the right level, in the right place, at the right time.

Thank you for your consideration and support in our regional development.

Sincerely,



Kimberly Holm
SMAMHC Director

2016 Census
9,340

County Contribution
\$1684.19

March 29, 2018



Kelsey Baker, County Administrator
1214 Atlantic Avenue
Post Office Box 207
Benson, Minnesota 56215



Re: Swift County
2018 Pre-Design Services
Commission No. 9999

Dear Kelsey:

We are excited to help the County look further into the possibility of facility improvements. During our most recent Building Committee meeting the group came to a consensus on an option that addressed the most current and future needs. Attached are the initial diagrams that correspond to that option. At the conclusion of our meeting, it was agreed that there were a number of items that should be further developed prior to a final recommendation being made to the board and proceeding with a full design process.

This letter is a proposal to define those efforts and outline what the County can expect. We are recommending that the following be completed:

- Conduct further analysis of the recommended approach to determine initial organization of departments and right-size departmental groups for clarity on actual building resources needed. Efforts may include additional meetings with critical departmental groups to gain more insight on needs and keep positive momentum with internal staff on the County's future plans.
- Re-evaluate cost estimates based on any revisions to the programmed space and re-align projected phasing as necessary.
- Engage the City of Benson, at your request, on further informal discussions of future County plans to understand any critical ordinances or building requirements that could have an effect on the overall plan or cost estimate.
- Engage the services of a national corrections consultant to help further evaluate the existing data and project future space and staffing needs.

Based on an approximation of our hourly rates, our consultant's fees, and the efforts above, we propose a fixed fee in the amount of \$20,000.00, with reimbursables in addition to that to be billed at actual rate not to exceed \$500.00. We are very excited to continue to assist the County in this momentous project and look forward to building upon our strong relationship.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Jonathan Loose".

Jonathan Loose | P.E., LEED AP BD+C
Associate

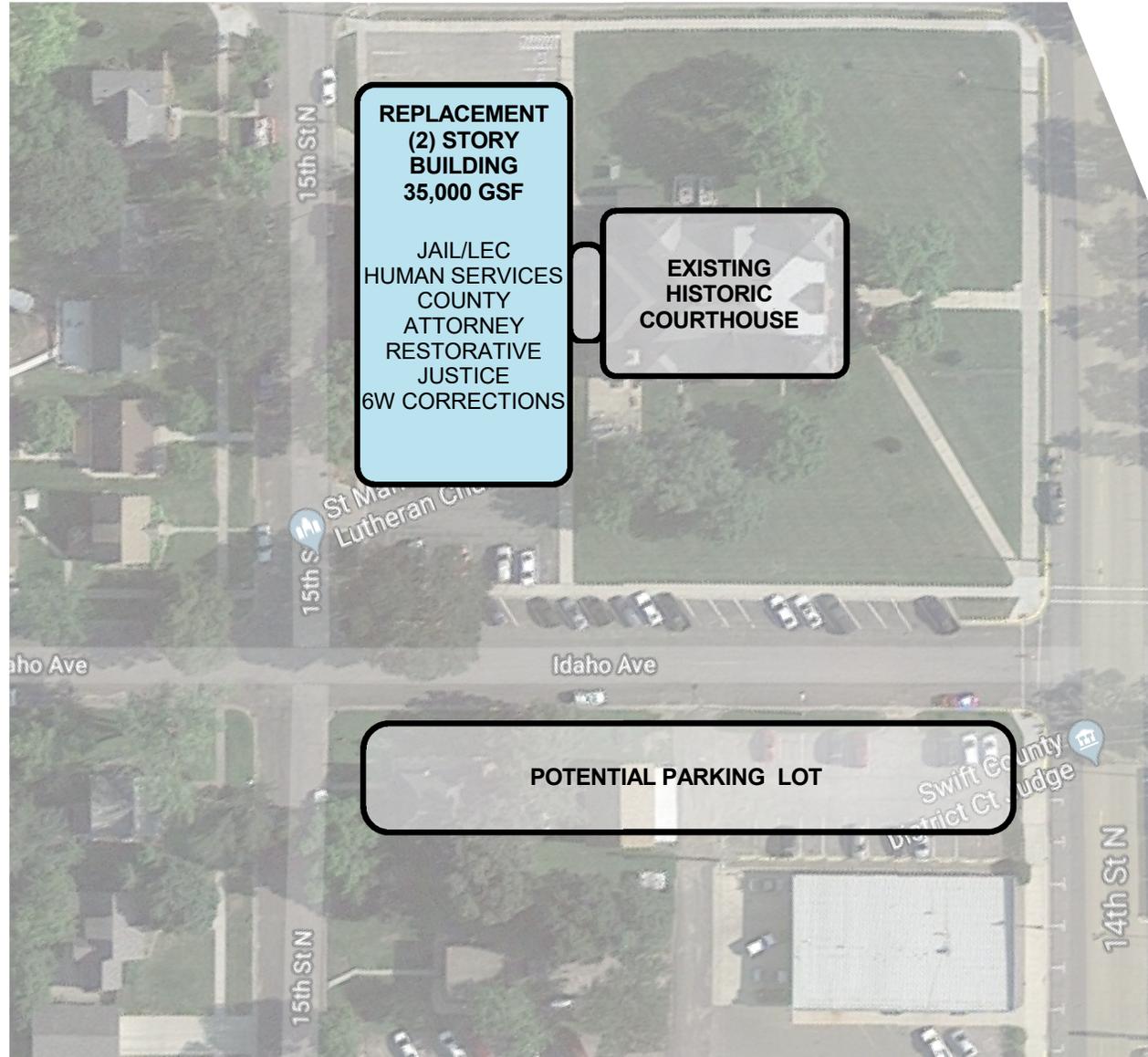
Attachment

cc: Joel Dunning, Wold
Matt Mooney, Wold

MV/9999/COU_Swift/crsp/mar18

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

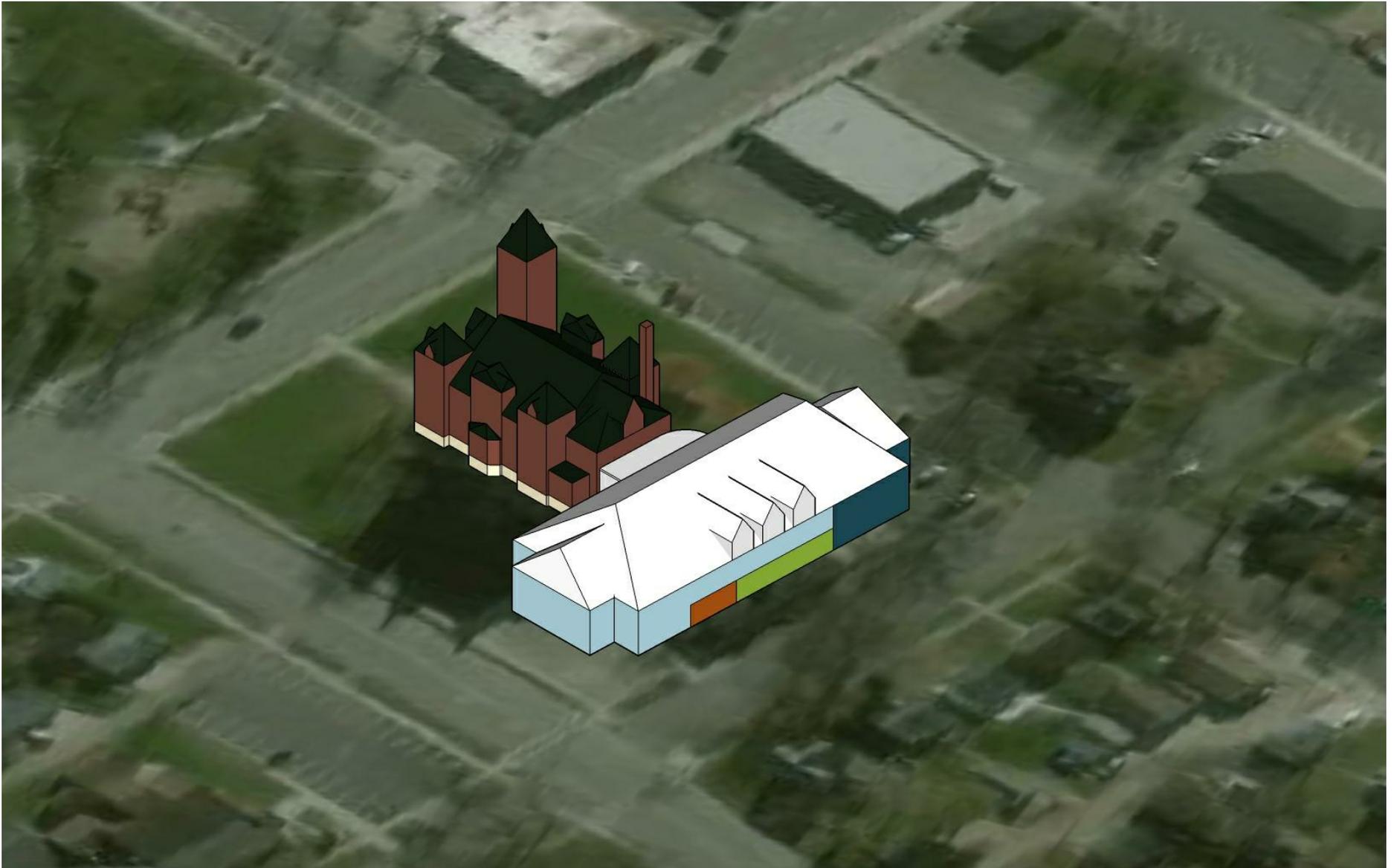
**PLANNERS
ARCHITECTS
ENGINEERS**



PROPOSED SITE DIAGRAM



1" = 80'-0" 0 60' 120'



PROPOSED BIRD'S EYE VIEW FROM NORTHWEST



PROPOSED VIEW FROM SOUTHEAST

Swift County Human Services Work Session

AGENDA

April 3, 2018

Start time 10:45 (this may vary due to regular board meeting)

10:45 – 10:50 Substance Use Disorder presentation and upcoming projections

10:50 - 11:10 Adult Mental Health Presentation and Drop-in-Center

11:10 – 11:30 Adult Protection Presentation and the MAARC System

11:30 – 11:50 Licensing Presentation including 2018 Training Plan for Day Care

LUNCH BREAK – Working lunch

12:15 – End of session – County Based Purchasing