

Notice & Agenda

Swift County Board of Commissioners

Friday, December 30, 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) Consider approving a Memorandum of Understanding between Swift County and AFSCME Counsel 65, Local #2538, Swift county Human Services Unit effective January 1, 2017.
	3-10	(2) Consider approving a revised Procurement Policy effective January 1, 2017.
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants
9:05 a.m.		John Holtz, Sheriff
	11-14	Consider awarding bids for two (2) 2017 Explorer-Interceptor 4 dr SUV's for the Sheriff's Department
9:15 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:30 a.m.		Other Business
	15-16	Review and discuss 2017 Work Plan
	17	Review and discuss a County Administrator Transition Plan
	18-20	Review of County Administrator Orientation Outline
	None	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
10:30 a.m.		Adjournment



Request for Board Action

BOARD MEETING DATE:
December 30, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Janice Fransen	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a Memorandum of Understanding between Swift County and AFSCME Counsel 65, Local #2538, Swift County Human Services Unit effective January 1, 2017.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: This MOU addresses the compensation aspect of the on-call policy which was adopted at the 12/20/16 Human Services Board meeting.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Click here to enter text.
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review – was reviewed & approved by Labor Attorney	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

MEMORANDUM OF UNDERSTANDING

**Between
Swift County
and
AFSCME Council 65, Local #2538, Swift County Human Services Unit**

This Memorandum of Understanding (MOU) concerns the scheduling of on-call compensation for the Social Services Units. This MOU is made and entered into this ____ day of _____, 201__; by and between Swift County (hereinafter “Employer”) and Local 2538, AFSCME Council 65, AFL-CIO, Swift County Human Services Unit (hereinafter “Union”).

The Employer and the Union agree to the following:

Compensation

- a. In addition to the compensation for the week long on-call responsibility, social workers will earn hour for hour compensatory time from the actual time the call is picked up from dispatch – rounded to the nearest quarter hour.
- b. Compensation for on-call will be \$245 a week payable in the time period when the on-call week ends. Full day Holidays will be compensated an additional \$35 for the holiday day (includes Easter Sunday). Good Friday and Christmas Eve will be compensated an additional \$17 for the half-holiday day. All holidays follow the union contract.

This Memorandum of Understanding is effective once signed by the two parties and shall continue unless amended by mutual agreement of both parties.

For the Employer:

For the Union:



Request for Board Action

BOARD MEETING DATE:
December 30, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Policy Committee	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-3377
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve the revised Procurement Policy	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: County Board action needs to be taken to approve changes to policy
BACKGROUND/JUSTIFICATION: Per a recommendation from our public audit firm (CliftonLarsonAllen), we have updated our Procurement Policy to address funds from federal awards. In addition to adding this wording, the policy committee also updated our current policy to further define the purchasing of property and services.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Click here to enter text.	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: None



[DRAFT]

**PROCUREMENT
POLICY**

SWIFT COUNTY

BENSON, MINNESOTA

Adopted by County Board _____, ____, 20__

DRAFT 12-29-16

502.000 PROCUREMENT POLICY STATEMENT OF PURPOSE

The purpose of this policy is to provide County departments, citizens and vendors with purchasing and contracting services of the highest professional standards. This policy will also guide County employees in the purchase of items at the best price and quality, promote and maintain a good working relationship with suppliers, and emphasize cooperation between and among departments in identifying and implementing standardized organizational programs to save time and money.

502.001 Responsibility

County staff is responsible for developing all contracts in accordance with this policy, applicable state statutes and in conformance with applicable Federal Law and Uniform Guidance Standards, to ensure a full awareness and understanding by affected employees.

502.100 SCOPE

This policy applies to all procurement procedures for all departments of the County, unless otherwise stated.

502.200 QUOTATION AND BID REQUIREMENTS

All departments shall comply with the following policies regarding the purchase of commodities. Contract requirement shall not be artificially divided to avoid bidding requirements. All departments of the County shall comply with Minn. Stat. §471.345

502.201 QUALITY

The County will strive to secure goods and services at the lowest lifecycle cost possible proportionate with quality requirements.

502.202 FULL AND OPEN COMPETITION

The County maintains a policy of full and open competition, where all responsible sources are permitted to compete in the purchasing process.

502.203 ETHICS

County employees in a position to procure goods or services will abide by the County's Conflict of Interest policy, located within 204.00 of the Policy Manual dated June 3, 2003 and listed below.

502.204 CONFLICT OF INTEREST FOR FEDERAL AWARDS

No employee, officer, or agent of Swift County will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Swift County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless

the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of Swift County. Any violation of this section may be a gross misdemeanor. M.S. 471.87.

Because of relationships with a parent company, affiliate, or subsidiary organization, the County is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization and will not procure with those organizations.

If an employee purchases or contracts for goods or services contrary to County Policy, the purchase shall be void. In accordance with State laws, the Department Head shall be personally liable for the cost of the order or contract. If the order or contract is already paid for out of County funds, the amount may be recovered by appropriate action.

1. PROCUREMENT OF COMMODITIES

Contract Defined: A “contract” means an agreement entered into by Swift County for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.

Contracts \$1 - \$3,000: Competitive bidding is not required and department heads or their designee(s) shall handle purchases for commodities. Purchases may be made on the open market, and may be procured using a County issued credit card if applicable and within the holder’s limit. The County shall make an effort to ensure the lowest acceptable price is received; a minimum of two verbal quotes is preferred, but not required. Any quotation support shall be maintained by the department for a period of at least one year in accordance with Minn. Stat. 471.345, subd. 5.

Contracts \$3,001 - \$25,000: A minimum of two written or verbal quotes is required. Department head or their designee(s) are responsible for initiating the procurement process and complying with procurement policies and procedures. Each department will maintain supporting quotation documents for a period of at least one year in accordance with Minn. Stat. 471.345, subd 5.

Contracts \$25,001 - \$100,000: Procurement of commodities may be made either through bid process or by direct negotiation. The County must consider the availability, price and quality of supplies, materials, or equipment available through the state’s cooperative purchasing venture before purchasing through another source, per Minn. Stat. 471.345 sub 15. In a direct negotiation, a “Request of Quote” will be prepared and distributed to vendors. The County shall attempt to obtain a minimum of two quotes. All quotes must be written and will be scanned for retention, and all parties will be notified in writing of the outcome. The department will maintain supporting quotation documents for a period of at least one year in accordance with Minn. Stat 471.345, subd. 5.

Contracts exceeding \$100,001: The County must consider the availability, price and quality of supplies, materials, or equipment available through the state's cooperative purchasing venture before purchasing through another source, per Minn. Stat. 471.345 subd. 15. If purchases through the state's cooperative purchasing agreement are not feasible, the County shall undergo a formal bid process. County Board approval is required for public advertisement for the receipt of sealed bids. Final bid award will be made by the County Board, and the contract will be approved by the County Board.

2. PROCUREMENT OF SERVICES

Due to potential County Liability, all service contracts of any dollar amount shall have a legal review by the Swift County Attorney.

a. BIDDABLE SERVICES

A contract for services for work or repair (maintenance) that *changes the property* shall comply with procurement requirements for commodities as detailed above, in accordance with Minn. Stat. 471.345.

Any contract for the procurement of a biddable service in excess of \$100,000 annually shall be approved by the County Board. All service contracts shall be maintained and reviewed periodically for relevance and applicability.

Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

502.300 BUDGETED PROCUREMENT

Budgeted funds must be available before a purchase commitment is made. If sufficient funds are not available, a reallocation or additional appropriation request must be submitted to the Board of Commissioners for approval prior to entering into a purchase agreement.

502.400 PROCUREMENTS ASSOCIATED WITH FEDERAL AWARDS

Procurement of goods and services whose costs are charged to federal awards received by the Swift County are subject to all of the specific purchasing policies of the organization. All departments of the County shall comply with Minn. Stat. § 471.345.

In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Swift County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

3. Swift County will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. Swift County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
5. Swift County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
6. All procurement transactions will be conducted in a manner providing full and open competition. All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period.
7. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
8. All necessary affirmative steps will be taken to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
9. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Swift County will make independent estimates before receiving bids or proposals.
10. All procurement files will be made available for inspection upon request by a Federal awarding agency.
11. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any federal agency.

500.500

PROCUREMENT OF SOFTWARE OR TECHNOLOGY

In any consideration of the purchase of software or technology, a department must consult with IT as early in the process as feasible, in order to ensure the new software or technology is one that is able to be supported by the County. The department must also work with IT to

consider any ongoing or future maintenance fees, license fees, upgrade fees, or other known fees.

500.600 CONTRACT RENEWALS

A department head or their designee(s) is granted the authority to renew a contract provided that the only changes are to the terms of the contract (i.e., length of service, charges). Should the contract contain changes in the verbiage of the contract or in the description of services provided, the renewal must be treated as a new contract and follow procedures detailed in this policy. In order to ensure appropriate oversight by the County Board, all renewals shall be presented to the County Board for review.

502.700 COUNTY ISSUED CREDIT CARDS

The County has elected to issue certain County employees a County credit card under Minn. Stat. § 375.171. The Request for County Issued Credit Card form will be completed by the department head and submitted to Auditor for processing. Credit limits and approval will be set by the Board of Commissioners without exception. Purchases exceeding these limits will not be allowed; personal use of the credit card is prohibited. See the Swift County Credit Card Policy for additional guidance.

502.800 LEASES

Prior to seeking County Board approval, any department considering entering into a lease agreement shall consult with the Swift County Attorney to ensure no similar lease is already in place, and to ensure the best pricing can be obtained.

502.900 EXCEPTIONS TO BIDDING

502.901 COOPERATIVE PURCHASES

Swift County is a member of the Joint Purchasing Cooperative with the State of Minnesota. Purchases from State Contracts are excluded from bid process procedures, but are still required to obtain County Board approval.

502.902 SOLE SOURCE/BRAND PROCUREMENT

An exception to the standard bid process may be granted based on two premises:

1. Only a single company or organization can supply the needed product or service.
2. Only a single "brand/model" will meet the department's technical/functional requirements.

Sole source requests should not be made unless the department is confident that the request is reasonable, appropriately justified to meet the County's requirements, and can withstand a possible audit or other public scrutiny. Sole source/brand purchasing minimizes or eliminates competition and should be avoided whenever possible. These purchases are excluded from standard bid process procedures, but are still required to obtain County Board approval.

502.903 EMERGENCIES

A valid emergency is one where the items purchased or services provided are *immediately necessary* for the continued operation of the office or department involved; OR are immediately necessary for the preservation of life or property. An emergency need is one that could not have been foreseen. Failure to submit a requisition on time does *not* constitute a valid emergency. The County shall comply with Minn. Stat. § 375.21 and 375.22 for emergency procurements.

502.904 NEW VEHICLE PURCHASES

Whenever possible, new vehicles will be flexible fuel vehicles capable of using E-85 or biodiesel fuels.

502.1100 PROCUREMENT POLICY ADOPTION

The County's Procurement Policy shall be adopted by resolution of the County Board. The policy shall be reviewed on an annual basis by the Budget Committee and any modifications made thereto must be approved by the County Board.

References for the Administrative Policy Manual - Contracts

Minn. Stat. § 373.01 - Delineates powers and duties of a county, including requirements for bidding on contracts for the sale, lease, or conveyance of real and personal property owned by the county

Minn. Stat. § 373.02 - Delegates authority to execute written documents to Board Chair and Board Clerk (County Administrator)

Minn. Stat. § 375.21 - Addresses bid and bond requirements for work or labor purchase of furniture, fixtures, other property; construction or repair of roads, bridges, or buildings

Minn. Stat. § 471.345 - Uniform Municipal Contracting Law

Minn. Stat. § 471.59 - Provides basic statutory framework for joint operations between units of government

Minn. Stat. § 160.17 - Road construction requirements

Minn. Stat. § 162.04 - Final payment on applicable highway projects

Minn. Stat. § 290.92 – Tax withheld on wages

Minn. Stat. § 574.26 - Performance and payment bonds requirements for contracts in excess of \$75,000 for the doing of any public work

Code of Federal Regulations (CFR) Title 200 – Uniform Administrative Requirements



Request for Board Action

BOARD MEETING DATE:
December 30, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Sheriff's Office	REQUESTOR: Sheriff John Holtz	REQUESTOR PHONE: 320-843-3133
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Acceptance of Bids from Value Ford of Morris and Baker Ford of Kerkhoven for 2 2017 Explorer-Interceptor 4 dr SUV's.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? Click here to enter text.
IS THIS MANDATED? Click here to enter text.	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Valu Ford Morris bid is \$27,868 and Baker Ford is \$27,767.00 for each vehicle. Both bids were December 26/27 2016. The price is to go up after the 1st of January 2017 of at least \$1500 each. Order needs to be placed on December 30, 2016.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Click here to enter text.	

Budget Information

FUNDING: Budgeted line item.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen, Interim
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 <input type="checkbox"/> J Fox <input type="checkbox"/> G Hendrickx <input type="checkbox"/> E Pederson <input type="checkbox"/> P Peterson <input type="checkbox"/> E Rudningen	
Action	Vote

2017 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 0001 Priority: B3 Ord FIN: QS031 Order Type: 5B Price Level: 750

Ord Code: 500A Cust/Flt Name: SWIFT COUNTY PO Number:

RETAIL

RETAIL

K8A 4DR AWD POLICE \$31995

.GRILL WIRING

.112.6" WB

794 PRICE CONCESSN

E3 ARIZONA BEIGE

REMARKS TRAILER

9 CLTH BKTS/VNL R

FLEX-FUEL

W EBONY BLACK

153 FRT LICENSE BKT NC

500A EQUIP GRP

SP DLR ACCT ADJ

.PREM SINGLE CD

SP FLT ACCT CR

99R .3.7L V6 TIVCT NC

FUEL CHARGE

44C .6-SPD AUTO TRAN NC

B4A NET INV FLT OPT NC

53M SYNC SYSTEM 295

DEST AND DELIV 945

~~17T CARGO DOME LAMP 50~~

~~TOTAL BASE AND OPTIONS 34700~~

41H ENG BLK HEATER 90

TOTAL 34700

51Y DRV SDE SPT LMP 215

THIS IS NOT AN INVOICE

595 KEYLESS 2 FOBS 260

*TOTAL PRICE EXCLUDES COMP PR

66A FRONT HDLMP PKG 850

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC08445

31,928

VALU PRICE

- \$ 4,060

FLEET CONCESSION

#27,868

*Bid From
Morris*

==>

Dealer: F58515

2017 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 8000 Priority: B1 Ord FIN: QE667 Order Type: 5B Price Level: 745

Ord Code: 500A Cust/Flt Name: SWIFT CO

PO Number:

	RETAIL		RETAIL
K8A 4DR AWD POLICE	\$31510	.GRILL WIRING	
.112.6" WB		794 PRICE CONCESSN	
E3 ARIZONA BEIGE		REMARKS TRAILER	
9 CLTH BKTS/VNL R		FLEX-FUEL	
W EBONY BLACK		153 FRT LICENSE BKT	NC
500A EQUIP GRP		SP FLT ACCT CR	
.PREM SINGLE CD		FUEL CHARGE	
99R .3.7L V6 TIVCT	NC	DEST AND DELIV	945
44C .6-SPD AUTO TRAN	NC	TOTAL BASE AND OPTIONS	34215
53M SYNC SYSTEM	295	TOTAL	34215
17T CARGO DOME LAMP	50	*THIS IS NOT AN INVOICE*	
41H ENG BLK HEATER	90	*TOTAL PRICE EXCLUDES COMP PR	
51Y DRV SDE SPT LMP	215		
595 KEYLESS 2 FOBS	260		
66A FRONT HDLMP PKG	850		

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC09384

\$ 26,932.14
 400.00 Hitch & Wiring

 \$ 27,332.14

Bid From
Baker

2016 Explorer's
\$28861.18

John Holtz

From: tom baker [nbford15jr@tds.net]
Sent: Tuesday, December 27, 2016 8:42 AM
To: John Holtz
Subject: 17 explorer

Price went up \$435 from the time I price it out on the 7th—sorry about that—out of my control!!!!!!!!!!!!

\$27767.00 up from \$ 27332.00

\$ 27767.00

Baker

Swift County Board of Commissioners
2017 Work Plan

Jan 3, 2017 – 9:00 AM

- Organizational Meeting
 - Board Appointments
 - Commissioners
 - Advisory
 - Appointment to Ditch Boards
 - Set 2017 Elected Officials Salary
 - Appointment of Coroner
 - Set 2017 Bounties
 - Set 2017 mileage reimbursement rate
 - Designate newspaper for publications

Jan 17, 2017 – 11:00 AM

- 4th Quarter 2016 Treasurer Report
- 4th Quarter 2016 Executive Departmental Budget Report

Feb 7, 2017 – 9:00 AM

Feb 21, 2017 – 11:00 AM

Mar 7, 2017 – 9:00 AM

- Discuss Wheelage Tax

Mar 21, 2017 – 11:00 AM

- Consider taking action for 2017 Wheelage Tax
- Set Road Tour

Apr 4, 2017 – 9:00 AM

Apr 18, 2017 – 11:00 AM

- 1st Quarter 2017 Treasurer Report
- 1st Quarter 2017 Executive Departmental Budget Report

May 2, 2017 – 9:00 AM

- 2017 Initial Budget Workshop

May 16, 2017 – 11:00 AM

June 6, 2017 – 9:00 AM

June 20, 2017 – 5:00 PM with Swift County Board of Assessment and Equalization running until at least 7:00 PM

July 5, 2017 – 9:00 AM

- HRA 2017 preliminary budget and Levy Request

July 18, 2017 – 11:00 AM

- 2nd Quarter 2017 Treasurer Report
- 2nd Quarter 2017 Executive Departmental Budget Report

Aug 1, 2017 – 9:00 AM

- Review 2017 Department Budget Requests

Aug 15, 2017 – 11:00 AM

Sept 5, 2017 – 9:00 AM

- Last Regular meeting to set 2017 HRA and RDA Levies and Preliminary Budgets

Sept 19, 2017 – 11:00 AM

- Review Ditch Assessments
- Last Regular meeting to set 2017 County Levy and Preliminary Budget
- Set TNT Meeting Date

Oct 3, 2017 – 9:00 AM

- Approve Ditch Assessments

Oct 17, 2017 – 11:00 AM

- 3rd Quarter 2017 Treasurer Report
- 3rd Quarter 2017 Executive Departmental Budget Report

Nov 7, 2017 – 9:00 AM

Nov 21, 2017 – 11:00 AM

Dec 6, 2017 – Starts at 5:00 PM with TNT Hearing no earlier than 6:00 PM

- TNT Hearing

Dec 19, 2017 – 11:00 AM

- Set 2017 County Commissioners compensation
- Last Regular meeting to set 2017 County Final Levy and Final Budget
- Last Regular meeting to set 2017 HRA and RDA Final Levies and Final Budgets

Dec 29, 2017 – 9:00 AM

- 2017 Reallocation Requests
- 2017 Final Disbursements
- Administrator's Review



Request for Board Action

BOARD MEETING DATE:
December 30, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Janice Fransen	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review and discuss a County Administrator Transition Plan	
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: Review and discuss plan for the time between the departure of the interim administrator and the new administrator.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and discuss
COMMENTS: n/a	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
December 30, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Janice Fransen	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review of County Administrator Orientation Outline	
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: Proposed outline to be used as a guide for orientation of the new Administrator. Some of the items will vary depending on the person's background.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review
COMMENTS: n/a	COMMENTS: None

County Administrator Orientation

Swift County

General Organization [WHO]

- County Mission Statement
- County Organization – Org Chart
- Job Description
- County Policy Manual
- Website, email, iPad, cell phone, etc.
- Meet with Department Heads as a Group

Payroll/HR Setup/Orientation [Amanda]

- PERA Application, information, etc.
- Insurance information/enrollment
- Conflict of Interest Policy
- Anti-Harassment Policy
- Cell Phone
- Network, Email, etc.
- Travel, expenses, etc.
- Employee Assistance Program
- AMC New Commissioner School??

Tour of County Facilities – [WHO]

- Courthouse
- LEC
- Highway
- Environmental Services
- Countryside Public Health
- County Attorney
- Human Services

Department Visits

Human Services – Catie Lee

- Organization
- Policies of the Community Social Services Board
- Miscellaneous – Acronyms
- Personnel
- Upcoming Issues/Forecast
- Program Information
 - Financial Services
 - Fiscal Services
 - Social Services

County Attorney – Danielle Olson

- Departmental Information
- Data Practices
- Open Meeting Law

Countryside Public Health – Liz Auch

Highway – Andy Sander

Parks & Drainage – Mike Johnson

Environmental Services – Scott Collins

Sheriff – John Holtz

Restorative Practices – Will Warnock

Auditor – Kim Saterbak

Treasurer – Ron Vadnais

Assessor – Wayne Knutson

IT – Rob Lee

Land Records – Mary Amundson

Extension -

Rural Development Authority (RDA) – Jennifer Frost

Housing & Redevelopment Authority (HRA) – Vicki Syverson

Veterans' Services – Dave Barrett

Emergency Management – Bill McGeary

Safe Avenues – Chrissy Thompson

6W Corrections – Midge Christianson

Court Administration – Debra Mueske

Meetings/Introductions

- Administrators/Clerks
- Mayors/Councils
- Township Officials
- Hospitals
- Schools