

Notice & Agenda

Swift County Board of Commissioners

Tuesday, August 20, 2019

9:00 AM

LEC Meeting 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
		Oath of County Assessor
9:01 a.m.		Approve Agenda
9:02 a.m.		Consent Agenda
	1-3	(1) Minutes from the Aug 6, 2019 Regular Meeting
	4-12	(2) Consider approving Safe Assurance Contract/Agreement October 1, 2019 to September 30, 2020
	13-15	(3) Consider approving Swift County Proclamation CareerForce
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
9:35 a.m.	16-17	Andy Albertson, Soil and Water Conversation District Update
9:50 a.m.		Ashley Kjos, Woodland Centers Update
10:00 a.m.		Swift County Library Update
10:15 a.m.		Kim Saterbak, Auditor
	18-19	Consider approving the purchase of a tax-forfeited property by the City of DeGraff
10:25 a.m.		Catie Lee, Human Services
	20-21	Monthly update
10:35 a.m.		Closed session to consider strategy for labor negotiations Consider approving a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03) Closed session to consider strategy for labor negotiations Adjourn close session and return to open session
10:55 a.m.		Kelsey Baker, County Administrator
	22-28	Consider approving the final report for the Market Study
11:10 a.m.		Other Business
		2020 Budget Discussion
11:20 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

August 06, 2019

Chairman Hendrickx called the meeting to order at 9:00 AM. with all members present with the exception of Commissioner Rudningen. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Terri Orr, other county employees and members of the public.

Chairman Hendrickx asked if there were any changes or additions to the agenda. Chair Hendrickx had one change to switch Liz Auch and Scott Collins on the agenda times. There were no other changes.

08-06-19-01 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to approve the agenda as amended. Motion carried unanimously.

08-06-19-02 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the Consent Agenda items: (1) Minutes from the July 16, 2019 Regular Meeting, (2) Approval of Resolution 19-08-33 for the MN Department of Veterans Affairs County Veterans Service Office Operational Improvement Grant (3) Approval of the Contract for Medical Examiner Services. (4) Approval of 1 daycare grant. Motion carried unanimously.

08-06-19-03 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: County General Revenue, \$195,883.17; Solid Waste Fund, \$21,950.16; Road and Bridge, \$46,625.53; County Ditches Fund, \$8,835.35; County Health Insurance, \$436.00; which includes the following bills over \$2,000: Albany Recycling Center, \$2,053.74; Bolton & Menk, Inc., \$3,632.50; Captain Clean, \$2,433.32; CliftonLarsonAllen LLP, \$5,000.00; CNH America LLC, \$35,262.48; Commerford Gravel Inc., \$4,746.25; Counties Providing Technology, \$15,826.00; Ellngson Landscaping & Construction, \$7,955.47; Geyer Recycling, \$6,099.33; Glacial Plains Cooperative, \$18,850.58; HP Inc., \$2,317.70; Interstate Power Systems Inc., \$2,070.31; K-Madsen Consulting, \$5,000.00; Kandiyohi County Sheriffs Dept., \$14,037.35; Maney International of Alexandria, \$3,666.81; MN Dept of Transportation, \$6,077.52; Minnesota State Auditor, \$2,023.00; Pioneerland Library System, \$34,898.25; Royal Tire Inc., \$2,702.04; The Sand Creek Group, Ltd, \$2,076.88; Soil Conservation Office, \$17,306.07; Swift County DAC, \$2,034.04; University of Minnesota, \$20,224.69; Waste Management of Northern Minnesota, \$11,221.95; Dawn Weber, \$6,575.00; Widseth Smith Nolting & Assoc Inc., \$2,427.50; Yellow Medicine County Jail, \$2,481.51; Ziegler Inc., \$3,208.36. Motion carried unanimously.

Commissioner Rudningen joined the board meeting at 9:07 AM.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on HRA, Joint Engineering meeting and Helping Hands Nurse Family Partnership. Commissioner E. Pederson reported on the Computer Professional Technology, RDA Board meeting and Historical Society. Chairman Hendrickx reported on RDC Annual meeting, Prairie Waters, Southern Prairie and PrimeWest. Commissioner Fox reported on Hospital Finance and Chippewa River Watershed. Commissioner Rudningen reported on Employee Recognition luncheon, Prairie Lakes Youth, Extension Committee, Emergency Service Radio Board, Joint Engineer meeting and Kerkhoven EDA.

Administrator Kelsey Baker reported on Volunteering for the Fair, MACA Conference, Board Room Technology, MCIT dividend, Joint Engineer Meeting, Safety Committee, Onboarding Seminar and Human Services Committee.

Chairman Hendrickx asked for citizen's comments. Mark Hughes has concerns on Health Insurance and recap of Commissioner P. Peterson's report.

Environmental Services Director Scott Collins held a lengthy discussion on Swift County Environmental Services Tipping Fee. No decision was made.

Countryside Public Health Administrator Liz Auch presented updates on the Countryside Public Health programs.

County Treasurer Ron Vadnais updated the board on 2nd Quarter 2019 cash & investments.

County Auditor Kim Saterbak updated the board on 2nd Quarter 2019 Executive Department Budget Report.

The board recessed for a break at 10:22 AM.

The board reconvened at 10:26 AM.

County Engineer Andy Sander requested approval to discuss what work should be done on CSA 35 (near Kerkhoven) Alignment.

08-06-19-04 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve moving forward with a mill and overlay on the existing road and no reconstruction at this time on CSAH 35 (near Kerkhoven) Alignment. A lengthy discussion was held. Motion carried unanimously.

Human Services Director Catie Lee requested approval for DHS work number Contract 7/1/2019-6/30/2021.

08-06-19-05 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the DHS work number Contract 7/1/2019-6/30/2021. Motion carried unanimously.

Human Services Director Catie Lee requested approval on resolution 19-08-33 for mediation with Department of Human Services and appointing a law firm in Joint representation in mediation.

08-06-19-06 Commissioner Fox moved and Commissioner Rudningen seconded on resolution 19-08-34 for mediation with Department of Human Services and appointing a law firm in Joint representation in mediation. A brief discussion was held. Motion carried unanimously.

Swift County Sheriff John Holtz requested approval of a bid for new Squad cars.

08-06-19-07 Commissioner Rudningen moved and Commissioner Fox seconded to approve the bid for two squad vehicles from Nolan Baker Ford. A brief discussion was held. Motion carried unanimously.

Swift County Sheriff John Holtz presented an overview on the new Radio System projected for the 2020 Budget.

Executive Director Vicki Syverson requested approval of resolution 19-08-35 on the 2019 Budget and Levy for the HRA.

08-06-19-08 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the resolution 19-08-35 on the 2019 Budget and Levy for the HRA. Motion carried unanimously.

RDA Executive Director Jennifer Frost requested approval of resolution 19-08-36 on the 2019 Budget and Levy for the RDA.

08-06-19-09 Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve resolution 19-08-36 on the 2019 Budget and Levy for the RDA. Motion carried unanimously.

08-06-19-10 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:55 AM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
August 20, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Safe Assurance Contract/Agreement October 1, 2019 to September 30, 2020.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Renew safety contract with SafeAssure, who will assist with all of Swift County safety trainings and review OSHA guidelines, recommendations and deficiencies.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: N/A

Review/Recommendation

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

Board Action

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

SERVICE AGREEMENT

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarify written and training requirements.**

The required standards that apply to Swift County are listed below:

A.W.A.I.R.

MN Statute 182.653

"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".

BLOODBORNE PATHOGENS

29 CFR 1910.1030

Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

CONFINED SPACE

29 CFR 1910.146

If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....

CONTROL OF HAZARDOUS ENERGY

29 CFR 1910.147 &

MN Statute 5207.0600

"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".

EMERGENCY ACTION PLAN

29 CFR 1910.35 THRU .38

"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".

ERGONOMICS

29 CFR PART 1910.900 THRU 1910.944

"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."

EXCAVATIONS/TRENCHING 1926.651 (k)(1)

Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.

GENERAL DUTY CLAUSE

PL91-596

"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."

HAZARD COMMUNICATIONS

29 CFR 1910.1200 &

MN Statute 5206.0100 thru 5206.1200

"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."

LOGGING OPERATIONS 1910.266 (i)(1)

The employer shall provide training for each employee, including supervisors, at no cost to the employee.

MOBILE EARTHMOVING EQUIPMENT

MN RULES 5207.1000

Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.

OCCUPATIONAL NOISE EXPOSURE

29 CFR 1910.95

The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels and shall ensure employee participation in such a program.

OVERHEAD CRANES

1910.179(j)(3)

Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....

PERSONAL PROTECTIVE EQUIPMENT

1926.95 a)

"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

POWERED INDUSTRIAL TRUCKS

29 CFR 1910.178

"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".

RESPIRATORY PROTECTION

29 CFR 1910.134

Written standard operating procedures governing the selection and use of respirators shall be established.

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

29 CFR 1904

"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts when or if applicable during the Service Agreement year. (Subparts represent multiple standards)

1910 Subparts

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

1926 Subparts

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of Swift County to obtain as required to comply with OSHA standards.

Our Service Agreement year will begin on the signing of this Service Agreement. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

All documents and classroom training produced by SafeAssure Consultants for Swift County are for the sole and express use by Swift County and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.

It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a Service Agreement year, will be made at no additional cost to Swift County.

All written programs/services that are produced by SafeAssure Consultants, Inc. are guaranteed to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse Swift County should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.

**ADDENDUM
SAFETY PROGRAM RECOMMENDATIONS
Swift County**

Written Programs & Training

A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

Bloodborne Pathogens

- review/modify or write site specific program
- documented training of all personnel

Chainsaw/Tree Trimming

- review/modify or write site specific program
- documented training of all personnel

Contractors Safety Program

- review/modify or write site specific program
- documented training of all personnel

Cranes-Chains-Slings

- review/modify or write site specific program
- documented training of all personnel (inspections)

Emergency Action Plan

- review/modify or write site specific program
- documented training of all personnel

Employee Right to Know/Hazard Communication

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating MSDSonline data base program

Ergonomics/Proper Lifting

- review/modify or write site specific program
- documented training of all personnel
 - job hazards-recognition
 - control steps
 - reporting
 - management leadership requirements
 - employee participation requirements

Fleet Safety/Defensive Driving

- review/modify or write site specific program
- documented training of all personnel

General Safety Requirements (other as required)

- review/modify or write site specific program
- documented training of all personnel

Hearing Conservation (Occupational Noise Exposure)

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

Lock Out/Tag Out (Control of Hazardous Energy)

- review/modify or write site specific program
- documented training of all personnel

Mobile Earthmoving Equipment

- review/modify or write site specific program
- documented training of all personal

Personal Protective Equipment

- review/modify or write site specific program
- documented training of all personnel

Powered Industrial Trucks/Forklifts

- maintain site specific program
- documented training applicable personnel
- testing and licensing

Recordkeeping

- review/modify or write site specific program
- documented training of all personnel

Respiratory Protection

- review/modify or write site specific program
- documented training of all personnel

Trenching/Excavation

- review/modify or write site specific program
- documented training of all personnel

The “SafeAssure Advantage”

- On-Line training available for AWAIR, EAP, ERTK, ERGO/Lifting, Bloodborne, Fire Extinguishers
- Safety Committee Advisor
- Employee Safety Progress Analysis
- SafeAssure “Client Discount Card” from Fastenal Stores or Catalogs (15% off any item)
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO-as required)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- “ALERT” data base
- Unlimited consulting services

Service Agreement

THIS AGREEMENT is made this first day of September 2019 between Swift County, Benson, Minnesota, herein referred to as Swift County and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this Service Agreement, Swift County (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum** of **\$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that Swift County will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges Swift County, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless Swift County, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of Swift County, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

In consideration of this signed Service Agreement, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide Swift County, the aforementioned features and services. These features and services include but are not limited to providing OSHA compliance recommendations/consultations, scheduled classroom-training sessions, unlimited online training, and writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of Swift County.

ANNUAL SERVICE AGREEMENT	\$7,432.02
MSDS ON-LINE	(Included)

TOTAL ANNUAL \$ \$7,432.02

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

TWELVE MONTH SERVICE AGREEMENT X _____
Swift County Date

X _____
Swift County Date

X  _____
President-SafeAssure 080119
Date



It's your state of success

Southwest Minnesota Workforce Development Board
Lyon County Courthouse - Third Floor
607 West Main Street
Marshall, MN 56258
507-476-4060

August 6, 2019

Dear County Commissioners and County Administrator,

WorkForce Centers across the state are changing their names to CareerForce. For our region, the WorkForce Centers that will change their names to CareerForce are located in Marshall, Montevideo, and Worthington.

This change is part of a major transition for Minnesota's entire workforce system, bringing multiple partners under a single unified CareerForce brand. Unifying all elements of Minnesota's workforce system will increase efficiency, improve communication and enhance collaboration between CareerForce staff and partners.

A central component of this unified brand is a new, one-of-a-kind online platform, CareerForceMN.com, which provides CareerForce services to employers and career seekers via mobile phone, tablet or computer. Of course, employers and career seekers can access in person the assistance they need in career planning and workforce development by visiting or calling one of our CareerForce locations.

The timeframe for the official launch has been announced for the week of September 16-20, 2019.

To help celebrate the rebranding of our local workforce development efforts and welcome a new era of service to employers, career seekers and our community, we:

- **Invite you to the CareerForce Open House** on Thursday, September 19, 2019. Invitation flyers are enclosed.
- **Request that Swift County**, one of a fourteen-county workforce development area, **adopt the attached Proclamation declaring September 19, 2019 as CareerForce Day**. See attached draft proclamation.

On behalf of CareerForce staff, partners and the Southwest Minnesota Workforce Development Board, we thank you for your continual support as we work to address the region's workforce needs and provide employment and training services to valued residents.

Sincerely,

Carrie Bendix
Executive Director

A Proud Partner of America's Job Center Network
Upon request, this information is available in alternate format.
An Equal Opportunity Employer/Provider



CareerForceTM
It's your state of success

Swift County Proclamation

- Whereas:** CareerForce is Minnesota's career development and talent matching resource; and
- Whereas:** Unifying all elements of Minnesota's workforce system under the CareerForce brand will increase efficiency, improve communication and enhance collaboration between CareerForce staff and partners, enhancing customer service and improving outcomes for career seekers, employers, communities and Minnesota; and
- Whereas:** Minnesota is known for its world class workforce; and
- Whereas:** Unprecedented changes in our state demographics between 2015 and 2035, including more than a half million people reaching the age of 65 and a decline in the share of the working age population from 62% to 57%, mean employers and Minnesota's workforce system must work together to bring all of our population who need sustainable employment into the workforce; and
- Whereas:** By 2035, one in four Minnesotans will be from a community of color or Indigenous population; and
- Whereas:** Bringing all Minnesotans who need sustainable employment into the workforce will help address employment and economic disparities based on race, disability, veteran status or past criminal record; and
- Whereas:** CareerForce, both online and in person, provides tailored resources to help meet the needs of all Minnesota career seekers and employers; and
- Whereas:** CareerForce serves employers by helping them find the right workers from entry level to highly skilled through support for hiring events, workforce strategy development, custom labor market information and analysis and no-fee online job posting; and
- Whereas:** CareerForce serves career seekers no matter where they are in their career from just starting out to mid-level management and beyond through customized career planning, resume revision and interview preparation, plus education and training for eligible career seekers and the ability to search thousands of open positions online; and
- Whereas:** CareerForce is Minnesota's unified workforce system, helping drive prosperity for all Minnesotans

Now, therefore, I, Gary Hendrickx, Chair of the Swift County Commissioner Board on behalf of the Swift County Commissioners, do hereby proclaim that September 19, 2019 shall be observed as: CareerForce Day in Swift County on this _____ day of _____, Two Thousand and Nineteen.

Chair, Swift County Commissioner Board



CareerForce[™]
It's your state of success

The Marshall, Montevideo and Worthington WorkForce Centers are changing their name to CareerForce. This change is part of a transition for Minnesota's entire workforce system, bringing multiple partners under a single unified CareerForce brand.

OPEN HOUSE

Thursday, September 19, 2019
10:30 a.m. – 1:00 p.m.

Three Great Locations

Lyon County
Government Center
607 West Main Street
3rd Floor
Marshall, MN
507-476-4040

202 North 1st Street
Montevideo, MN
320-269-5561

Nobles County
Government Center
318 9th Street
2nd Floor
Worthington, MN
507-295-5020

Please join us for:

Program at 11:00 a.m.

Tour of the Facility and Services

Experience the new online platform, CareerForceMN.com

Refreshments

Networking

REVENUES	2018 ACTUALS	2019 BUDGET	2019 ACTUALS (thru 7/31/19)	2020 BUDGET	
Intergovernmental Revenue-State					
BWSR Easement Delivery Grant			\$ 8,850	\$ -	
BWSR Conservation Delivery Grant	\$ 26,757	\$ 26,757	\$ 18,592	\$ 18,592	
BWSR Cost Share Grant	\$ 10,055	\$ 10,055	\$ 10,055	\$ 10,055	
BWSR Capacity Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
BWSR Match	\$ 15,000	\$ 5,000	\$ 5,000	\$ 10,000	
BWSR Buffer Cost Share Grant	\$ 33,342	\$ -	\$ -	\$ -	
BWSR Buffer Implementation Grant	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
BWSR Technical Training Grant			\$ 2,100	\$ -	
MPCA/SWAG		\$ 13,500	\$ 5,920	\$ 13,500	
MDA/County Nitrate Testing		\$ 17,549	\$ 6,059	\$ -	
Pomme de Terre Watershed Projects			\$ 5,738	\$ 10,000	Pass through
Pomme de Terre Watershed Staff Time	\$ 7,283	\$ 8,000	\$ 4,931	\$ 8,000	
Pheasants Forever			\$ 29,138	\$ 32,500	Pass through
DNR Observation Well Monitoring	\$ 5,040	\$ 5,100	\$ 5,280	\$ 5,280	
Total State Revenue	\$ 227,477	\$ 215,961	\$ 231,662	\$ 237,927	
Local Government Revenue - County					
County Allocation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 70,000	
County Match	\$ 15,000	\$ 5,000	\$ 5,000	\$ 10,000	
WCA Grant	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
County Ag Inspector	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	Sub-Contracted
County Misc. Revenue (Aquatic Invasive Spe.)			\$ 3,710	\$ 5,500	Newsletter/T-shirts
Total County Revenue	\$ 83,500	\$ 73,500	\$ 77,210	\$ 104,000	
Total Intergovernmental Revenue	\$ 310,977	\$ 289,461	\$ 308,871	\$ 341,927	
Charges for Services					
Tree Sales	\$ 18,478	\$ 15,000	\$ 16,081	\$ 17,500	
Planting Charges	\$ 1,130	\$ 1,000	\$ 1,283	\$ 1,300	
Tree Mat Sales	\$ 4,038	\$ 4,000	\$ 7,281	\$ 7,000	
Seed Sales	\$ 17,522	\$ 20,000	\$ 30,055	\$ 35,000	
Drill Rental	\$ 8,870	\$ 8,000	\$ 5,079	\$ 8,000	
Total Charges for Services	\$ 50,037	\$ 48,000	\$ 59,779	\$ 68,800	
Interest Earnings	\$ 819	\$ 400	\$ 1,337	\$ 1,250	
Other Miscellaneous Revenues	\$ 4,298	\$ 4,500	\$ 700	\$ 1,000	
Total Miscellaneous Revenues	\$ 5,117	\$ 4,900	\$ 2,037	\$ 2,250	
TOTAL REVENUES	\$ 366,131	\$ 342,361	\$ 370,687	\$ 412,977	
Difference Revenues over Expenditures	\$ (43,062)	\$ (22,194)	\$ 160,521	\$ (1,628)	

The difference between revenue & expenses will be made up by the district reserve fund balance.

MCIT Dividend not included in revenue \$ 894
Total \$ (734)

Swift County Soil Water

EXPENDITURES	2018 ACTUALS	2019 BUDGET	2019 ACTUALS (thru 7/31/19)	2020 BUDGET
District Operations - Personal Services				
Supervisors Compensation	\$ 6,375	\$ 7,500	\$ -	\$ 7,500
Employee Salary	\$ 154,053	\$ 160,000	\$ 84,536	\$ 165,000
Employer Contributions FICA	\$ 12,200	\$ 14,000	\$ 12,937	\$ 14,500
Employer Contributions PERA	\$ 8,301	\$ 9,500	\$ 4,494	\$ 10,000
Employer Contributions Medicare	\$ 2,049	\$ 3,500	\$ 1,226	\$ 3,750
Total District Operations - Personal Services	\$ 182,978	\$ 194,500	\$ 103,193	\$ 200,750
District Operation - Other Services & Charges				
Ag Inspector Contractor	\$ 13,500	\$ 13,500	\$ 7,875	\$ 13,500
Supervisor Expenses	\$ 2,634	\$ 4,000	\$ -	\$ 4,000
Telephone / Internet	\$ 2,818	\$ 1,500	\$ 914	\$ 2,000
Employee Expenses	\$ 2,093	\$ 2,000	\$ 947	\$ 2,000
Office Maintenance	\$ 676	\$ 2,500	\$ -	\$ 1,000
Professional Services	\$ 5,450	\$ 2,800	\$ 2,636	\$ 2,800
Training			\$ 2,203	\$ 2,000
Fees and Dues	\$ 4,553	\$ 4,000	\$ 3,652	\$ 4,000
Gasoline	\$ 3,374	\$ 3,000	\$ 1,337	\$ 3,500
Vehicle Maintenance	\$ 1,445	\$ 3,500	\$ 356	\$ 3,000
Education and Promotion	\$ 10,151	\$ 1,600	\$ 1,529	\$ 5,000
Insurance	\$ 4,866	\$ 6,000	\$ 5,375	\$ 6,000
Rent	\$ 8,075	\$ 8,200	\$ 4,711	\$ 8,200
Pheasants Forever	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
Utilities (Sheds)			\$ 526	\$ 1,000
Misc. Other Services & Charges	\$ 587	\$ 150	\$ 349	\$ 500
Total District Operation Other Serv. & Chgs.	\$ 49,972	\$ 42,500	\$ 27,784	\$ 61,750
District Operations - Supplies				
Office Supplies	\$ 2,598	\$ 2,000	\$ 743	\$ 2,000
Postage	\$ 664	\$ 400	\$ 226	\$ 400
Field Supplies	\$ 1,768	\$ 400	\$ 128	\$ 400
Newsletter Expense	\$ 12,000	\$ 6,000	\$ 4,000	\$ 12,000
Total District Operation - Supplies	\$ 17,029	\$ 8,800	\$ 5,097	\$ 14,800
District Operations - Equipment Replacement				
		\$ 10,000		\$ -
Project Expenses				
Pomme de Terre Watershed Projects				\$ 10,000
Pheasants Forever			\$ 29,163	\$ 29,250
State Buffer Cost Share Projects	\$ 29,508	\$ 60,000	\$ 200	\$ -
State Cost Share Projects	\$ 8,669	\$ 10,055	\$ 258	\$ 10,055
Miscellaneous Project Expenses			\$ 1,579	\$ 30,000
Total Project Expense State	\$ 38,177	\$ 70,055	\$ 31,199	\$ 79,305
District Expenses				
Tree Expenses	\$ 13,569	\$ 11,000	\$ 12,211	\$ 13,000
Building Expense	\$ 84,920	\$ 1,200		\$ 500
Tree Mat Expenses	\$ 324	\$ 6,000	\$ 3,426	\$ 3,000
Seed Expenses	\$ 14,096	\$ 14,000	\$ 22,650	\$ 30,000
Equipment Expenses	\$ 717	\$ 4,000	\$ 210	\$ 4,000
Technical Assistance	\$ 7,411	\$ 2,500	\$ 4,395	\$ 7,500
Total District Expenses	\$ 121,037	\$ 38,700	\$ 42,892	\$ 58,000
TOTAL EXPENDITURES	\$ 409,193	\$ 364,555	\$ 210,166	\$ 414,605



Request for Board Action

BOARD MEETING DATE:
August 20, 2019

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 by the City of DeGraff	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	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: Parcels #26-0056 tax-forfeited to the State of Minnesota for lack of payment of the property taxes. The City of DeGraff has offered to purchase price of \$1 plus fees. If approved the City of DeGraff will raze the current house structure, but will be leaving the garage structure. A letter with the breakdown of the additional fees was provided to the City of DeGraff board prior to their meeting on August 20, 2019. I would recommend the sale of these parcels	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

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

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

August 6, 2019

City of DeGraff
Attn: Randy Simmonds
445 40th Street SE
DeGraff, MN 56271

To the City of DeGraff Council,

Below is the detailed breakdown of the cost associated with the purchase of tax forfeiture properties located at 201 5th Street S, DeGraff, Minnesota:

Legal Descriptions:	City of DeGraff – Lots 21 & 22 Block 16
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.

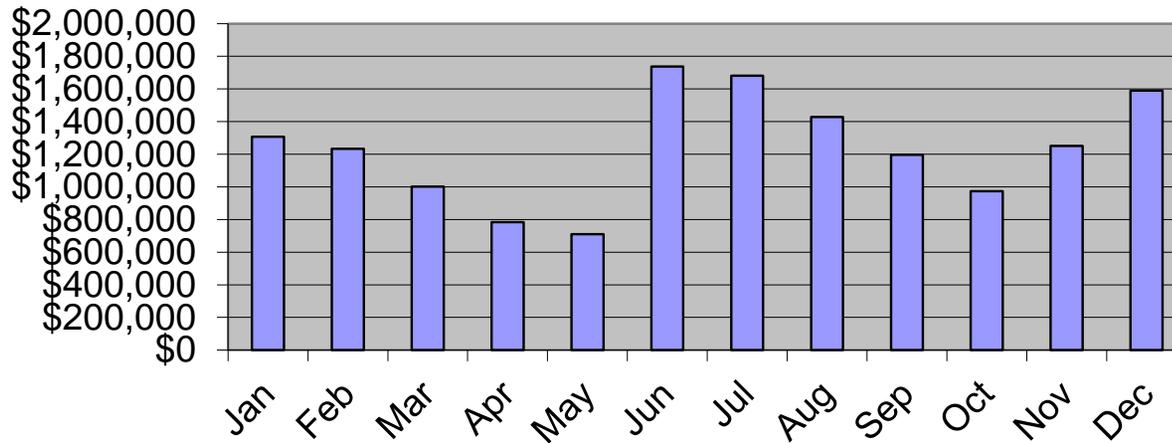
Sincerely,

A handwritten signature in cursive script that reads "Kimberly A. Saterbak".

Kimberly Saterbak

Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2010 - 2019											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Average
Jan	\$ 1,116,112	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$ 2,559,803	\$1,306,830
Feb	\$ 1,069,918	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692	\$ 2,603,360	\$1,233,486
Mar	\$ 810,381	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416	\$ 2,416,328	\$1,001,991
Apr	\$ 732,868	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224	\$ 2,030,159	\$783,212
May	\$ 576,849	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329	\$ 2,385,140	\$709,227
Jun	\$ 1,244,642	\$ 1,460,435	\$ 1,218,863	\$ 1,145,907	\$ 1,361,018	\$ 1,187,485	\$ 1,476,200	\$ 2,165,333	\$ 2,745,303	\$ 3,377,509	\$1,738,270
Jul	\$ 1,349,636	\$ 1,142,375	\$ 1,113,725	\$ 1,094,712	\$ 1,165,952	\$ 1,217,022	\$ 1,483,669	\$ 2,160,790	\$ 2,842,236	\$ 3,246,109	\$1,681,623
Aug	\$ 1,237,374	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009	\$ 2,661,662		\$1,428,839
Sep	\$ 1,085,187	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293	\$ 2,409,864		\$1,195,808
Oct	\$ 878,408	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114	\$ 2,139,152		\$973,206
Nov	\$ 826,623	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571	\$ 3,278,552		\$1,251,853
Dec	\$ 1,279,178	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240	\$ 3,077,192		\$1,589,300
Average	\$ 1,017,265	\$ 1,003,326	\$ 763,592	\$ 752,287	\$ 822,988	\$ 797,581	\$ 1,148,901	\$ 1,719,939	\$ 2,297,372	\$ 2,659,773	

**Average Monthly Cash & Investment Balance
2010-2019**



August 20, 2019

Swift County Board
Kelsey Baker, County Administrator
Swift County
301 14th St. N.
Benson, MN 56215

RE: Compensation Study Final Report

Dear Ms. Baker,

In December of last year, DDA Human Resources was engaged to conduct a market analysis of Swift County's compensation system, to report our findings, and to recommend changes to your existing compensation system. We have completed this work and have been in discussion with Board several times on pay philosophy and labor negotiation strategy. This letter outlines our findings and recommendations.

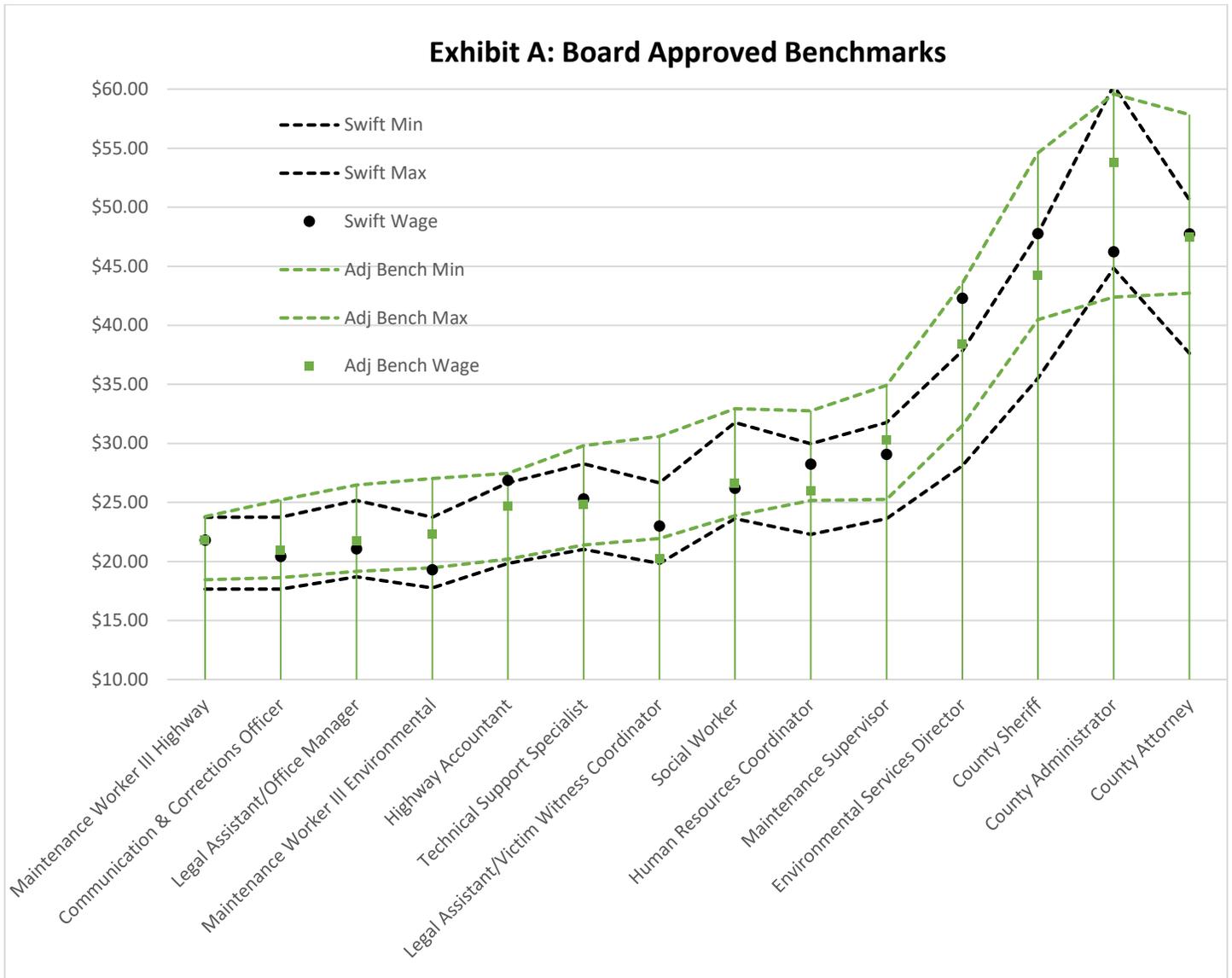
Benchmark Communities and Jobs

A list of 17 jurisdictions in the region were selected to serve as a comparison group – benchmarks. The list includes both counties in your region which are similar to you in terms of size, service offerings, tax capacity, and cities and counties with whom you may compete for employees.

Big Stone	Martin
Chippewa	Meeker
City of Appleton	Pope
City of Benson	Renville
City of Morris	Rock
Grant	Stevens
Kandiyohi	Traverse
Lac Qui Parle	Yellow Medicine
Lyon	

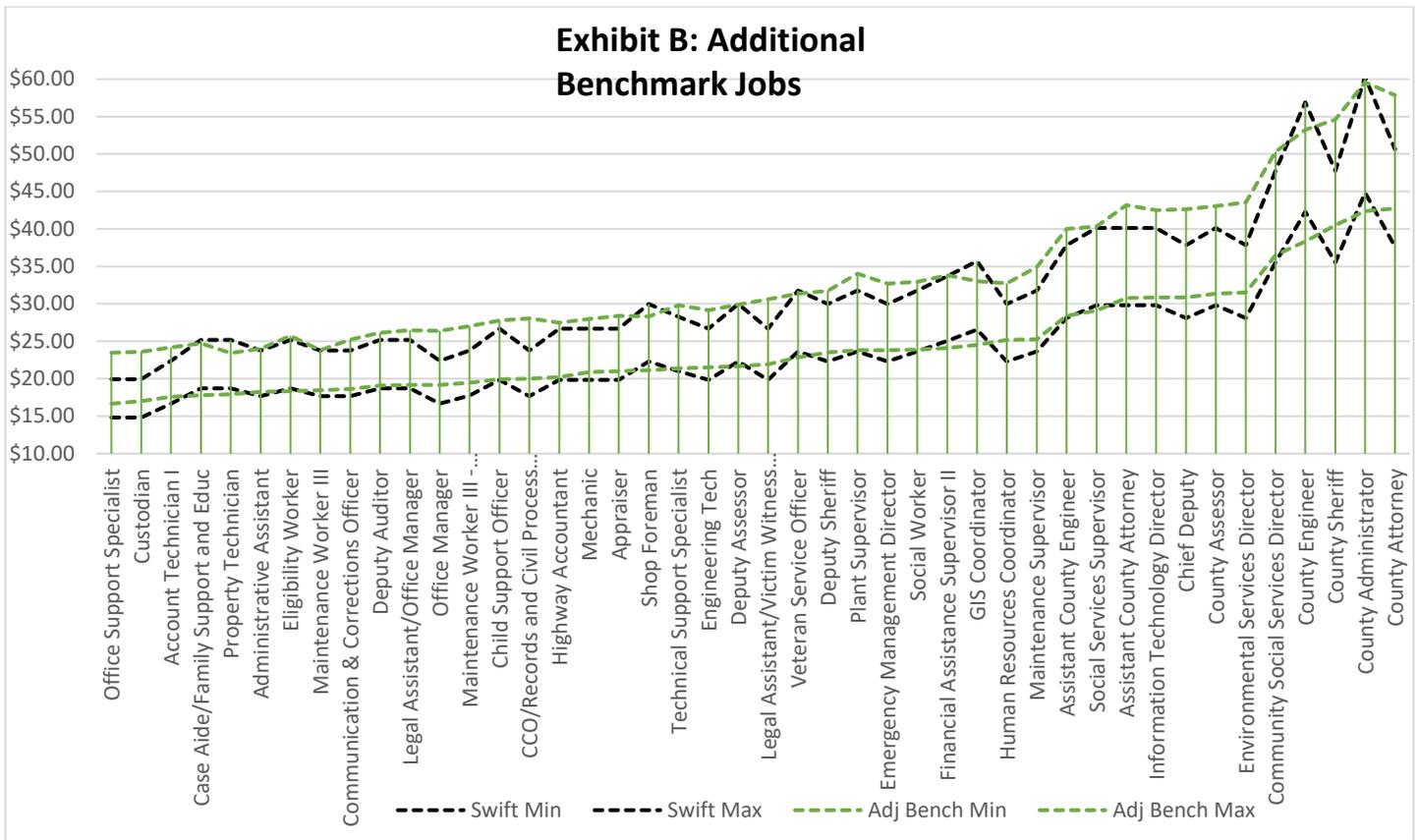
Communication and Corrections Officer	Maintenance Worker III Highway
Maintenance Worker III Environmental Services	Legal Assistant/Office Manager
Legal Assistant / Victim Witness Coordinator	Highway Accountant
Technical Support Specialist	HR Coordinator
Maintenance Supervisor	Social Worker
Environmental Director	County Sheriff
County Attorney	County Administrator

Wage data was collected on a sampling of jobs that you have in common with these jurisdictions. Exhibit A shows the distribution of wages benchmark communities pay for these jobs approved by the County Board.



The above graph illustrates that Swift County current pay structure is slightly below market average for minimum rates and maximum rates. While the pay ranges may be below market, Swift is currently paying at or above market rate for current pay for 11 of the 14 jobs. Based on this graph, slight adjustments to the current pay structure will maintain competitive wages for Swift County. Currently the County Attorney position wage range is most in disagreement to the market. However, the current rates are very competitive to market rates. It should be advised, that this position is elected, and wages are generally set by the Board based.

While the above graph provides a snapshot of Swift County compared to the market, we wanted to provide a snapshot with more benchmark jobs to ensure that the pay structure was fair for entry level positions, mid-level positions, supervisor positions and department head positions. The below graph illustrates Swift County in comparison to the market with additional benchmark positions provided.



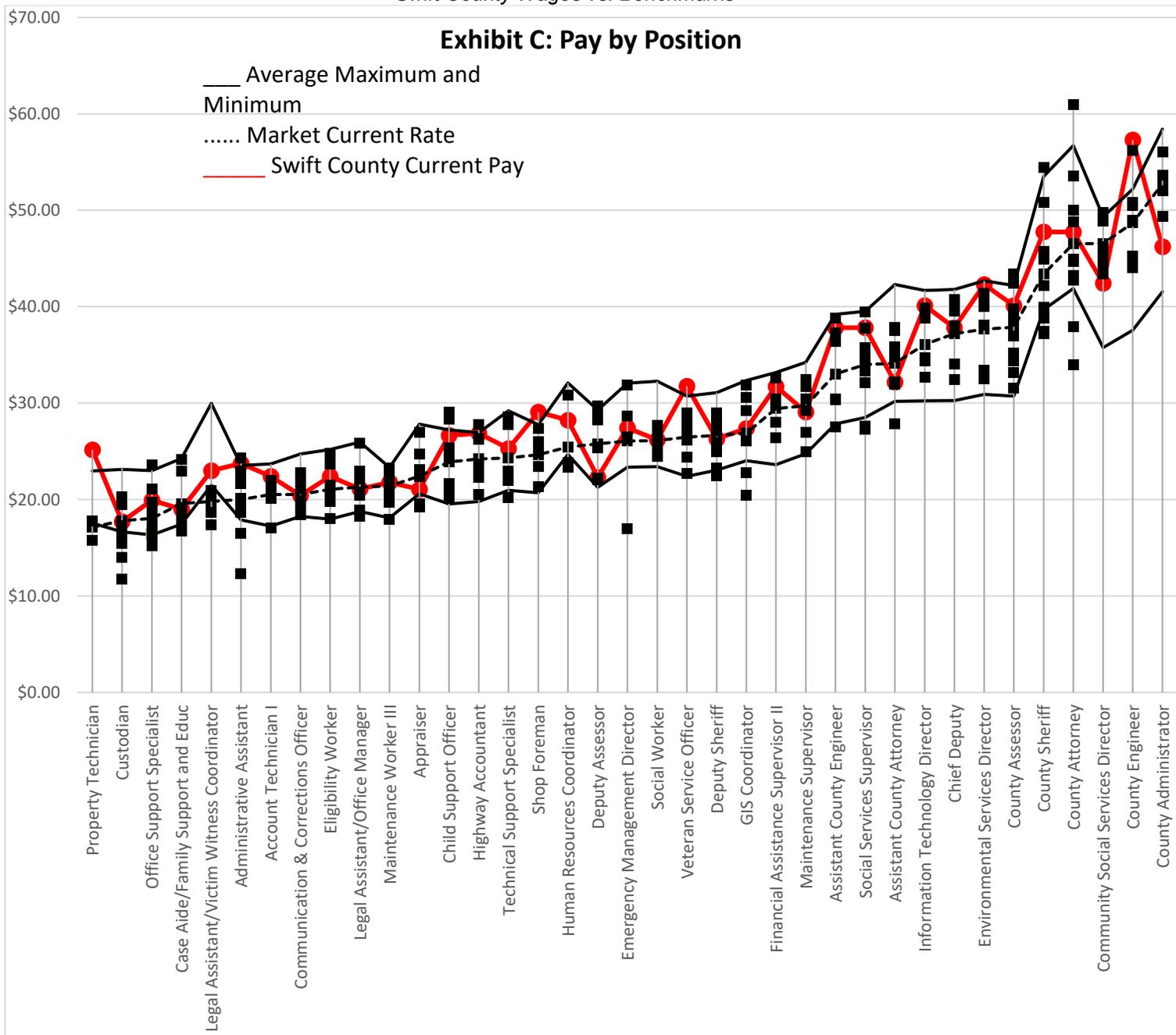
While the above graph is similar to the first illustration, it does show that the entry level positions at Swift County have wage ranges that are moderately under market pay. Overall the pay structure at Swift County is in general alignment with the market and would suggest minor adjustments at the entry level positions are needed to the pay structure.

When looking at how current wage ranges are paid in comparison to the market, we would recommend further investigation to determine if the job is properly classified:

- Office Manager
- Office Support Specialist
- County Attorney
- Assistant County Attorney
- Custodian
- Communication and Corrections Officer
- CCO/ Records and Civil Process Specialist
- Human Resources Coordinator
- Office Support Specialist
- Environmental Services Director
- Legal Assistant/ Victim Witness Coordinator
- GIS Coordinator
- Property Technician
- Maintenance III
- Maintenance III- Environmental Services

As a result, Swift County's current pay structure currently functions with the minimum rates near market average and the maximum rates slightly below market average.

Exhibit 1:
Swift County Wages vs. Benchmarks



Care must be exercised in reading too much into simple wage comparison data for any particular job, as employee tenure has a major impact on wages that is not really shown by a simple wage analysis. A job with a high number of new employees, for example, will likely appear under-paid when compared to a group of more seasoned employees from other communities.

This shortcoming is overcome by comparing salary plan information rather than wage information. Exhibit B illustrates the market average wage range and benchmark current wages.

Overall Recommendations

Swift County’s current pay plan is a conventional grade and step system. This is a very common type of system, and it is used in some form by most counties in your region. Jobs with similar job duties and responsibilities are grouped into pay grades, which are then ranked order of importance to the jurisdiction. Swift County has pay grades ranked from 6 to 26. Each of these pay grades is structured with a series of 11 steps. A new employee is hired at or near the bottom step in the grade for that job, and the employee annually earns a “step increase” in salary as each year of successful performance is completed. Over time, the employee gradually moves from the bottom to the top of the salary range.

Exhibit D is a grid showing a close approximation of Swift County’s Pay Plan for 2019 wages. (Very slight differences of a few cents have evolved over time as the original system was manually adjusted for COLA increases.) The system is very simple; each step in the system represents a 3.0% wage increase. Likewise, each increase in pay grade represents a 6.0% wage increase from the grade below it.

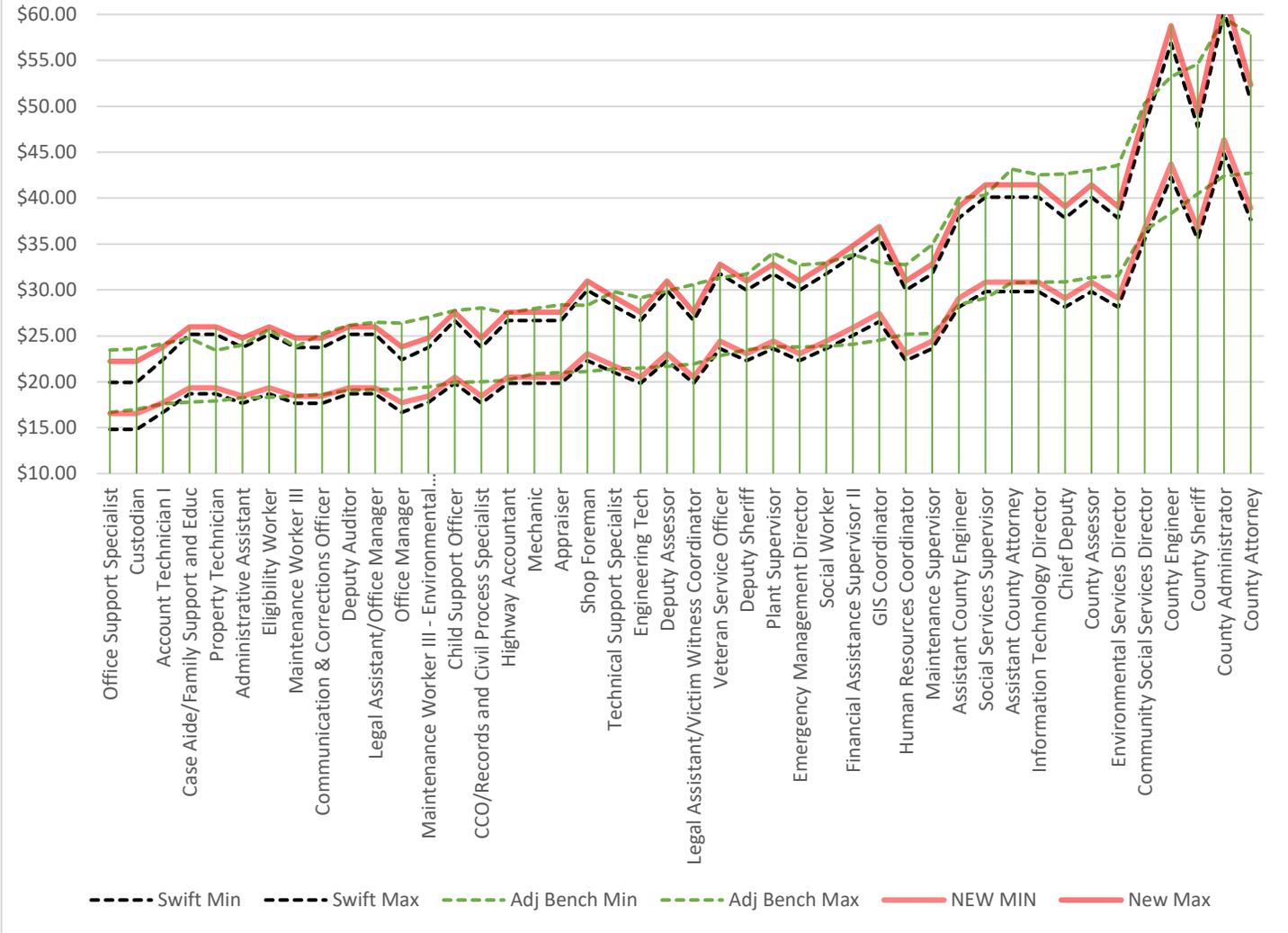
Exhibit D: Swift County’s 2019 Grade & Step System

	Step	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
Grade	1	2	3	4	5	6	7	8	9	10	11	
6	\$14.00	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23	\$16.72	\$17.22	\$17.73	\$18.27	\$18.81	
6% 7	\$14.84	\$15.29	\$15.74	\$16.22	\$16.70	\$17.20	\$17.72	\$18.25	\$18.80	\$19.36	\$19.94	
6% 8	\$15.73	\$16.20	\$16.69	\$17.19	\$17.70	\$18.24	\$18.78	\$19.35	\$19.93	\$20.52	\$21.14	
6% 9	\$16.67	\$17.17	\$17.69	\$18.22	\$18.77	\$19.33	\$19.91	\$20.51	\$21.12	\$21.76	\$22.41	
6% 10	\$17.67	\$18.20	\$18.75	\$19.31	\$19.89	\$20.49	\$21.10	\$21.74	\$22.39	\$23.06	\$23.75	
6% 11	\$18.74	\$19.30	\$19.88	\$20.47	\$21.09	\$21.72	\$22.37	\$23.04	\$23.73	\$24.45	\$25.18	
6% 12	\$19.86	\$20.46	\$21.07	\$21.70	\$22.35	\$23.02	\$23.71	\$24.42	\$25.16	\$25.91	\$26.69	
6% 13	\$21.05	\$21.68	\$22.33	\$23.00	\$23.69	\$24.40	\$25.14	\$25.89	\$26.67	\$27.47	\$28.29	
6% 14	\$22.31	\$22.98	\$23.67	\$24.38	\$25.11	\$25.87	\$26.64	\$27.44	\$28.27	\$29.11	\$29.99	
6% 15	\$23.65	\$24.36	\$25.09	\$25.85	\$26.62	\$27.42	\$28.24	\$29.09	\$29.96	\$30.86	\$31.79	
6% 16	\$25.07	\$25.82	\$26.60	\$27.40	\$28.22	\$29.07	\$29.94	\$30.84	\$31.76	\$32.71	\$33.69	
6% 17	\$26.58	\$27.37	\$28.19	\$29.04	\$29.91	\$30.81	\$31.73	\$32.69	\$33.67	\$34.68	\$35.72	
6% 18	\$28.17	\$29.02	\$29.89	\$30.78	\$31.71	\$32.66	\$33.64	\$34.65	\$35.69	\$36.76	\$37.86	
6% 19	\$29.86	\$30.76	\$31.68	\$32.63	\$33.61	\$34.62	\$35.66	\$36.73	\$37.83	\$38.96	\$40.13	
6% 20	\$31.65	\$32.60	\$33.58	\$34.59	\$35.63	\$36.69	\$37.79	\$38.93	\$40.10	\$41.30	\$42.54	
6% 21	\$33.55	\$34.56	\$35.60	\$36.66	\$37.76	\$38.90	\$40.06	\$41.26	\$42.50	\$43.78	\$45.09	
6% 22	\$35.56	\$36.63	\$37.73	\$38.86	\$40.03	\$41.23	\$42.47	\$43.74	\$45.05	\$46.40	\$47.80	
6% 23	\$37.70	\$38.83	\$39.99	\$41.19	\$42.43	\$43.70	\$45.01	\$46.36	\$47.76	\$49.19	\$50.66	
6% 24	\$39.96	\$41.16	\$42.39	\$43.67	\$44.98	\$46.33	\$47.72	\$49.15	\$50.62	\$52.14	\$53.70	
6% 25	\$42.36	\$43.63	\$44.94	\$46.29	\$47.67	\$49.10	\$50.58	\$52.10	\$53.66	\$55.27	\$56.93	
6% 26	\$44.90	\$46.25	\$47.63	\$49.06	\$50.54	\$52.05	\$53.61	\$55.22	\$56.88	\$58.58	\$60.34	

Note: This chart closely replicates Swift County's current Pay plan. It uses 3% step increases, and a 6% jump between pay grades. The slight variances between this chart and County's actual plan are due to accumulated rounding errors from prior manual adjustments.

Exhibit E graphically show the pay range – the minimum and maximum salary -- for a sampling of Swift County jobs compares to the average salary range paid by benchmark jurisdictions. We observe that Swift County’s 30% spread in its salary ranges looks very similar to the benchmark average. Swift County’s minimum salaries running about 96% of the benchmark average, with top salaries running at about 94% of benchmark averages.

Exhibit E: Proposed Swift County vs Benchmark



Depending upon the County’s payment philosophy, some adjustment to your pay plan could be considered. Many jurisdictions attempt to keep their pay plans in line with the market average. Exhibit F shows how your current pay plan might be adjusted to align better with this market averages. Not that this is only a recommendation, and has not been approved by the County Board or unions.

Exhibit F: Suggested change in Pay Plan

	Step	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Grade	1	2	3	4	5	6	7	8	9	10	
	6	\$16.30	\$16.79	\$17.29	\$17.81	\$18.34	\$18.89	\$19.46	\$20.04	\$20.65	\$21.26
3.00%	7	\$16.79	\$17.29	\$17.81	\$18.34	\$18.89	\$19.46	\$20.04	\$20.65	\$21.26	\$21.90
4.00%	8	\$17.46	\$17.98	\$18.52	\$19.08	\$19.65	\$20.24	\$20.85	\$21.47	\$22.12	\$22.78
4.00%	9	\$18.16	\$18.70	\$19.26	\$19.84	\$20.43	\$21.05	\$21.68	\$22.33	\$23.00	\$23.69
4.00%	10	\$18.88	\$19.45	\$20.03	\$20.63	\$21.25	\$21.89	\$22.55	\$23.22	\$23.92	\$24.64
4.00%	11	\$19.64	\$20.23	\$20.83	\$21.46	\$22.10	\$22.77	\$23.45	\$24.15	\$24.88	\$25.62
6.00%	12	\$20.82	\$21.44	\$22.08	\$22.75	\$23.43	\$24.13	\$24.86	\$25.60	\$26.37	\$27.16
6.00%	13	\$22.06	\$22.73	\$23.41	\$24.11	\$24.83	\$25.58	\$26.35	\$27.14	\$27.95	\$28.79
6.00%	14	\$23.39	\$24.09	\$24.81	\$25.56	\$26.32	\$27.11	\$27.93	\$28.77	\$29.63	\$30.52
6.00%	15	\$24.79	\$25.54	\$26.30	\$27.09	\$27.90	\$28.74	\$29.60	\$30.49	\$31.41	\$32.35
6.00%	16	\$26.28	\$27.07	\$27.88	\$28.72	\$29.58	\$30.47	\$31.38	\$32.32	\$33.29	\$34.29
6.00%	17	\$27.86	\$28.69	\$29.55	\$30.44	\$31.35	\$32.29	\$33.26	\$34.26	\$35.29	\$36.35
6.00%	18	\$29.53	\$30.41	\$31.33	\$32.27	\$33.23	\$34.23	\$35.26	\$36.32	\$37.41	\$38.53
8.00%	19	\$31.89	\$32.85	\$33.83	\$34.85	\$35.89	\$36.97	\$38.08	\$39.22	\$40.40	\$41.61
8.00%	20	\$34.44	\$35.47	\$36.54	\$37.63	\$38.76	\$39.93	\$41.12	\$42.36	\$43.63	\$44.94
6.00%	21	\$36.51	\$37.60	\$38.73	\$39.89	\$41.09	\$42.32	\$43.59	\$44.90	\$46.25	\$47.63
6.00%	22	\$38.70	\$39.86	\$41.06	\$42.29	\$43.56	\$44.86	\$46.21	\$47.59	\$49.02	\$50.49
4.00%	23	\$40.25	\$41.45	\$42.70	\$43.98	\$45.30	\$46.66	\$48.06	\$49.50	\$50.98	\$52.51
4.00%	24	\$41.86	\$43.11	\$44.41	\$45.74	\$47.11	\$48.52	\$49.98	\$51.48	\$53.02	\$54.61
5.00%	25	\$43.95	\$45.27	\$46.63	\$48.02	\$49.46	\$50.95	\$52.48	\$54.05	\$55.67	\$57.34
6.00%	26	\$46.59	\$47.98	\$49.42	\$50.91	\$52.43	\$54.01	\$55.63	\$57.29	\$59.01	\$60.78

Further considerations

1. More extensive analysis of job duties. You will note that the market pay ranges for several specific jobs differ noticeably from the amounts paid by the market. (Generally, a difference of 10% from the market suggests further investigation is warranted.) It is not clear whether this variance is explained because job duties are different for a position with a similar job title. It is generally recommended to review job descriptions every three years.
2. Review Job Classifications. Like previously stated, a difference of more than 10% from market suggests further investigation to determine whether the position has been improperly classified internally. It would be recommended to look at job classifications.
3. Ongoing Maintenance. A review of job descriptions and the internal classification of jobs was beyond the scope of this engagement. DDA Human Resources stands ready to provide additional assistance in these areas if desired. As an alternative, many of our clients have opted to participate in our ongoing pay plan maintenance program. For an annual fee, we not only provide an annual calibration of your salary plan to market, but we also systematically review and update job descriptions and classifications on a rotating 3-year basis, along with forecasting and budgeting assistance. An ongoing maintenance plan keeps your compensation system always current and catches small problems before then can grow into larger ones.
4. Pay for elected officials is different. While ranges are provided by benchmark communities, there are various elements the Board must consider.

It has been our pleasure to work with Swift County on this wage study.

Tessia Melvin, Management Consultant
 DDA Human Resources, Inc.
tessia@daviddrown.com