

Notice & Agenda

Swift County Board of Commissioners

REVISED AGENDA

Tuesday, April 5, 2016

9:00 AM

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

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. 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 15, 2016 Meeting
	3-4	(2) Minutes from the March 17, 2016 Special Meeting
	5-6	(3) Consider approving a resolution for the County Attorney to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies
	7-11	(4) Consider approving a solid waste abatement for parcel #04-0045-000
	12-13	(5) Consider approving an unpaid leave for absence for Kyle Brundage
	14-15	(6) Consider approving the purchase a CAT 12M3 motor grader off of the State Contract.
	16-17	(7) Consider approval to purchase two pup trailers off of the State Contract
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:30 a.m.	18-21	<i>Public Hearing on a petition for outlet requesting permission to outlet land into County Ditch #52</i>
9:40 a.m.	22-40	Mike Pogge-Weaver, County Administrator Federated Telephone Broadband Project Consider adopting a resolution calling for the sale of \$7,805,000 of taxable general obligation tax abasement bonds, Series 2016A Consider approving a municipal advisor services agreement by and between Swift County and Northland Securities, Inc.
9:55 a.m.	41-43	Kim Saterbak, County Auditor Consider approving the purchase a tax-forfeited property, parcel # 23-0041-000, by the City of Benson

Swift County Board of Commissioners
April 5, 2016 Meeting Agenda
Page 2 of 2

<u>Time</u>	<u>Reference</u>	<u>Item</u>
10:00 a.m.		County Engineer Andy Sander
	44-45	Consider approval of Township Bridge Replacement projects SAP 076-599-056 in Fairfield Township Section 4 and SAP 076-599-57 in Torning Township Section 11 to Riley Bros. Const.
	46-47	Consider awarding the contract to Hard Rock Screening. for the 2015 gravel crushing contract
		Other Business
	48-70	Consider taking action on revised position descriptions; revision to county policies on how position descriptions are to be updated; and revised and new performance review tool Requested Actions: 1) Consider approving revised position descriptions for all County positions 2) Consider approving revised policies regarding how position descriptions are to be updated and revised 3) Consider approving a countywide performance review tool
	71-77	Consider authorizing the creation of a Human Resources Coordinator position; approving a position description for the position, a revised position description for the HR Assistant/Assistant to the County Administrator; and a budget amendment to fund the position starting June 1, 2016.
	None	Strategic Plan Update
	78	FYI: Employee Update
	79	FYI: SCBH Board
	80-81	FYI: Lac qui Parle Bridge Update from MnDOT
10:45 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

March 15, 2016

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson, County Auditor Kim Saterbak, and Amanda Ness.

Chairman Peter Peterson asked if there were any changes to the agenda. There were none.

03-15-16-01 Commissioner Fox moved and Commissioner Edward Pederson seconded to approve the agenda as presented. Motion carried unanimously.

03-15-16-02 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the March 1, 2016 Regular Meeting. Motion carried unanimously.

Administrator Pogge-Weaver requested the addition of the first half payment for 6W Corrections of \$106,254.26 to the presented warrants.

03-15-16-03 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Commissioner warrants with the noted addition as follows: Revenue: \$323,980.83; Solid Waste: \$21,283.06; Road and Bridge: \$15,984.16; County Ditches: \$11,354.12; and County Health Insurance: \$104.99 which includes the following bills over \$2,000: 6W Department of Community Corrections, \$106,254.26; Benson Bowler, \$2,713.89; Computer Professionals Unlimited Inc., \$5,489.24; Cornerstone Detention Products Inc., \$92,500.00; Goff Public, \$5,000.00; H & L Mesabi, \$4,819.23; Kandiyohi County Sheriffs Dept, \$6,080.00; Law Enforcement Technology Group LLC, \$32,031.82; Maney International of Alexandria, \$3,376.79; Meeker County Sheriff, \$2,197.50; Northern Business Products, \$5,388.10; Pflipsen Trucking LLC, \$9,233.12; Pioneerland Library System, \$31,021.75; Safe Avenues, \$3,250.00; Stevens County Auditor Treasurer, \$11,354.12; Waste Management of Northern Minnesota, \$5,892.63; and WDSI, \$3,614.39. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Fox reported on the Annual Township Association Meeting, Revolving Loan Fund, and Well-Being Committee. Commissioner Edward Pederson reported on the Annual Township Association Meeting and SWCD. Commissioner Rudningen reported on Labor Management Meeting, Enhancing the Organization, and Well-Being Committee. Commissioner Hendrickx reported on the Bond Committee's Prison Hearing, the Prison Tour with Speaker Daudt, 6W Corrections, and the Annual Township Association Meeting. Chairman Pete Peterson reported on HRA Demolition Applications and 6W Corrections.

Administrator Pogge-Weaver updated the board on the Well-Being Committee, Prison Updates, and Diamond Village Progress.

Chairman Peterson asked for citizen's comments. There were none.

County Highway Engineer Andy Sander requested setting the 2016 road tour date and time.

03-15-16-04 Commissioner Hendrickx moved and Commissioner Rudningen seconded to set a special meeting for the road workshop for May 31, 2016 at 9:00 AM. Motion carried unanimously.

Environmental Services Director Scott Collins reviewed the 2015 Annual County Feedlot Officer Report and Performance Credit Report.

03-15-16-05 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the report. Motion carried unanimously.

Parks, Drainage, and Wetlands Supervisor Mike Johnson requested setting a public hearing for April 19, 2016 at 11:00 AM on a petition for Partial Abandonment of County Ditch #58.

03-15-16-06 Commissioner Fox moved and Commissioner Rudningen seconded to approve the setting of the public hearing. Motion carried unanimously.

Supervisor Johnson further presented the assessment of the trees at Swift Falls Park which indicated 23 need to be cut down and 17 to 20 need to be pruned.

County Auditor Kim Saterbak reviewed the fourth quarter 2015 Executive Departmental Budget Report.

Administrator Pogge-Weaver requested setting a public hearing for April 19, 2016 at 11:00 AM for the proposal that the County grant a business subsidy to Federated Telephone Cooperative and on the proposal that the County abate property taxes levied by the County on certain properties.

03-15-16-07 Commissioner Rudningen moved and Commissioner Fox seconded to approve the setting of the public hearing. Motion carried unanimously.

Administrator Pogge-Weaver further presented the board with an update on the strategic plan.

03-15-16-08 Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 11:49 AM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board

SWIFT COUNTY BOARD SPECIAL MEETING MINUTES
March 17, 2016

Swift County Chairman Peter Peterson and Yellow Medicine County Vice-Chairman Gary Johnson called the special joint meeting to order at 10:35 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson, Human Services Director Deanna Steckman, Human Services Supervisors Julie Jahn, Lorri Pederson, and Linda Erhardt, and HR Assistant Amanda Ness.

Others present:

Yellow Medicine County- Ron Antony, Gary Johnson, Peggy Heglund, Ashley Soine, Rae Ann Keeler-Aus, Michelle May, Stacey Steinbach and Melissa Helgeson

Big Stone County- Pam Rud, Roger Sandberg, Jay Backer and Dawn Gregoire

West Central Tribune- Tom Cherveny

The special meeting was called to discuss the possible collaboration of Human Services with Yellow Medicine County, Swift County and Big Stone County. Mike Pogge-Weaver, Swift County Administrator and Peggy Heglund, Yellow Medicine County Administrator, gave an overview of the purpose of the meeting.

The group discussed pros and cons of collaboration and/or consolidation between the counties.

Pros: State computer systems are poor, income maintenance case banking, more training and specializing in certain programs, duplicating policy development, no cost savings-controlling efficiencies, managing risks, worker turnover, covering 24-hour response and no closure of offices

Cons: union/non-union, differing pay scales, combining budgets, turf wars, fear of losing identity, policy differences, different judges in each county, different technology, different Managed Care programs, geography/windshield time and availability of supervisors

The group discussed the next steps to move forward. Peggy Heglund will contact RDC to inquire about costs, etc. to possibly have them facilitate and coordinate the project. Human Services staff (Supervisors and Directors) will meet to discuss what options/programs are available for possible collaboration as well as certain programs that would not work right away. The group also discussed education of staff and how to keep them informed (information would be uniform amongst the counties). The information will be brought back to each Board of Commissioners to keep them informed. Another meeting was tentatively set for September (6 months).

No action was taken by the board.

The Special Meeting adjourned at 12:00 p.m.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board

DRAFT



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Attorney	REQUESTOR: Danielle Olson	REQUESTOR PHONE: 320-314-8326
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a resolution for the County Attorney to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies	
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: As part of the Minnesota Judicial Branch eCourtMN initiative, jurisdiction that access the court systems need to sign a new Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies before they will be granted access. There is no cost to the county for this access and a resolution from the board is needed before the agreement can be submitted to the state.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS:	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

SWIFT COUNTY RESOLUTION

APPROVING AND AUTHORIZING THE SIGNING OF THE MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the County of Swift desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and,

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and,

WHEREAS, the Swift County desires to subscribed to Minnesota Court Data Services Program.

NOW, THEREFORE, BE IT RESOLVED that the Swift County Board of Commissioners approves and authorizes Danielle H. Olson, County Attorney to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 5th day of April, 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a solid waste abatement for parcel #04-0045-000	
AGENDA YOU ARE REQUESTING TIME ON: Consent agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Board review and approval for abatement
BACKGROUND/JUSTIFICATION: Parcel #04-0045-000 previously contained a house, but now only contains out building worth \$5,400. The house has been completely removed. I recommend removing the solid waste assessment for parcel #04-0045-000 permanently. I have included a photo, which contains both 04-0045-000 and 04-0046-000 (their current residence). Be aware, the boundary lines in the photo are off, but you can see the standard layout and that the only one parcel contains a house. I have also included parcel #04-0046-000 information to show the solid waste fee has been captured.	
PREVIOUS ACTION ON REQUEST / Click here to enter text. OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Rohne Property



© 2015 - 2016 Pictometry



03/26/2015 - 04/24/2015



SOLID WASTE ABATEMENT REQUEST

TO: Swift County Board of Commissioners

RE: Solid Waste Abatement

I, hereby, request that the Solid Waste Assessment on the following parcel be abated for the following reason(s).

PARCEL #: 04 - 0045 - 000

REASON FOR ABATEMENT:

The house that was on this parcel has been
removed. There are remaining outbuildings that generate
value but not residential structures

Ryan Rohm
Signature

3/24/2016
Date

APPROVED

DENIED

Swift County Board Chairman

Date

ATTEST:

Clerk of the Board

3/23/16

-PARCEL INQUIRY-
REAL ESTATE

INQ010 11/24/09
2015 PAY 2016

PCL # 04-0045-000/01 ROGER & JANICE ROHNE

-----MARKET/TAXABLE VALUES-----	*--TAX CAPACITY--*	*---MISCELLANEOUS---*
LAND 528,800 528,800	NET TC 5,342	MP# 04-0046-000
BUILD 5,400 5,400		ASMT 101 AGRICULTURE
MACHINE	MKT REF	HST 1 CHOICE 3
EXEMPT		FULL HOMESTEAD REL
EXCLUSION	Q.T.A.	LIMITS %
TOT MKT 534,200 534,200	HS HG/1A	DEEDED AC 77.49
	NH HG/1A	TILLABLE AC 62.00
GA LAND	1.00 % 5,342	CER
BLDG SITE		HSTD NOTICE 0
HOUSE/GAR		SW FLAG 1 UNITS
OTHER BLDG 5,400		YEAR APPRAISED 00
		MSC1
TILL LAND 497,600		MSC2
NC HOUSE		MSC3
NC OTHER		MSC4
NEW IMPRV		MSC5

ENTER PARCEL#/YEAR 4 - / 2016 F7-PRV YR INFO
 F1-RETURN F2-INQ F3-EOJ F6-NEXT PRCL F8-NEW YR F12-PRV SCRNL F18-PRV PRCL

3/28/16

-PARCEL INQUIRY-
FOR TAX YEAR 2016

INQ010 11/24/09

PARCEL # 04-0046-000
MP # 04-0046-000
CHO- HS 0

NAME- ROGER & JANICE ROHNE
ASMT- 101 AGRICULTURE
HSTD- 1 FULL HOMESTEAD

RCPT # 6954

EST MKT	110,900	RATE	50.39000	.21835	GROSS TAX	643.41
HSTD EXCL	27,601	COUNTY		298.54	CREDITS	9.63
TXBL MKT	83,299	COUNTY WIDE		2.11	SPEC ASMT	66.22
NEW IMPV		TWP/CITY		54.13	NET TAX	700.00
TC TOTAL	814	STATE				
TC HSTD	814	SCH VOTER		133.53	TX AB/ADS	.00
TC NON HSTD		SCH OTHER		138.37	SA AB/ADS	.00
TC H&G HSTD	795	TAX INCR			ADJNT DUE	700.00
TC H&G NHST		WATR				
TC QTA	795	FIRE			TOT RCPTS	.00
TC STATE		DEBT			REM DUE	700.00
AGRI CR	9.63	AGRI				
		SCH REF-INFO		233.85	MAY 16	350.00
		EXTRA C.W.		7.10	NOVEMBER 15	350.00
		NON SCH REF				

ENTER PARCEL#/YEAR 4 - / 2016

F7-PRV YR INFO

F1-RETURN F2-INQ F3-EOJ F6-NEXT PRCL F8-NEW YR F12-PRV SCRN F18-PRV PRCL

INCLUDES:

\$50.00 SOLID WASTE
\$ 16.22 DITCH ASSESSMENTS



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving an unpaid leave for absence for Kyle Brundage	
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: Kyle Brundage, a full-time CCO in the sheriff's department, has requested a unpaid leave of absence to complete police officer skills training May 16, 2016 – July 22, 2016. Sheriff Holtz supports the request. Since the leave is longer than 7 days it requires approval by the board. While on leave Mr. Brundage will not receive benefits or other accruals.	
PREVIOUS ACTION ON REQUEST / Click here to enter text. OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Kyle Brundage

CCO

Swift County Sheriff's Department

03/23/2016

Swift County Board of Commissioners

I am formally requesting a leave of absence from my full time position as a Communications and Corrections Officer, to attend the Skills program at the Alexandria Community Technical College, beginning on May 16th of 2016. This program is required for the degree that I am obtaining, in order to further advance my career. This program will be completed on July 22nd of 2016 and I will be able to return to work after this date.

Kyle J. Brundage

A handwritten signature in black ink, appearing to read "Kyle J. Brundage", followed by the date "3/23/16". The signature is written in a cursive style.



Request for Board Action

BOARD MEETING DATE:
April 5th, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the purchase a CAT 12M3 motor grader off of the State Contract.	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The Highway Department has budgeted to replace unit 132 the Volvo Motor Grader this year.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: Local

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
April 5th, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval to purchase two pup trailers off of the State Contract	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Purchase Two Pup Trailers that are in this year's budget.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

Two Pups Cost

<u>Two Pups</u>	Tow Master	\$65,880
	License	\$ 82
	Total	\$65,962

Rims and Tires

GPC	\$4,576
Royal Tire	\$5,148

Cost (2) Pups \$ 70,538



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Public Hearing on a petition for outlet requesting permission to outlet land into County Ditch #52	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Landowner requests to petition land currently not assessed into CD #52 and be assessed for benefits.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Fund will be primarily the Grant in Aid
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Not submitted for review. Reviewed by the County's Drainage Attorney	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH #52
SWIFT COUNTY, MN

Petition for an Outlet Pursuant
to Minnesota Statutes § 103E.401

WHEREAS, Thomas Gunter owns the NE ¼ of the NW ¼ & NW ¼ of the NE ¼ Sec. #15 T120-N, R39-W (Cashel Twp.)

WHEREAS, Thomas Gunter is requesting an outlet for the above mentioned property into Swift County Ditch #52

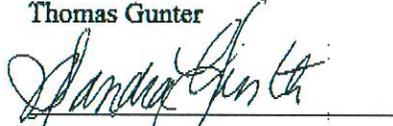
THEREFORE, the petitioner respectfully requests the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. § 103E.401, subd. 4.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. § 103E.401, subd. 4 and describe and state in its order the property to be benefited by the drainage system and that an outlet fee and benefits to the property be determined.

Dated this 25th day of January, 2016



Thomas Gunter



Sandra Gunter

TJGunter Farms LLC

PETITION FOR OUTLET INTO SWIFT COUNTY DITCH #52

NOTICE OF HEARING

TO ALL PERSONS INTERESTED IN SWIFT COUNTY DITCH #52

YOU AND EACH OF YOU WILL PLEASE TAKE NOTICE that a petition for outlet has been filed with the Swift County Auditor requesting permission to outlet lands into County Ditch #52

YOU WILL FURTHER TAKE NOTICE that said petition was presented to the Swift County Board of Commissioners acting as Drainage Authority for Swift County Ditch #52 at the Swift County Courthouse in the city of Benson, Minnesota on the 16th of February 2016 and a Public Hearing date of the 5th of April 2016 at 9:00 AM in the Swift County Commissioners Room of the Swift County Courthouse and all persons interested in said ditch may appear, be heard and present arguments for or against the granting of said petition.



Kimberly Saterbak
Swift County Auditor

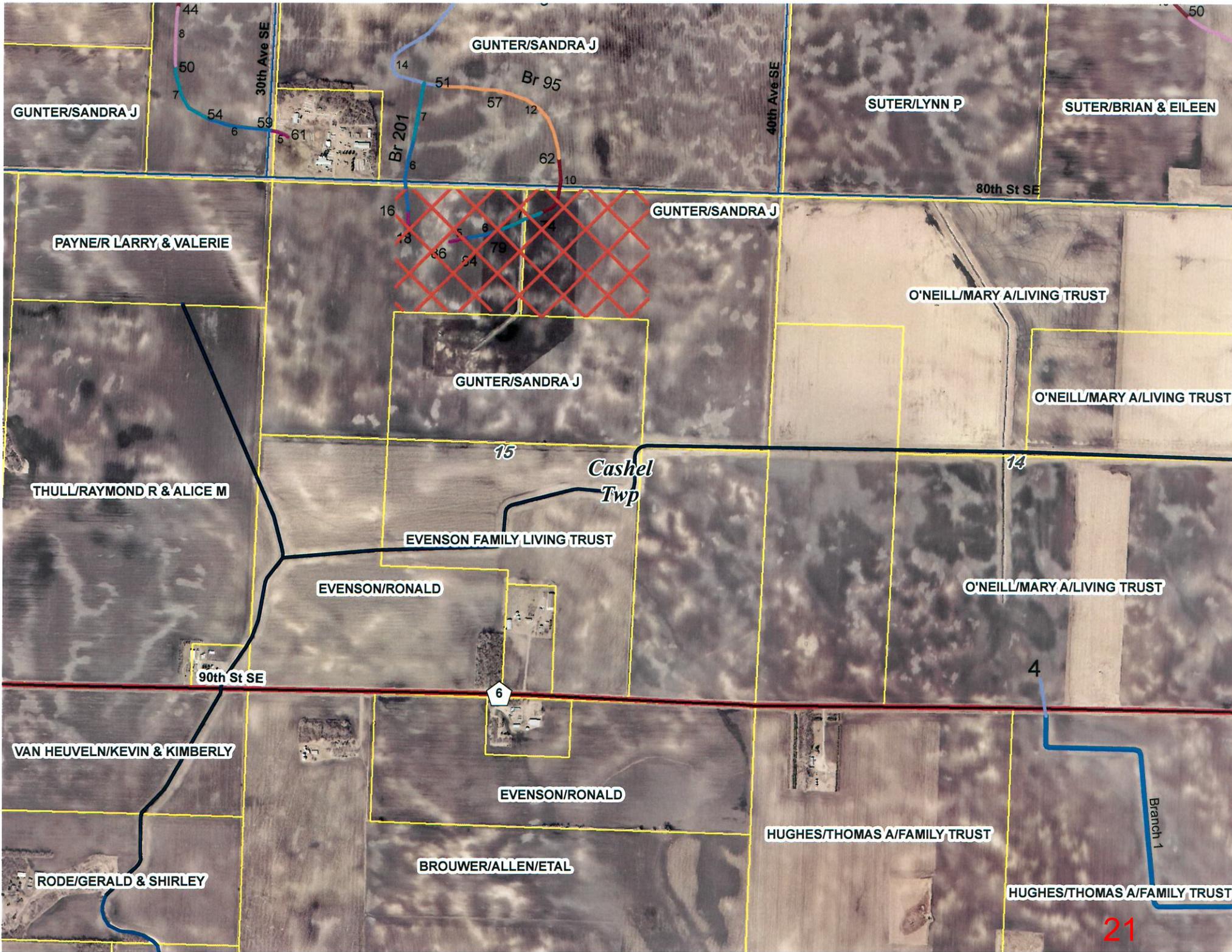
Petitioned Acres:

NE ¼ of the NW ¼ and NW ¼ of the NE ¼ Section #15
T120-N R-39W (Cashel)

If you have any questions or would like more information, please contact Mike Johnson at:

Swift County Parks, Drainage & Wetlands
Box 241
Benson, MN 56215

320-843-5341





Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider adopting a resolution calling for the sale of \$7,805,000 of taxable general obligation tax abasement bonds, Series 2016A Consider approving a municipal advisor services agreement by and between Swift County and Northland Securities, Inc.	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: There are two requests in this memo. The first is resolution calling for the sale of \$7,805,000 of taxable general obligation tax abasement bonds, Series 2016A. This simply sets the terms for the sale of the bond and setting the deadline to made bid on May 2, 2016 at 10:30 AM. Action on awarding of the bonds will occur at the May 3 rd board meeting. The second is the municipal advisor services agreement between Swift County and Northland Securities, Inc. The total fee for the services from Northland is \$22,200 which will be paid for by the bond proceeds.	
PREVIOUS ACTION ON REQUEST / n/a OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: The costs of the municipal advisor services agreement will be included in the bond issuance
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review. Documents were submitted for review by the county's bonding counsel	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

EXTRACT OF MINUTES OF A MEETING OF THE
BOARD OF COMMISSIONERS OF THE
COUNTY OF SWIFT, MINNESOTA

HELD: April 5, 2016

Pursuant to due call and notice thereof, a regular or special meeting of the Board of Commissioners of the County of Swift, Minnesota, was duly held at the Swift County Courthouse in the City of Benson, Minnesota on April 5, 2016, at 9:00 A.M., for the purpose in part of authorizing the competitive negotiated sale of the \$7,805,000 Taxable General Obligation Tax Abatement Bonds, Series 2016A.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$7,805,000 TAXABLE GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2016A

A. WHEREAS, the Board of Commissioners of the County of Swift, Minnesota (the "County"), has heretofore determined that it is necessary and expedient to issue its \$7,805,000 Taxable General Obligation Tax Abatement Bonds, Series 2016A (the "Bonds") to provide a loan to Federated Telephone Cooperative to assist with financing the acquisition, construction, and installation of a broadband network in the County; and

B. WHEREAS, the County has retained Northland Securities, Inc., in Minneapolis, Minnesota ("Northland"), as its independent financial advisor and is therefore authorized to sell the Bonds pursuant to the Notice of Sale and Preliminary Official Statement prepared on behalf of the County by Northland, and proposals to purchase the Bonds have been solicited by Northland and

C. WHEREAS, the County has retained Briggs and Morgan, P.A. in St. Paul, Minnesota as its bond counsel for purposes of this financing.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Swift, Minnesota, as follows:

1. Authorization. The Board of Commissioners hereby authorizes Northland to solicit proposals for the competitive negotiated sale of the Bonds.

2. Meeting; Proposal Opening. The Board of Commissioners shall meet at the time and place specified in the Notice of Sale attached hereto as Exhibit A for the purpose of considering sealed proposals for and awarding the sale of the Bonds. The Administrator, or designee, shall open proposals at the time and place specified in the Notice of Sale.

3. Notice of Sale. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the Notice of Sale attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with the competitive negotiated sale of the Bonds, the Administrator and other officers or employees of the County are hereby authorized to cooperate with Northland and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the County upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF SWIFT

I, the undersigned, being the duly qualified and acting Administrator of the County of Swift, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the Board of Commissioners, duly called and held on the date therein indicated, insofar as such minutes relate to the County's \$7,805,000 Taxable General Obligation Tax Abatement Bonds, Series 2016A.

WITNESS my hand on April 5, 2016.

Administrator

EXHIBIT A

NOTICE OF SALE

\$7,805,000*

TAXABLE GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2016A

SWIFT COUNTY, MINNESOTA
(Book-Entry Only)

NOTICE IS HEREBY GIVEN that these Bonds will be offered for sale according to the following terms:

TIME AND PLACE:

Proposals will be opened by the County Administrator, or designee, on Monday, May 2, 2016, at 10:30 A.M., CT, at the offices of Northland Securities, Inc., 45 South 7th Street, Suite 2000, Minneapolis, Minnesota 55402. Consideration of the Proposals for award of the sale will be by the Board of Commissioners at its meeting at the County Offices beginning Tuesday, May 3, 2016 at 9:00 A.M., CT.

SUBMISSION OF PROPOSALS

Proposals may be:

- a) submitted to the office of Northland Securities, Inc.,
- b) faxed to Northland Securities, Inc. at 612-851-5918,
- c) for proposals submitted prior to the sale, the final price and coupon rates may be submitted to Northland Securities, Inc. by telephone at 612-851-5900 or 612-851-5915, or
- d) submitted electronically.

Notice is hereby given that electronic proposals will be received via PARITY™, or its successor, in the manner described below, until 10:30 A.M., CT, on Monday, May 2, 2016. Proposals may be submitted electronically via PARITY™ or its successor, pursuant to this Notice until 10:30 A.M., CT, but no Proposal will be received after the time for receiving Proposals specified above. To the extent any instructions or directions set forth in PARITY™, or its successor, conflict with this Notice, the terms of this Notice shall control. For further information about PARITY™, or its successor, potential bidders may contact Northland Securities, Inc. or i-Deal® at 1359 Broadway, 2nd floor, New York, NY 10018, telephone 212-849-5021.

Neither the County nor Northland Securities, Inc. assumes any liability if there is a malfunction of PARITY™ or its successor. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the County to purchase the Bonds regardless of the manner in which the Proposal is submitted.

BOOK-ENTRY SYSTEM

The Bonds will be issued by means of a book-entry system with no physical distribution of bond certificates made to the public. The Bonds will be issued in fully registered form and one bond certificate, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of Depository Trust Company ("DTC"), New York, New York, which will act as securities depository of the Bonds.

* The County reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread.

Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the County through Northland Trust Services Inc. Minneapolis, Minnesota (the “Paying Agent/Registrar”), to DTC, or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The successful bidder, as a condition of delivery of the Bonds, will be required to deposit the bond certificates with DTC. The County will pay reasonable and customary charges for the services of the Paying Agent/Registrar.

DATE OF ORIGINAL ISSUE OF BONDS

June 1, 2016

AUTHORITY/PURPOSE/SECURITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 475 and 469.1813 as amended. Proceeds from issuance of the Bonds will be used to provide a loan to Federated Telephone Cooperative to assist with financing the acquisition, construction, and installation of a broadband network in the County; and to pay costs associated with issuance of the Bonds. The Bonds are payable from a tax abatement levy. The full faith and credit of the County is pledged to their payment and the County has validly obligated itself to levy ad valorem taxes in the event of any deficiency in the debt service account established for this issue.

INTEREST PAYMENTS

Interest is due semiannually on each February 1 and August 1, commencing February 1, 2017, to registered owners of the Bonds appearing of record in the Bond Register as of the close of business on the fifteenth day (whether or not a business day) of the calendar month preceding of such interest payment date.

MATURITIES

Principal is due annually on February 1, inclusive, in each of the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2018	\$310,000	2025	\$350,000	2032	\$435,000
2019	310,000	2026	360,000	2033	450,000
2020	315,000	2027	370,000	2034	465,000
2021	320,000	2028	380,000	2035	485,000
2022	330,000	2029	395,000	2036	505,000
2023	335,000	2030	405,000	2037	525,000
2024	340,000	2031	420,000		

Proposals for the Bonds may contain a maturity schedule providing for any combination of serial bonds and term bonds, subject to mandatory redemption, so long as the amount of principal maturing or subject to mandatory redemption in each year conforms to the maturity schedule set forth above.

INTEREST RATES

All rates must be in integral multiples of 1/20th or 1/8th of 1%. *Rates must be in level or ascending order.* All Bonds of the same maturity must bear a single uniform rate from date of issue to maturity.

ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER PROPOSALS

The County reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread. Such adjustments shall be made promptly after the sale and prior to the award of Proposals by the County and shall be at the sole discretion of the County. The successful bidder may not withdraw or modify its Proposal once submitted to the County for any reason, including post-sale adjustment. Any adjustment shall be conclusive and shall be binding upon the successful bidder.

OPTIONAL REDEMPTION

The Bonds maturing on February 1, 2024 and thereafter are subject to redemption, in whole or in part, on February 1, 2023 and on any date thereafter at a price of par plus accrued interest.

CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder thereof to accept delivery of and pay for the Bonds in accordance with terms of the purchase contract. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the successful bidder.

DELIVERY

Delivery of the Bonds will be within forty days after award, subject to an approving legal opinion by Briggs and Morgan, Professional Association, Bond Counsel. The legal opinion will be paid by the County and delivery will be anywhere in the continental United States without cost to the successful bidder at DTC.

TYPE OF PROPOSAL

Proposals of not less than \$7,726,950 (99.00%) and accrued interest on the principal sum of \$7,805,000 must be filed with the undersigned prior to the time of sale. Proposals must be unconditional except as to legality. Proposals for the Bonds should be delivered to Northland Securities, Inc. and addressed to:

Mike Pogge-Weaver, County Administrator
301 14 St. N, P.O. Box 207
Benson, MN 56215

A good faith deposit (the "Deposit") in the amount of \$156,100 in the form of a federal wire transfer (payable to the order of the County) is only required from the apparent winning bidder, and must be received within two hours after the time stated for the receipt of Proposals. The apparent winning bidder will receive notification of the wire instructions from the Municipal Advisor promptly after the sale. If the Deposit is not received from the apparent winning bidder in the time allotted, the County may choose to reject their Proposal and then proceed to offer the Bonds to the next lowest bidder based on the terms of their original proposal, so long as said bidder wires funds for the Deposit amount within two hours of said offer.

The County will retain the Deposit of the successful bidder, the amount of which will be deducted at settlement and no interest will accrue to the successful bidder. In the event the successful bidder fails to comply with the accepted Proposal, said amount will be retained by the County. No Proposal can be withdrawn after the time set for receiving Proposals unless the meeting of the County scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The County's computation of the interest rate of each Proposal, in accordance with customary practice, will be controlling. In the event of a tie, the sale of the Bonds will be awarded by lot. The County will reserve the right to: (i) waive non-substantive informalities of any Proposal or of matters relating to the receipt of Proposals and award of the Bonds, (ii) reject all Proposals without cause, and (iii) reject any Proposal which the County determines to have failed to comply with the terms herein.

INFORMATION FROM SUCCESSFUL BIDDER

The successful bidder will be required to provide, in a timely manner, certain information relating to the initial offering price of the Bonds necessary to compute the yield on the Bonds pursuant to the provisions of the Internal Revenue Code of 1986, as amended.

OFFICIAL STATEMENT

By awarding the Bonds to any underwriter or underwriting syndicate submitting a Proposal therefor, the County agrees that, no more than seven business days after the date of such award, it shall provide to the senior managing underwriter of the syndicate to which the Bonds are awarded, the Final Official Statement in an electronic format as prescribed by the Municipal Securities Rulemaking Board (MSRB).

FULL CONTINUING DISCLOSURE UNDERTAKING

The County will covenant in the resolution awarding the sale of the Bonds and in a Continuing Disclosure Undertaking to provide, or cause to be provided, annual financial information, including audited financial statements of the County, and notices of certain material events, as required by SEC Rule 15c2-12.

NO BANK QUALIFICATION

The County will NOT designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BOND INSURANCE AT UNDERWRITER'S OPTION

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the successful bidder, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the successful bidder of the Bonds. Any increase in the costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the successful bidder, except that, if the County has requested and received a rating on the Bonds from a rating agency, the County will pay that rating fee. Any other rating agency fees shall be the responsibility of the successful bidder. Failure of the municipal bond insurer to issue the policy after the Bonds have been awarded to the successful bidder shall not constitute cause for failure or refusal by the successful bidder to accept delivery on the Bonds.

The County reserves the right to reject any and all Proposals, to waive informalities and to adjourn the sale.

Dated: April 5, 2016

BY ORDER OF THE BOARD OF COMMISSIONERS

/s/ Mike Pogge-Weaver
County Administrator

Additional information may be obtained from:
Northland Securities, Inc.
45 South 7th Street, Suite 2000
Minneapolis, Minnesota 55402
Telephone No.: 612-851-5900

**MUNICIPAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
SWIFT COUNTY, MINNESOTA
AND
NORTHLAND SECURITIES, INC.**

This Agreement made and entered into by and between Swift County, Minnesota (hereinafter "County") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the County desires to have NSI provide it with advice on the structure, terms, timing and other matters related to the issuance of the Taxable General Obligation Tax Abatement Bonds, Series 2016A (the "Debt") serving in the role of municipal (financial) advisor, and

WHEREAS, NSI is a registered municipal advisor (registration # 866-00082-00), and

WHEREAS, the County and NSI are entering into this Agreement to define the municipal advisory relationship at the earliest opportunity related to the Debt, and

WHEREAS, NSI desires to furnish services to the County as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

NSI shall provide the County with services necessary to analyze, structure, offer for sale and close the Debt as follows:

Planning and Development

1. Meet with County officials and others as directed to define the scope and the objectives for the Debt.
2. Investigate and consider reasonably feasible financing alternatives.
3. Prepare materials needed to evaluate the material risks, potential benefits, structure and other characteristics of the recommended plan for the Debt, including issue structure, estimated debt service payments, projected revenues, method of issuance, bond rating, sale timing, and call provisions.
4. Prepare a schedule of events related to the issuance process.
5. Coordinate with bond counsel any actions needed to authorize the issuance of the Debt.
6. Attend meetings of the County Board and other project and bond issue related meetings as needed and as requested.

Bond Sale

1. Collect data and prepare preliminary official statement (POS).
2. Provide POS for review and approval by County.
3. Distribute the POS and bid form to prospective bidders.

4. Cause to be published the Official Notice of Sale if required by law.
5. Prepare and submit application for bond rating(s) and assist the County with furnishing the rating agency(s) with any additional information required to conduct the rating review. Assist the County with preparing and conducting rating call or other presentation.
6. Distribute offering materials to underwriters most likely to serve as syndicate managers to assure that bidding interest is established.
7. Assist the County in receiving the bids, compute the accuracy of the bids received, and recommend to the County the most favorable bid for award.
8. Coordinate with bond counsel the preparation of required contracts and resolutions.

Post Sale Support

1. Prepare final official statement and provide to underwriter for posting on EMMA.
2. Coordinate the bond issue closing including making all arrangements for bond printing, registration, and delivery.
3. Furnish to the County a complete transcript of the transaction, if not provided by bond counsel.
4. Assist, as requested by the County, with the investment of bond issue proceeds.

COMPENSATION

For providing these services with respect to the Debt, NSI shall be paid a lump sum of \$22,200. The fee due to NSI shall be payable by the County upon the closing of the Bonds.

NSI agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Production and distribution of material to rating agencies and/or bond insurance companies.
- Preparation of the bond transcript.

The County agrees to pay for all other expenses related to the processing of the bond issue(s) including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- County staff expenses.
- Airfare and lodging expenses of one NSI official and County officials when and if traveling for rating agency presentations.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the County under the terms of this Agreement to issue the Debt. If the Debt is not issued, NSI agrees to pay its own expenses and receive no fee for any services it has rendered.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the County and NSI and their successors or assigns.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the County or NSI and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this 20th day of January, 2016.

Northland Securities, Inc.

By: JR Fifield, Jr.

John R. Fifield, Jr. - Senior Vice President

Swift County, Minnesota

By: _____

Its: _____

FINANCE PLAN SUMMARY

FOR

SWIFT COUNTY, MINNESOTA

\$7,805,000

**TAXABLE GENERAL OBLIGATION TAX ABATEMENT
BONDS, SERIES 2016A**



45 South 7th Street
Suite 2000
Minneapolis, MN 55402
612-851-5900 800-851-2920

April 5, 2016

Swift County, Minnesota
\$7,805,000 Taxable General Obligation Tax Abatement Bonds,
Series 2016A

Financing Overview:

The County anticipates issuing bonds to provide a loan to Federated Telephone Cooperative to assist with financing the acquisition, construction, and installation of a broadband network in the County.

Summary of Recommended Terms:

1. Type of Sale Public Offering.

2. Proposals Received Monday, May 2, 2016 @ 10:30 A.M.
3. Board Consideration Tuesday, May 3, 2016 @ 9:00 A.M.

4. Repayment Term The Bonds will mature annually each February 1, 2018-2037. Interest will be payable February 1, 2017 and semiannually thereafter on February 1 and August 1.

5. Security General Obligation pledge of the County. In addition, the County will pledge revenue from a tax abatement levy. The levies are anticipated to be reduced or eliminated by revenues received from Federated Telephone Cooperative pursuant to a loan agreement between the County and Federated Telephone Cooperative.

6. Prepayment Option Bonds maturing on February 1, 2024 and any day thereafter are subject to prepayment on February 1, 2023 and any date thereafter at a price of par plus accrued interest.

7. Bond Counsel Briggs and Morgan –Minneapolis, MN

8. Credit Rating We believe an underlying credit rating will be cost beneficial. The County's general obligation debt is currently rated "A+" by Standard & Poor's.

9. Paying Agent Northland Trust Services, Inc.

Related Considerations:

- *Tax Status* - Since this issue will be taxable, rather than tax-exempt, it will not be subject to IRS arbitrage compliance and it will be designated as “Not Bank Qualified.”
- *Book Entry* - The Bonds will be global book entry with Northland Trust Inc. designated as the paying agent. The Paying Agent will invoice you for the interest semiannually and on an annual basis for the principal coming due.
- *Continuing Disclosure* - The Series 2016A Bonds are subject to the Securities and Exchange Commission’s full continuing disclosure requirements related to annual reporting and material events notification.
- *Capitalized Interest Fund* – Capitalized interest will be included in the bond proceeds to pay the interest due through February 1, 2017, which occurs before the County will receive its first tax levy revenues.

EXHIBIT A – Estimated Sources and Uses of Funds

Sources Of Funds

Par Amount of Bonds	\$7,805,000.00
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Total Sources	\$7,805,000.00
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Uses Of Funds

Total Underwriter's Discount (1.000%)	78,050.00
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Costs of Issuance	66,700.00
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Deposit to Capitalized Interest (CIF) Fund	157,271.67
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Deposit to Project Construction Fund	7,500,000.00
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Rounding Amount	2,978.33
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Total Uses	\$7,805,000.00
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EXHIBIT B – Preliminary Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/01/2016	-	-	-	-	-
02/01/2017	-	-	157,271.67	157,271.67	157,271.67
08/01/2017	-	-	117,953.75	117,953.75	-
02/01/2018	310,000.00	1.150%	117,953.75	427,953.75	545,907.50
08/01/2018	-	-	116,171.25	116,171.25	-
02/01/2019	310,000.00	1.400%	116,171.25	426,171.25	542,342.50
08/01/2019	-	-	114,001.25	114,001.25	-
02/01/2020	315,000.00	1.650%	114,001.25	429,001.25	543,002.50
08/01/2020	-	-	111,402.50	111,402.50	-
02/01/2021	320,000.00	1.850%	111,402.50	431,402.50	542,805.00
08/01/2021	-	-	108,442.50	108,442.50	-
02/01/2022	330,000.00	2.050%	108,442.50	438,442.50	546,885.00
08/01/2022	-	-	105,060.00	105,060.00	-
02/01/2023	335,000.00	2.300%	105,060.00	440,060.00	545,120.00
08/01/2023	-	-	101,207.50	101,207.50	-
02/01/2024	340,000.00	2.450%	101,207.50	441,207.50	542,415.00
08/01/2024	-	-	97,042.50	97,042.50	-
02/01/2025	350,000.00	2.650%	97,042.50	447,042.50	544,085.00
08/01/2025	-	-	92,405.00	92,405.00	-
02/01/2026	360,000.00	2.800%	92,405.00	452,405.00	544,810.00
08/01/2026	-	-	87,365.00	87,365.00	-
02/01/2027	370,000.00	2.950%	87,365.00	457,365.00	544,730.00
08/01/2027	-	-	81,907.50	81,907.50	-
02/01/2028	380,000.00	3.100%	81,907.50	461,907.50	543,815.00
08/01/2028	-	-	76,017.50	76,017.50	-
02/01/2029	395,000.00	3.250%	76,017.50	471,017.50	547,035.00
08/01/2029	-	-	69,598.75	69,598.75	-
02/01/2030	405,000.00	3.400%	69,598.75	474,598.75	544,197.50
08/01/2030	-	-	62,713.75	62,713.75	-
02/01/2031	420,000.00	3.550%	62,713.75	482,713.75	545,427.50
08/01/2031	-	-	55,258.75	55,258.75	-
02/01/2032	435,000.00	3.650%	55,258.75	490,258.75	545,517.50
08/01/2032	-	-	47,320.00	47,320.00	-
02/01/2033	450,000.00	3.750%	47,320.00	497,320.00	544,640.00
08/01/2033	-	-	38,882.50	38,882.50	-
02/01/2034	465,000.00	3.850%	38,882.50	503,882.50	542,765.00
08/01/2034	-	-	29,931.25	29,931.25	-
02/01/2035	485,000.00	3.900%	29,931.25	514,931.25	544,862.50
08/01/2035	-	-	20,473.75	20,473.75	-
02/01/2036	505,000.00	3.950%	20,473.75	525,473.75	545,947.50
08/01/2036	-	-	10,500.00	10,500.00	-
02/01/2037	525,000.00	4.000%	10,500.00	535,500.00	546,000.00
Total	\$7,805,000.00	-	\$3,244,581.67	\$11,049,581.67	-

Date And Term Structure

Dated	6/01/2016
Delivery Date	6/01/2016
First Coupon Date	2/01/2017
First available call date	2/01/2023
Call Price	100.00%
Average Coupon	3.4276767%
Net Interest Cost (NIC)	3.5101312%
True Interest Cost (TIC)	3.4840747%

EXHIBIT C – 105% Levy

Date	Total P+I	Capitalized Interest	105% Levy	Levy Year	Collection Year
02/01/2017	157,271.67	(157,271.67)	-	-	-
02/01/2018	545,907.50	-	573,202.88	2016	2017
02/01/2019	542,342.50	-	569,459.63	2017	2018
02/01/2020	543,002.50	-	570,152.63	2018	2019
02/01/2021	542,805.00	-	569,945.25	2019	2020
02/01/2022	546,885.00	-	574,229.25	2020	2021
02/01/2023	545,120.00	-	572,376.00	2021	2022
02/01/2024	542,415.00	-	569,535.75	2022	2023
02/01/2025	544,085.00	-	571,289.25	2023	2024
02/01/2026	544,810.00	-	572,050.50	2024	2025
02/01/2027	544,730.00	-	571,966.50	2025	2026
02/01/2028	543,815.00	-	571,005.75	2026	2027
02/01/2029	547,035.00	-	574,386.75	2027	2028
02/01/2030	544,197.50	-	571,407.38	2028	2029
02/01/2031	545,427.50	-	572,698.88	2029	2030
02/01/2032	545,517.50	-	572,793.38	2030	2031
02/01/2033	544,640.00	-	571,872.00	2031	2032
02/01/2034	542,765.00	-	569,903.25	2032	2033
02/01/2035	544,862.50	-	572,105.63	2033	2034
02/01/2036	545,947.50	-	573,244.88	2034	2035
02/01/2037	546,000.00	-	573,300.00	2035	2036
Total	\$11,049,581.67	(157,271.67)	\$11,436,925.50		

EXHIBIT D – Calendar

The following checklist of items denotes each milestone activity as well as the members of the finance team who will have the responsibility to complete it. *Please note this proposed timetable assumes regularly scheduled County Board meetings.*

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Action	Responsible Party
Week of March 28th	Publish Hearing Notice for Tax Abatement and Business Subsidy Hearings	County
March 29 th	Set Sale Resolution sent to County	Northland, Bond Counsel
March 30 th	Preliminary Official Statement Sent to County for Sign Off and to Rating Agency	Northland, County
April 5 th	Set Sale Resolution Adopted by County	County Board Action , Northland
Week of April 11 th	Rating Conference Call	Northland, County, Rating Agency
April 19 th	Tax Abatement Hearing Business Subsidy Hearing	County
April 22 nd	Rating Received	Rating Agency, County, Northland
April 26 th	Awarding Resolution sent to the County	Northland, Bond Counsel
May 2 nd	Bond Sale - 10:30 AM	Northland, County
May 3 rd	Awarding Resolution Adopted by County - 9:00 AM	County Board Action
June 1 st	Closing on the Bonds (Proceeds available)	Northland, County Staff, Bond Counsel



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the purchase a tax-forfeited property, parcel # 23-0041-000, by the City of Benson	
AGENDA YOU ARE REQUESTING TIME ON: 9:45 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tax-Forfeited Property must be approved by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Parcel #23-0041-000 was tax-forfeited to the State of Minnesota for lack of property tax payment. The City of Benson has offered to purchase this parcel for \$1. This parcel was tax forfeited in 2008. The City of Benson has already made significant improvements to this lot. I would recommend the sale of this parcel.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

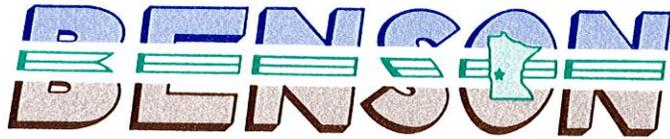
Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

CITY OF



MINNESOTA

March 9, 2016

TO: Swift County Board of Commissioners

The City of Benson is requesting the opportunity to purchase the tax forfeiture property listed as:

Legal Description:

Lots 19, 20 & 21, Block 7 and South 11 feet of Lot 22, Block 7
Original Town
City of Benson

Physical Address:

207 – 11th Street South
Benson, MN 56215

The City of Benson is offering to pay \$1 for this property.

Sincerely,

Rob Wolfington
City Manager

1410 KANSAS AVE. • BENSON, MINNESOTA 56215

City Offices: 320-843-4775

City Fax: 320-842-7151

Municipal Utilities: 320-843-3707

WWW.BENSONMN.ORG

E-MAIL: STAFF@BENSONMN.ORG

Kimberly A. Saterbak
Swift County Auditor



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

Phone (320) 843-4069
Fax (320) 843-2275

e-mail:
kim.saterbak@co.swift.mn.us

March 2, 2016

City of Benson
Benson, MN 56215

Dear Rob,

Below is the detailed breakdown of the cost associated with the purchase of tax forfeiture property located at 207 11th Street S, Benson, Minnesota:

Purchase Price	\$	1.00
State Deed Tax	\$	1.65
State Deed Fee	\$	25.00
Recording Fee	\$	<u>46.00</u>
	\$	73.65 Total Purchase Price

Please give me a call if you have questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Kimberly A. Saterbak".

Kimberly Saterbak
County Auditor



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of Township Bridge Replacement projects SAP 076-599-056 in Fairfield Township Section 4 and SAP 076-599-57 in Torning Township Section 11.	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 Am	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The replacement of deficient bridges as approved in the 5 year highway construction plan. Bids were opened on the 3-30-16 and the engineer recommends awarding the contract Riley Bros. Const..	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: State and Local

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will be approved prior to final execution of contracts	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

Swift County Highway Department

BID TABULATIONS: S.A.P. 076-599-057 Torning Twp and S.A.P. 076-599-056 Fairfield Twp

March 30, 2016

Township Bridge Replacement

CONTRACTOR	BID
Riley Bros. Const.	\$585,070.25
Landwehr Const.	\$661,976.10
Midwest Contracting	\$723,573.00

ENGINEER'S ESTIMATE

\$811,278.75



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: The Engineer recommends awarding the contract to for the 2016 gravel crushing contract to Hard Rock Screening.	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Swift County opened the 2016 gravel crushing bids on 3-30-2016. The low bid was from Hard Rock Screening, LLC	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will be approved prior to final execution of contracts	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

Swift County Highway Department

BID TABULATIONS: County Wide Gravel Processing (35,000 CY)

April 5, 2016

CONTRACTOR	BID
HARD ROCK SCREENING, LLC	\$107,450.00
BROWN EXCAVATING, INC.	\$112,700.00
COMMERFORD GRAVEL, INC.	\$114,100.00
CENTRAL SPECIALTIES, INC.	\$149,800.00



Request for Board Action

BOARD MEETING DATE:
April 5, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving revised position descriptions; revisions to county policies on how position descriptions are to be updated; and the new performance review tool																	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No																
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Statue requires the county to adopt a compensation plan for the County to meet pay equity requirements.																
<p>BACKGROUND/JUSTIFICATION:</p> <p>As part of the classification and compensation work by Springsted, new position descriptions and a performance review tool were developed for each position in the County. While the board has seen the position descriptions, the board still needs to take a formal action to adopt them. Specifically the board is required to review the position descriptions for the elected county officers (Attorney, Sheriff, and Treasurer) as statue requires the County Board to be "intimately familiar" with the duties and responsibility of these position. Therefore the board should take care in reviewing the position descriptions for these three elected positions. The position descriptions for the elected county officers are attached. The remaining position descriptions are in a separate attachment to the board packet and are available on the County's intranet.</p> <p>Additionally, the board should consider adopting a policy that addresses when and how position descriptions will be reviewed and when changes would occur. The goal would be to incrementally review positions and address potential issues on an on-going basis. The attached draft policy attempts to do this. The policy committee approved the attached policy on January 28th.</p> <p>Finally, the new Performance Review Tool is customized for each position in the County with the aim of making reviews more meaningful and easier to complete by supervisors. The performance evaluation tool looks at three areas: are essential functions of the position be achieved, is quality customer service being delivered, and have the goals set since the last evaluation been achieved. Each area is weighted as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Essential Functions</th> <th>Customer Service</th> <th>Goals</th> </tr> </thead> <tbody> <tr> <td>Department Heads</td> <td>30%</td> <td>20%</td> <td>50%</td> </tr> <tr> <td>Managers and Supervisors</td> <td>40%</td> <td>20%</td> <td>40%</td> </tr> <tr> <td>Non-Supervisory Staff</td> <td>50%</td> <td>20%</td> <td>30%</td> </tr> </tbody> </table> <p>Attached is one example of the new performance review tool.</p>			Essential Functions	Customer Service	Goals	Department Heads	30%	20%	50%	Managers and Supervisors	40%	20%	40%	Non-Supervisory Staff	50%	20%	30%
	Essential Functions	Customer Service	Goals														
Department Heads	30%	20%	50%														
Managers and Supervisors	40%	20%	40%														
Non-Supervisory Staff	50%	20%	30%														
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	At the November 17th board meeting, a discussion item on this was presented to the board with no action requested. Other than some minor tweaks, there are not substantive changes.																

Budget Information

FUNDING: This has no impact to the overall County budget.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Consider approving the following items: <ol style="list-style-type: none">1. Revised position descriptions for all County positions.2. Revisions to county policies regarding how position descriptions are to be updated and revised.3. Approve a countywide performance review tool.
COMMENTS: None	COMMENTS: None

County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work advising the County Board and agencies on all legal matters; represents the County in all civil and criminal court hearings; prosecutes all felony, gross misdemeanor and criminal matters in the County, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Represents Swift County in Court and Administrative proceedings. Supervises department staff. Coordinates with other criminal justice agencies; advises law enforcement officials and criminal investigators; advises County Officials on legal matters. Drafts criminal and civil complaints and civil petitions. Researches legal issues; reviews reports from law enforcement and County agencies. Prepares cases for court hearings and trials; interviews witnesses. Prepares and reviews County contracts; drafts and reviews proposed county ordinances. Educates the community on the criminal justice and court system.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal and county law, torts, contracts, civil rights, administrative process, and real property; comprehensive knowledge of local, state and federal laws and court decisions affecting municipalities and counties; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively orally and in writing; ability to handle complex trial and appellate litigation; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar and the general public; comprehensive knowledge of personnel and employment law; parliamentary procedures; general knowledge of personal computer and associated hardware and software programs; skill in drafting ordinances and resolutions; ability to work independently and/or as a member of a team; ability to supervise the work of subordinate personnel; ability to prepare concise reports; ability to express ideas clearly and effectively orally and in writing.

Education and Experience

Juris Doctorate and extensive experience with laws affecting municipalities or counties, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Attorney's License.
Annual Continuing Legal Education Credits.

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced protective services work managing and directing the activities and resources of the Swift County Sheriff's Office; performing the duties of a licensed law enforcement official; supervises all investigations, training, and hiring process, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the operation of the Sheriff's Office; oversees maintenance of all records, material and equipment associated with the Sheriff's Office law enforcement activities and administration. Directs and assigns the supervision of all departmental employees; supervises all training and duty assignments; manages conflict resolution; coaches and disciplines; hires and terminates employees. Researches and develops plans and policies for the Sheriff's Office involving needs, problem solving and future goals. Performs all the powers, duties and responsibilities of a licensed peace officer, pursuant to State statutes; performs all the powers, duties and responsibilities of Sheriff, pursuant to State Statutes; responds to calls for service; serves criminal and civil processes; assists in patrol, court, jail and dispatch. Manages contracts, job proposals and bids for work to be conducted on facilities or equipment associated with Sheriff's Office. Prepares and administers the Department's Annual Operating Budget; presents to the County Board for their approval per state statute. Reviews all reports; oversees all investigations, assists when required. Coordinates activities with other law enforcement agencies. Ensures the safety and security of detainees and persons in custody.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the use of firearms, tasers, restraints and radio communications; comprehensive skill operating standard office computer equipment and applicable hardware and software; thorough knowledge of the geography of the County; ability to evaluate the effectiveness of the law enforcement and detention operations and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; ability to establish and maintain effective working relationships with County and elected officials, outside law enforcement agencies and officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in law enforcement or criminal justice, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of over 100 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

Special Requirements

Peace Officer Standards and Training (POST) License upon hire

New Sheriff's School

On-going POST License training

Supervisory Training

Valid driver's license in the State of Minnesota.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work overseeing tax billing and collections; monitoring County investments and cash-flow, supervising office operations and issuance of vital records, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate and County Board. Continuous supervision is exercised over Deputy Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and mails tax statements; collects taxes on before the statutory deadlines of May 15, Oct. 15 and Nov. 15; prepares settlement reports for distribution of taxes to taxing districts; calculates penalty due for late payments and send out notices; maintains and updates participants to automated tax collection files; prepares and sends files to bank for collection; analyzes and verifies escrow payment files for accuracy and processing payment; prepares Truth & Taxation statements for mailing; provides data to update taxpayer addresses for mailing; reviews and analyzes reports on collected and uncollected taxes. Analyzes and determines investment opportunities based upon cash flow and department spending requirements; consults brokers/bankers for investment strategies and advice; seeks bids/quotes for investment purchases; monitors deposits in designated depositories to determine level of collateralization needed to secure deposits; prepares investment and cash balance reports for County Board or departments as required or requested. Supervises and oversees processes required for daily operations such as daily deposit preparation and balancing receipts; verifies payment abstracts against issued checks to determine accuracy of payments; reconciles bank statements monthly to determine accurate bank and account balance; reviews Trial Balance reports with staff to determine Fund Balances; prepares various reports and gather information for annual audit; makes deposits on a timely basis. Prepares legal birth/death/marriage records for constituents; assists genealogists with vital record searches; attends training sessions and trains staff on procedures and changes in processes due to new law requirements; processes marriage applications and notary filings. Prepares annual department budget for submission to the Administrator and County Board; reviews budget reports monthly to determine income and expenses; orders forms and supplies as needed; assists with mail processing for all County Departments; prepares monthly usage reports for departments; provides taxpayer/customer service by phone, email or at the front counter.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; Comprehensive knowledge of the principles, methods and practices of accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; thorough knowledge of modern business management and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to plan and supervise the work of others; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in business management, finance or government accounting, or related field and moderate experience, or equivalent combination of education and experience.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Semi-annual State Association training (ongoing)

Valid driver's license in the State of Minnesota.

201.402 – Determination of Open Position

- (A) Departments Heads shall notify the County Administrator when a vacancy exists. Such notification will include a recommendation for replacement and any changes in the applicable position description. The current position description for the vacant position shall be reviewed and updated if necessary by the Department Head. Changes to the position description shall be submitted to the County Administrator for final approval. County Board Action is not required for the updating or revision of position descriptions unless the position is a Department Head or Director level position or a change in pay grade.

If the position is an existing and funded position, then the County Administrator may authorize the recruitment for that position. If the position is not an existing and funded ~~portion~~ portion or if changes to the position description is needed then such request shall go to the appropriate Board.

201.415 – Position Descriptions

- (A) To maintain consistency between positions within the County and to comply with Comparable Worth standards found in Minnesota Statute, position descriptions shall be maintained countywide by the County Administrator in the following manner:

- (1) The current position description for the vacant position shall be reviewed and updated if necessary by the Department Head. Changes to the position description shall be submitted to the County Administrator for final approval. County Board Action is not required for the updating or revision of position descriptions unless the position is a Department Head or Director level position or a change in pay grade. If a change in grade is warranted with the revision then in all cases they shall be forwarded to the Personnel Committee for review and recommendation before going to the full board for final approval.
- (2) Revisions to position descriptions for existing and filled positions shall follow the procedures set out in 201.416 (Comparable Worth Policy).
- (3) All current position descriptions shall be maintained on the County's internal website. Official copies of all position descriptions shall be on file in the County Administrator's office.

201.416 – Comparable Worth Policy

(A) Scope of Policies And Procedures

Purpose:

These policies and procedures express the Swift County Board of Commissioners' intent to maintain a County-wide plan which conforms to Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.

The following policies and procedures are based on the "2013 Employee Classification and Compensation Study" which was done in conjunction with Springsted Incorporated's "SAFE System" and accepted by the Swift County Board.

(1) Classifications of Newly Created Positions

Classifications of newly created positions will be evaluated in the following manner:

- (a) A job description will be developed for the position by the Department Head and submitted to the Administration department.

After the job description is completed, the grade for this position will be determined by the Department Head and the County Administrator and submitted to the Personnel Committee for approval. As a part of that determination, the Department Head will complete a form recommending the levels of the various factors. If the Personnel Committee agrees with the answers and the grade levels recommended by the SAFE System, the recommendation will be forwarded to the County Board for approval.

(2) Existing Positions

- (a) Existing positions will be eligible for one reevaluation during a twelve-month period. The completed reevaluation form must be turned into the Administration Department by April 30th to ensure completion, of the reevaluation in July prior to establishing the budget for the following year.
- (b) Single incumbent position - one individual is in the classification and wished either for the position to be rated at a higher (or lower) grade level to correspond with the recent changes in the major job functions. This type of reevaluation may or may not include a change in title.
- (c) Two or more incumbents in the position - there is more than one individual in the position. An reevaluation could either be presented by the entire group or by an individual within the group to have the grade level of the position raised or lowered to correspond with the recent changes in the major job. A request could be made that the level of the position not change and instead an individual, based on the work tasks, be assigned to

a different position title which may or may not result in a different grade level assignment.

(3) Classification Changes Initiated by the Personnel Committee

The Personnel Committee, when it deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the Supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for its approval.

(4) Basis for Reevaluations

The Department Head and/or County Administrator will only initiate completing and reaching a consensus on a Job Evaluation Request for Reconsideration Form for an existing position that contains a 25% cumulative change in major job functions from those described in the current job description.

Reevaluations that could result in a higher classification of a position based on new tasks that have been added within the past year may be denied because the Department Head may be instructed to create a new job description and post that job after Board approval of the new position.

Accumulative change of 25% in major job functions does not guarantee a change in score resulting in either an increase or decrease in grade level.

(5) Annual Reevaluations Process

The following rules will govern the reevaluations process:

(a) Reevaluations will be accepted from employees, supervisors, department heads or the County Administrator on or before April 30th of each year, no late reevaluations will be accepted.

(b) Reevaluations must be presented on the forms that are developed and available from the Administration department. Additional sheets may be added as necessary to support the changes requested in the reevaluation.

(c) It will be necessary for the employee to present the reevaluation to his or her immediate supervisor for review as well as to the head of the department. Both the Supervisor and the Department Head will be required to be in full agreement on the reevaluation. If the Department Head and/or Supervisor and employee are not in full agreement the reevaluation can be submitted to the County Administrator to make an initial determination as to whether or not it will be formally reviewed. The Personnel Committee will review all reevaluations that are submitted in full agreement.

The Personnel Committee's or the County Administrator's decision on the reevaluation of a grade classification of a position will be based on whether or not the evidence presented supports the request as well as whether or not the request is reasonable based upon individual hierarchy factors as well as the overall hierarchy of the County.

Following approval of the County Board, any resulting changes in salary or grade classification will be effective upon the pay-period following approval. However, it is important to note that the salaries of union members cannot be changed without the agreement of the union and changes must comply with the provisions of the union contract.

All individuals will be notified in writing within 30 days of the outcome of their reevaluation and the impact, if any, that it will have on their salary.

(B) Salary Changes as a Result of Comparable Worth Grade Level

The following shall guide changes in pay grade levels unless superseded by language in a collective bargaining agreement.

(1) RECLASSIFICATIONS

Except as has already been stated with regard to new positions, the following rules will govern salary changes resulting from reclassifications:

(a) As Swift County moves to a single compensation plan, adjustments from this point forward are directed at maintenance of pay equity and competitive pay between similar type organizations as Swift County that creates equity between all positions in the County.

(b) Anniversary dates shall be recognized as the date of hire unless said employee's position has been reclassified during his/her employment with Swift County for other than Comparable Worth reasons or the union contract provides for a different date. Any Comparable Worth grade level reclassification of positions would not affect an employee's anniversary date.

(2) Salary on Reclassification to a Higher Grade

An employee whose position is reclassified to a higher grade shall receive a pay adjustment that is the minimum of the new salary range or an amount equal to four percent (4%) higher than the current salary and placement onto the next highest step, whichever is greater. No salary increase shall be granted which would place the employee's rate of pay above the maximum of the authorized salary range for the new (reclassified) position. The employee's eligibility for step increases will not change upon the reclassification.

(3) Salary on Reclassification to a Lower Grade

An employee whose position is reclassified to a lower grade shall be placed in that new salary range at the employee's existing rate of pay. An employee whose rate of pay is above the maximum of the salary grade, due to a reclassification to

a lower grade, shall receive one-half (½) of the uniform cost of living adjustment granted by the County Board to other employees whose salaries fall within their assigned grades. The employee's eligibility for step increases will not change upon the reclassification.

(4) Salary on Promotion

An employee promoted to a classification in a higher salary range shall receive a pay adjustment that is the minimum of the new salary range or an amount equal to four percent (4%) higher than the current salary and placement onto the next highest step, whichever is greater. No salary increase shall be granted which would place the employee's rate of pay above the maximum of the authorized salary range for the new (promoted) position. An additional increase may be granted to the promoted employee if such additional increase is recommended by the Department Head, the promotion involves more than one grade change, and the recommendation is approved by the County Board. The employee's eligibility for step increases will not change upon the promotion.

(5) Salary on Demotion – Voluntary & Disciplinary

For a voluntary or disciplinary demotion, the employee's pay shall be reduced to a point within the salary range for the classification of the new (demoted) position as determined by the County Board. Employees demoted for disciplinary reasons shall, at a minimum, receive a reduction in salary in an amount equal to at least four percent (4%) of the applicable grade for the position. In no event, shall a demoted employee's rate of pay remain above the maximum of the authorized salary range of the classification to which the employee was demoted. The employee's eligibility for step increases will not change upon the demotion.

(6) Salary for Employees Working Out-Of-Class

Employees who are appointed to a position in a higher classification for at least twenty-six (26) consecutive working days shall receive a temporary pay adjustment for all time worked in the higher classification. This temporary pay adjustment shall be equal to the pay he or should would have received in the event that he/she had been promoted to the position. When the employee reverts to the employee's previous position, the employee's salary shall be readjusted to its previous level unless otherwise provided. This section shall not apply to employees who are filling in for an incumbent employee who is on vacation. The employee's eligibility for step increases will not change while working out-of-class.

Swift County, Minnesota

Performance Evaluation for: Swift County - County Administrator

Name: _____

Department: _____

Original Hire Date: _____

Position Hire Date: _____

Evaluation Period: _____ to _____

Performance Scale and Rating Descriptions

Scale Description

4	<u>Exceptional Performance</u> : Employee consistently performs above the established performance standard for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments.
3	<u>Exceeds Standards</u> : Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that is above the established standards. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills, and abilities required to successfully complete all assigned tasks efficiently and effectively.
2	<u>Meets Standards</u> : Employee maintains performance level in accordance with the established standard for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.
1	<u>Needs Improvement</u> : Employee is not meeting some of the performance standards established for some of the elements. Counseling may be necessary. Employee may need further training. Employee may be lacking some of the required knowledge, skills and abilities required to perform some tasks to established standards.
0	<u>Below Standards</u> : Employee does not meet the performance standards established for the elements required of this position. Corrective measures are necessary. Employee needs additional training. Employee lacks the required knowledge, skills and abilities and is unable to perform the tasks required of the position.

SUPERVISORS: For ratings of Exceptional Performance, Needs Improvement or Below Standards you must provide explanation in the Supervisor Comment Section.

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Coordinates with department heads to formulate organizational goals; develops and recommends policies and programs to the Board; determines content and prepares and presents Board agendas and reports; serves as primary staff advisor to the County Board.						
Measurement Standards:						
Supervisor Comments:						
Directs and manages human resource functions of the County; evaluates and documents employee performance issues; directs, manages and evaluates the performance of department heads; establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods.						
Measurement Standards:						
Supervisor Comments:						
Coordinates the development and implementation of the annual County Budget and I's corresponding goals, objectives and priorities; oversees County purchasing; service agreements and contracts; assists the County Auditor in planning and						
Measurement Standards:						
Supervisor Comments:						
Responds and resolves difficult and sensitive citizen/community inquiries and complaints; explains and justifies County programs.						
Measurement Standards:						

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Supervisor Comments:						
Serves as official County spokesperson and responds to media inquiries; prepares and issues press releases.						
Measurement Standards:						
Supervisor Comments:						
Represents the County in all labor negotiations and disputes.						
Measurement Standards:						
Supervisor Comments:						
Stays abreast of trends and innovations in the field of county management, administration and service provision; participates in professional organizations and local service organizations as assigned by the County Board; serves on standing						
Measurement Standards:						
Supervisor Comments:						
Measurement Standards:						

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Supervisor Comments:						

Total Score: 0
Number of Performance Factors: 0
Average Score: _____

Customer Service

Name: _____

Evaluation Period _____ to _____

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
How effectively does the employee communicate with external customers and citizens? Internal customers?						
Measurement Standards:						
Supervisor Comments:						
Does the employee address external citizen and customer concerns/complaints in a timely manner? Internal customers?						
Measurement Standards:						
Supervisor Comments:						
Does the employee appropriately direct customer telephone calls or inquiries to the correct department to ensure needs are addressed?						
Measurement Standards:						
Supervisor Comments:						
Does the employee notify co-workers and supervisors, when appropriate, of customer concerns to keep them aware and informed?						
Measurement Standards:						
Supervisor Comments:						

Customer Service

Name: _____

Evaluation Period _____ to _____

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
When working with internal and external customers, is the employee respectful, courteous and cooperative?						
Measurement Standards:						
Supervisor Comments:						
Does the employee seek ways to improve customer service delivery and/or satisfaction?						
Measurement Standards:						
Supervisor Comments:						
Does the employee actively seek or inquire regarding customer service training opportunities?						
Measurement Standards:						
Supervisor Comments:						

Total Score: 0
Number of Performance Factors: 0
Average Score: _____

Mutually Established Goals

Name: _____

The employee and the supervisor worked together to establish goals for this evaluation period. The completion column will indicate if the goal was accomplished and the comments section will explain results if the goal was completed or indicate why the goal was not completed.

Evaluation Period _____ to _____

(Check appropriate box)

Goal	Completed Yes/No	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:	Achieve 6 minutes						
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							

Evaluation Period _____ to _____

(Check appropriate box)

Goal	Completed Yes/No	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
	Yes No						
Measurement Standards:							
Supervisor Comments:							
	Yes No						
Measurement Standards:							
Supervisor Comments:							
	Yes No						
Measurement Standards:							
Supervisor Comments:							

Total Score: 0
Number of Performance Factors: 0
Average Score:

Mutually Established Future Goals

Name: _____ Evaluation Period _____ to _____

The employee and the supervisor shall work together to establish goals and the standards of measurement for achievement of those goals for the next evaluation period.

Evaluation Period _____ to _____

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

I have discussed this performance evaluation with the employee: _____
Supervisor's Signature

I have read and discussed this performance evaluation with my supervisor: _____
Employee's Signature

Summary

Name: _____ Evaluation Period _____ to _____

Essential Duties Average Score: _____	* 30%	_____
Customer Service Average Score: _____	* 20%	_____
Mutually Established Goals Average Score: _____	* 50%	_____
Total Performance Rating: _____	0.00	0.00

Overall Performance Comments:

Employee Comments:

I have read and discussed this performance evaluation with my supervisor:

_____	_____
<i>Date</i>	<i>Employee's Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

I have discussed this performance evaluation with the employee:

_____	_____
<i>Date</i>	<i>Supervisor's Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Department Director's Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Division Manager's Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Human Resources Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>County Administrator's Signature</i>
_____	_____
<i>Date</i>	<i>Print Name</i>

Information

Employee Information

Name: _____
Address: _____
Home Phone: _____
Cell Phone: _____

Emergency Contact Information

Name: _____
Address: _____
Relationship: _____
Phone: _____

Certificates/Licenses

Certificate/License _____
Expiration Date _____

A copy of the certificate/license should be attached

Review of Job Classification

Has the job description been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the job description need revision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was a copy of the job description provided to employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee's Signature

Print Name

Date



Request for Board Action

BOARD MEETING DATE:
April 5, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-368-3442
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider authorizing the creation of a Human Resources Coordinator position; approving a position description for the position, a revised position description for the HR Assistant/Assistant to the County Administrator; and a budget amendment to fund the position starting June 1, 2016.	
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: Human Resources needs at the county has been rapidly changing in the past several years. From moving our health insurance to a self-funded plan; new and ever changing Affordable Care Act tracking and reporting requirement; and a rapidly changing work force human resources needs have been ever growing. Staff is stretched thin. What does adding this position provide the County? 1) A dedicated person working on position recruitment. In 2015 we had 20 new hires and so far in 2016 we have had 5 new hires with 4 additional positions currently vacant and under active recruiting. The County could benefit in developing a more comprehensive requirement and outreach process to find good candidates. 2) A dedicated person working on retention. High employee turnover results in high costs to the County and stress on staff. Some positions like social workers, CCOs, and sheriff deputies require months of training. A defined onboarding process should result in a lower turnover rate and long term result in a stable workforce leading to a reduction in training costs. 3) Difficult questions are currently referred to external labor consultant. In 2015 the County spent \$4,166 on an external labor consultant. While we will continue to use an external labor consultant in some cases, this could be reduced. 4) This position will allow us to more closely monitor benefits and rebid them periodically. Currently staff simply does not have time to do this on a more regular basis. This could result in savings to the County. 5) Moves Human Service Merit System work from the Human Services Director to the new HR Coordinator. This would take this administrative function from the Human Services Director and allow more time to focus on department needs and issues.	

6) Provide an accrual backup to payroll. Unexpected issues occur and without a qualified backup the County could be left in a bad situation if the worse would occur.

7) While not a reason to do something, a number of counties in the area already have both a HR coordinator and payroll individual. Swift County would not be breaking new ground in this area.

These are just some of the many benefits by adding this type of position to the County. I request the board discuss this request and give it a strong consideration at this time.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? N/A

Budget Information

FUNDING: This was not funded in the 2016 budget. The annual cost for the position would be \$71,904.25. If the position would be created now, the cost to the 2016 budget would be \$41,944.15. This could be covered out of reserves while we look to add it in future budget years.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review.	RECOMMENDATIONS: Discuss and approve the request as presented.
COMMENTS: n/a	COMMENTS: None

Human Resoruce Coordinator

Grade 14
Starting Wage 22.08

	Full Year	June 1 start	Account Code
Annual Wage	\$ 45,926.40	\$ 26,790.40	01-031-000-0000-6110
Health Insurance	\$ 18,820.00	\$ 10,978.33	01-031-000-0000-6151
Life Insurance	\$ 200.00	\$ 116.67	01-031-000-0000-6152
Pera	\$ 3,444.48	\$ 2,009.28	01-031-000-0000-6161
Fica	\$ 2,847.44	\$ 1,661.00	01-031-000-0000-6171
Medicare	\$ 665.93	\$ 388.46	01-031-000-0000-6172
Total	\$ 71,904.25	\$ 41,944.15	

Human Resources Coordinator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs difficult administrative work related to County's recruiting, selection, and hiring processes; works on the County's benefit programs; completes human resource functions for the County, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator. Limited supervision is exercised over HR Assistant/Assistant to the Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Assist other department heads in the disciplinary process. Assure proper documentation is prepared, discipline is applied accurately and fairly, testify at grievance hearing.

Responsible for the employee health, dental, life, long & short term disability insurance, VEBA/HSA, flexible spending programs for the entire county organization. Propose changes in policies, coverage, and insurance vendors. Conduct enrollment meetings, educate employees, resolve employee issues regarding insurance coverage.

Conducts the recruiting, selection, and hiring processes in accordance with personnel policy, union contracts, MN and Federal employment law.

Maintains the county compensation plans. Proposes modifications, conducts salary and benefit surveys, recommends wage levels

Performs all duties relating to Worker's Compensation: First Reports of Injury, OSHA 300 Log, filing of claims, monitoring claim status, return to work programs, accident and injury prevention training, assist other department heads and employee in the Worker's Compensation process and procedures

Maintain and modify county's pay equity program. Process request for job classifications, prepare pay equity reports.

Develop, communicate, and monitor official plans, programs, and organizational/personnel policies and procedures to county staff and the general public.

Conduct orientation process for new employees; explain policies, procedures, answer questions, maintain documentation. Maintain private and confidential data pursuant to MN Data Practices Act.

Attends County Board meetings; prepares minutes; assists in compiling board agenda packets.

Prepare county personnel budget for all departments. Calculate estimated cost of wages, salary, payroll tax, and insurance.

Process severance benefits, insurance continuation coverage, unemployment benefits, etc for retiring, resigning, laid off, and terminated employees.

Collaborate with the senior management team and perform liaison activities between various county departments, boards and commissions, community groups, vendors, other governmental agencies, and professional associations.

Monitor and evaluate efforts of the organization to meet current and future needs of the county, anticipate county concerns, advise appropriate personnel on progress made toward developing plans to address county issues, partner with senior management staff to address potential problems, and recommend solutions to the County Administrator.

Member of the county labor relations/union negotiation committee. Participate in negotiation, mediation, and arbitration hearings. Assist in labor disputes and grievances.

Assist County Administrator and County Board in the development of organizational vision, goals, and objectives; measure progress and evaluate accomplishment within the defined performance measures.

Human Resources Coordinator

Dept/Div: *Administration*

FLSA Status: *Exempt*

Knowledge, Skills and Abilities

Thorough knowledge of human resources policies, practices and procedures; department policies, practices and procedures; thorough knowledge of organization and departmental legal guides, recommendation, best practices, ordinances and laws. General knowledge of time sheets, thorough knowledge of payroll reports and general knowledge of employee database maintenance. General ability to operate standard office equipment; general knowledge of standard office, accounting and payroll software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to manage several work projects simultaneously; ability to effectively communicate with department heads, staff, elected officials and members of the public.

Education and Experience

Associates/Technical degree in human resources, accounting, business administration, or related field and moderate experience in human resources or accounting, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Completion of MCIT's Public Sector Human Resource Management Certificate Program
Valid driver's license in the State of Minnesota.

Last Revised: 4/1/2016

HR Assistant/Assistant to the Administrator

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative work processing payroll, maintaining position descriptions and providing administrative assistance to the County Administrator and County Board, and related work as apparent or assigned. Work is performed under the limited supervision of the Human Resources Coordinator and County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Maintains County payroll information by collecting, calculating and entering data.

Updates records by entering changes in exemptions, insurance coverage, savings deductions, job title changes and department/division transfers.

Prepares reports and summaries of earnings, taxes, deductions, paid and unpaid leaves, disability and non-taxable wages; process and issue quarterly and annual reports including preparing W-2 forms.

Conducts research on special projects for the County Administrator.

Assists in compiling board agenda packets and preparing minutes.

Maintains ongoing confidentiality of personnel related responsibilities (e.g., applications, interviews, wage garnishments, child support, disciplinary issues etc.).

Member of the county labor relations/union negotiation committee. Prepares items for negotiation in support of the County position.

Knowledge, Skills and Abilities

Thorough knowledge of department policies, practices and procedures; thorough knowledge of organization and departmental legal guides, recommendation, best practices, ordinances and laws. General knowledge of time sheets, thorough knowledge of payroll reports and general knowledge of employee database maintenance. General ability to operate standard office equipment; general knowledge of standard office, accounting and payroll software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to manage several work projects simultaneously; ability to effectively communicate with department heads, staff, elected officials and members of the public.

Education and Experience

Associates/Technical degree with coursework in accounting, business administration, or related field and moderate experience payroll, human resources or accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

HR Assistant/Assistant to the Administrator

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

Special Requirements

Notary Public
Valid driver's license.

Last Revised: 4/1/2016



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: April 5, 2016
Re: Employment Updates

The following individuals were appointed since March 1, 2016:

- None

The following positions were approved to begin advertising since March 1, 2016:

- None

The following individuals tendered their resignation since March 1, 2016:

- Heather Scott as of March 2, 2016
- Justin Girard as of March 21, 2016
- Bridgett Karels as of March 25, 2016

The following individuals were transferred since March 1, 2016:

- None



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: April 5, 2016
Re: SCBH Board

Dan Enderson, a County representative on the SCBH board, has tendered his resignation. The SCBH board accepted his resignation at their March 28th meeting. The Swift County Board will need to make an appointment to fill Dan's resignation. Here are the current county appointments to the SCHB board:

Appointment	Board District	Start Year	Current Term Ends
Kory Johnson	2	2012	12/31/2018
Patty Schreck	3	2009	12/31/2018
Joe Fox	4	2000	12/31/2016
Richard Horecka, MD	3	2013	12/31/2016
Brian Samuelson	2	2008	12/31/2017
Vacant			12/31/2017



Minnesota Department of Transportation

District 8 Headquarters
2505 Transportation Road
Willmar, MN 56201

Office: 320-231-5195
Fax: 320-214-6305
800-657-3792

March 21, 2016

Dear Community Member,

I'd like to take a moment to thank members of the Milan, and surrounding communities, for bringing their concerns about the decision to rehabilitate the Milan Bridge forward at the RDC meeting in the spring of 2015.

In response, District 8 held a public meeting in May of 2015 to listen to community member's specific concerns regarding rehabilitation of the bridge. Let me assure you that we took your concerns seriously. After the public meeting the decision was made to delay the bidding of the project until August of 2015. It became apparent that further community work needed to be done, so MnDOT placed the project on hold until a more intensive engagement process could be completed.

I am pleased to announce that following a thorough public engagement process and consideration of the Milan Task Force recommendation, MnDOT has decided to pursue a bridge replacement rather than a rehabilitation of the existing structure.

I'd like to thank the community for their involvement and patience as we sought to understand all perspectives.

Sincerely,

Jon Huseby
District Engineer
MnDOT District 8

An Equal Opportunity Employer





Project Update - Lac qui Parle Bridge

March 2016

Background: The Hwy 40 causeway and Lac qui Parle Bridge was built from 1934-1941 as part of the Lac qui Parle Flood Control Project. The flood control project was part of the Works Progress Administration (WPA) which employed millions of unemployed people to carry out public works projects. The area, which includes the Lac qui Parle Bridge, has been designated as an Historic District.

Project Summary: Originally, the Lac qui Parle Bridge was identified by MnDOT District 8 to be replaced. There were concerns regarding replacing a historic bridge so District 8 made the decision to change the replacement to a rehabilitation in order to help preserve the number of historic bridges in Minnesota. Members of the Milan community expressed concern regarding the decision to rehabilitate the bridge. In response to community concerns, MnDOT held a public meeting in May of 2015. After this meeting, District 8 made the decision to delay the bidding of the project until August of 2015. It became apparent to MnDOT that further community work needed to be done before a decision could be made therefore the bidding was further postponed to the spring of 2016. In addition to delaying the bidding of the project, MnDOT hired an independent party to gain further feedback from the community.

Milan Task Force: MnDOT hired WSB & Associates to facilitate four working sessions with members of the Milan community. The goal of the task force was to develop a recommendation (rehabilitate or replace) on the project to MnDOT District 8. Non-task force members and the public also had the opportunity to participate in each meeting. The Milan Task Force made the recommendation to move forward with a bridge replacement project. MnDOT would like to thank members of the task force for all their hard work.

Project Status: District 8 has accepted the recommendation of the task force and MnDOT has made the decision to pursue replacement of the bridge. There are still several steps that need to be completed and a timeline has not been determined. MnDOT will continue to send updates as they become available.

For more information on the project or process please contact Gene East, Project Manager at 320-214-6331 or visit www.dot.state.mn.us/d8.

