

Notice & Agenda

Swift County Board of Commissioners

Friday, December 29, 2017

9:00 AM

Benson City Council Chambers – 1410 Kansas Ave, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-3	(1) Consider approving minutes from the December 19, 2017 Regular Meeting
		(2) Consider approving a premises permit application for gambling for Benson Hockey Association for the Swift Falls Bar located at 203 Danelz Ave, Benson (Swift Falls), MN 56215
	4-5	(3) Consider approving a resolution in support of the maintenance of local license bureau's
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants
9:05 a.m.		Commissioner and Board reports
9:30 a.m.		County Administrator report
9:35 a.m.		Citizens Comments
9:35 a.m.		John Holtz, Sheriff Update
9:50 a.m.		Kim Saterbak, County Auditor
	6-7	Consider approving to authorize transfer of bond fund proceeds from the Debt Service fund to the Capital Projects fund
	8-9	Consider approving to authorize transfer of funds from the Capital Projects fund to the General Revenue fund
	10	Discussion on budget resolution
10:05 a.m.		Other Business
	11-12	Review and Discuss 2018 Work Plan
		Closed session to complete a performance review Consider approving a closed meeting to evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statute 13D.05, Subd 3 for a scheduled annual performance review of County Administrator Kelsey Baker Closed session to complete performance review Adjourn close session and return to open session
11:30 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

December 19, 2017

Chairman Rudningen called the meeting to order at 9:01 AM with all members present. Also present: County Administrator Kelsey Baker, several Countryside Public Health staff, and County Engineer Andy Sander.

Chairman Rudningen requested the addition of a resolution supporting the maintenance of local license bureaus to Other Business and asked if there were any other changes to the agenda. There were none.

12-19-17-01 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the agenda as amended. Motion carried unanimously.

12-19-17-02 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the Consent Agenda items: (1) Approval of Minutes from the December 6, 2017 Regular Meeting, (2) Approval of the Board Ratification Statement for Professional Services Agreement between MnCCC and STI, (3) Approval of the Annual Human Services Contracts, and (4) Approval of the new Mn/DOT agreement to handle Federal Funds for the County. Motion carried unanimously.

12-19-17-03 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$80,906.09; Solid Waste: \$39,094.88; Road and Bridge: \$20,468.61; and County Ditches: \$42,425.00 which includes the following bills over \$2,000: Albany Recycling Center, \$2,291.20; American Engineering Testing, Inc., \$13,115.39; City of Benson, \$5,000.00; Computer Professionals Unlimited, Inc., \$6,097.32; E & M Electric LLP, \$2,480.15; GIS Midwest, \$3,050.00; Kandiyohi County Sheriff's Dept., \$4,355.96; Kris Engineering, \$4,252.40; Lottman Painting, Inc., \$4,475.00; Newman Traffic Signs, \$5,813.98; Pflipsen Trucking, LLC, \$11,612.64; Riley Brothers Construction, Inc., \$11,587.50; Tennant Sales & Service Company, \$11,125.12; Benson Township Treasurer, \$2,196.00; University of Minnesota, \$17,607.75; Van Heuveln General Contracting Inc., \$29,887.50; Waste Management of Northern Minnesota, \$8,308.93; and Yellow Medicine County Jail, \$3,375.00. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Fox reported on Pomme de Terre River Association, Restorative Practices, Woodland Centers, Hospital Board, Chippewa River Watershed, and Private Industry Council. Commissioner E. Pederson reported on RDA, SWCD, and Safety Committee. Commissioner P. Peterson reported on Policy Committee, Construction Meeting, and Countryside Public Health. Commissioner Gary Hendrickx reported on 6W Community Corrections, Woodland Centers, and Southern Prairie Community Care. Chairman Rudningen reported on Enhancing the Organization, Construction Meeting, and Glacial Ridge Scenic Byway.

Chairman Rudningen asked for citizens comments. There were none.

Administrator Baker reported on the organizational charts and introduced Parks and Drainage Technician Devon Savage.

Countryside Public Health Administrator Liz Auch and SHIP Coordinator Megan Boutain reported to the board on Health Equity.

Countryside Public Health SHIP Coordinator Ashlie Johnson reported on the tobacco compliance checks and introduced their new intern, Samuel Peters.

Environmental Services Director Scott Collins requested the approval of the Swift County Recyclables

Pickup Contract with Geyer Recycling and Demolition Landfill.

12-19-17-04 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the contract. Motion carried unanimously.

Director Collins brought clarification requested by the board regarding the final Buffer Ordinance and no changes were needed.

Chairman Rudningen reopened discussions tabled from the last meeting regarding a Conditional Use Permit to Larson Gravel (Owner) and Swift County Parks and Drainage (Lessee) to establish an Off Highway Vehicle Park in an existing gravel pit to use in conjunction with Swift County's Off Highway Vehicle Park. Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I.

12-19-17-05 Commissioner Hendrickx moved and Commissioner Fox seconded to approve CUP #5441 with the conditions set forth by the Planning and Zoning Commission. Motion carried unanimously.

12-19-17-06 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve to commit up to \$10,000.00 from board discretionary funds with an end date of June 30, 2018 if a grant isn't received for the OHV park project. Motion carried unanimously.

Chairman Rudningen further reopened discussions tabled from the last meeting regarding a Conditional Use Permit to City of Appleton (Owner) and Swift County Parks and Drainage (Lessee) to establish an Off Highway Vehicle Park in an existing gravel pit to use in conjunction with Swift County's Off Highway Vehicle Park. Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I.

12-19-17-07 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve CUP #5442 with the conditions set forth by the Planning and Zoning Commission. Motion carried unanimously.

Community Social Services Director Catie Lee requested approval of a letter of support of the Southwestern Minnesota Adult Mental Health Consortium Grant application.

12-19-17-08 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the letter of support. Motion carried unanimously.

Director Catie Lee further requested approval of a Child Welfare/Juvenile Justice Screening Grant.

12-19-17-09 Commissioner Fox moved and Commissioner P. Peterson seconded to the grant. Motion carried unanimously.

12-19-17-10 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve setting the 2018 levy and final budget for Swift County with the following fund breakdown: Revenue, \$5,735,834; Road and Bridge, \$2,052,248; Human Services, \$3,020,125; Library, \$131,644; and Solid Waste, \$0 for a final gross levy of \$10,939,851. Motion carried unanimously.

12-19-17-11 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to approve the RDA levy and final budget of \$97,000. Motion carried unanimously.

12-19-17-12 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the HRA levy and final budget of \$90,000. Motion carried unanimously.

12-19-17-13 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the 2018 Commissioner salaries with a 2% increase over 2017 and schedule of per diem at the 2017 rate of \$70. Motion carried unanimously.

Administrator Baker began discussions on the 2018 board committee assignments and board schedule and requested the addition of a Finance Committee. After discussion, it was decided to have a Finance Committee and have county staff only instead of Board representation.

Commissioner Hendrickx requested a correction to the list by adding the Upper MN Watershed with Gene Meyer as the representative on the board.

Administrator Baker further requested the reappointment of Brian Samuelson and Pat Langan to the Swift County – Benson Health Services Board of Directors.

12-19-17-14 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the reappointments. Motion carried unanimously.

A discussion was held regarding the 2018 board work plan.

12-19-17-15 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:12 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator

Benson Deputy Registrar #057

customer total for 2017

July 925
August 950
Sept. 853
Oct. 870
Nov. 846
Total 4444

customer total for 2016

July 1072
August 909
Sept. 966
Oct. 997
Nov. 898
Total 4842

wages 2017

July 2706.25
August 2760.68
Sept. 3408.14
Oct. 2635.15
Nov. 2652.15
Total 14162.37

wages 2016

2305.97
1943.06
2374.59
1726.16
1778.48
10128.26

CLETUS GROSSMAN
DEPUTY REGISTRAR #57
200 13th St. South
Benson, MN 56215

**RESOLUTION SUPPORTING
THE MAINTENANCE OF LOCAL LICENSE BUREAUS**

WHEREAS, the State of Minnesota established a deputy registrar network to provide our citizens with motor vehicle titling and registration services, including driver license transactions; and,

WHEREAS, deputy registrars are required to operate as agents on behalf of the State of Minnesota without compensation from the State for the services they offer; and,

WHEREAS, in 1949, the State of Minnesota established in statute a user-based filing fee on motor vehicle and driver license transactions to be retained by the deputy registrar to defray all their costs to provide this localized service to our citizens for the State; and,

WHEREAS, the State of Minnesota now receives over \$1 billion annually in state fees and taxes collected through the deputy registrar network; and,

WHEREAS, the State of Minnesota has now shifted substantial clerical and auditing responsibilities onto the deputy registrar network due to the State's conversion to their new MNLARS (Minnesota Licensing and Registration System) program; and,

WHEREAS, the new MNLARS regimen is now documented to have multiple shortcomings which have severely strained normal deputy registrar operations with longer processing times that greatly limit their typical volume of daily business; and,

WHEREAS, other MNLARS shortcomings have frequently forced deputies to conduct "no-(filing) fee" services for customers which acerbates the deputy business model; and,

WHEREAS, deputy registrar offices are now forced to invest in additional staff, office equipment, and more space to meet customer demand due to the MNLARS conversion; and,

WHEREAS, the filing fee revenue no longer covers the operational costs to maintain deputy registrar offices such that many local government-based deputies are seeking local property tax subsidies and private operators are applying for lines of credit to stave off complete closure,

NOW, THEREFORE, BE IT RESOLVED that Swift County calls upon the State Legislature and our Governor to enact legislation in 2018 to provide deputy registrars with proper compensation by reallocating from existing state fee structures or other appropriate filing fee adjustments to ensure their valued service and continued presence remains in our local community to serve our citizens and the State.

Passed and adopted this ____ day of _____, 201__.



Request for Board Action

BOARD MEETING DATE:
December 29, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Authorize transfer from the Debt Service Fund to the Capital Projects Fund	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County Board is required to approve transfers between funds.
BACKGROUND/JUSTIFICATION: Proceeds from the 2017A GO Capital Improvement bond were deposited into the Debt Service Fund. The amount of these proceeds need to be transferred into the Capital Projects funds to pay the remodeling costs of the Countryside Public Health Building and the Courthouse.	
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: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

RESOLUTION

**AUTHORIZING TRANSFER OF BOND FUND PROCEEDS FROM THE DEBT SERVICE FUND
TO THE CAPITAL PROJECTS FUND**

Motion by Commissioner _____

Seconded by Commissioner _____

NOW, THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby authorizes the transfer from the Debt Service Fund to the Capital Projects Fund of \$5,071,205.10. This is the amount of bond proceeds received for the issuance of the 2017A GO Capital Bond.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 29th day of December 2017.

Swift County Board of Commissioners

Eric Rudningen, Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
December 29, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Authorize transfer from the Capital Projects Fund to the General Revenue Fund	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County Board is required to approve transfers between funds.
BACKGROUND/JUSTIFICATION: Expenses for the remodeling project of the Countryside Public Health Building and Courthouse have paid with funds in the General Revenue fund. This transfer from the Capital Projects Fund will replenish the cash in the General Revenue Fund.	
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: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

RESOLUTION

**AUTHORIZING TRANSFER OF FUNDS FROM THE CAPITAL PROJECTS FUND TO THE
GENERAL REVENUE FUND**

Motion by Commissioner _____

Seconded by Commissioner _____

NOW, THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby authorizes the transfer from the Capital Projects Fund to the General Revenue Fund to replenish the General Revenue fund for all expenses paid for the Countryside Public Health and the Courthouse remodel.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 29th day of December 2017.

Swift County Board of Commissioners

Eric Rudningen, Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

**RESOLUTION
ADOPTING FINAL SWIFT COUNTY
2018 BUDGET & LEVY**

Motion by Commissioner _____

Seconded by Commissioner _____

WHEREAS, pursuant to statute and rule of the Minnesota Department of Revenue, the County's 2018 Final Budget and Levy must be adopted by December 29, 2017; and

WHEREAS, the Swift County Board of Commissioner held its Truth-In-Taxation Public Hearing on December 6, 2017 at 6:00 pm in the City of Benson, MN - Council Chambers.

NOW, THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby adopts its 2018 final budget dated December 29, 2017 and attached hereto as Appendix A revenues of \$21,030,850 and expenditures of \$21,163,639.

BE IT FURTHER RESOLVED that the 2018 levy be set as follows:

Revenue	\$	5,387,432
Road and Bridge	\$	2,052,248
Human Services	\$	3,020,125
Library	\$	131,644
Debt Service	\$	348,402
Solid Waste	\$	-
Total Final Gross Levy	\$	10,939,851

BE IT FURTHER RESOLVED that the final levy payable in 2018 be set as follows:

Gross Levy	\$	10,939,851
CPA	\$	540,981
Operating Levy	\$	10,398,870

Adopted on a _____ vote by the Swift County Board of County Commissioners the 29th day of December 2017.

Swift County Board of Commissioners

Eric Rudningen, Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

Swift County Board of Commissioners 2018 Work Plan

Jan 2, 2018 – 9:00 AM

- Organizational Meeting
 - Board Appointments
 - Commissioners
 - Advisory
 - Appointment to Ditch Boards
 - Set 2018 Elected Officials Salary
 - Appointment of Coroner
 - Set 2018 Bounties
 - Set 2018 mileage reimbursement rate
 - Designate newspaper for publications

Jan 16, 2018 – 9:00 AM

- 4th Quarter 2016 Treasurer Report
- 4th Quarter 2016 Executive Departmental Budget Report
- Building Committee – Work Session

Feb 6, 2018 – 9:00 AM

Feb 20, 2018 – 9:00 AM

Mar 6, 2018 – 9:00 AM

- Discuss Wheelage Tax

Mar 20, 2018 – 9:00 AM

- Consider taking action for 2019 Wheelage Tax
- Set Road Tour

Apr 3, 2018 – 9:00 AM

- Human Services Work Session

Apr 17, 2018 – 9:00 AM

- 1st Quarter 2018 Treasurer Report
- 1st Quarter 2018 Executive Departmental Budget Report

May 1, 2018 – 9:00 AM

- 2018 Initial Budget Workshop

May 15, 2018 – 9:00 AM

June 5, 2018 – 9:00 AM

June 19, 2018 – 5:00 PM with Swift County Board of Assessment and Equalization running until at least 7:00 PM

July 3, 2018 – 9:00 AM

- HRA 2018 preliminary budget and Levy Request
- RDA 2018 preliminary budget and Levy Request

July 17, 2018 – 9:00 AM

- 2nd Quarter 2018 Treasurer Report
- 2nd Quarter 2018 Executive Departmental Budget Report

Aug 7, 2018 – 9:00 AM

- Review 2018 Department Budget Requests

Aug 21, 2018 – 9:00 AM

Sept 4, 2018 – 9:00 AM

- Last Regular meeting to set 2018 HRA and RDA Levies and Preliminary Budgets

Sept 18, 2018 – 9:00 AM

- Review Ditch Assessments
- Last Regular meeting to set 2019 County Levy and Preliminary Budget
- Set TNT Meeting Date

Oct 2, 2018 – 9:00 AM

- Approve Ditch Assessments
- Human Services Work Session

Oct 16, 2018 – 9:00 AM

- 3rd Quarter 2018 Treasurer Report
- 3rd Quarter 2018 Executive Departmental Budget Report

Nov 7, 2018 – 9:00 AM

Nov 20, 2018 – 9:00 AM

Nov 28, 2018 – Starts at 5:00 PM with TNT Hearing no earlier than 6:00 PM

- TNT Hearing

Dec 18, 2018 – 9:00 AM

- Set 2019 County Commissioners compensation
- Last Regular meeting to set 2019 County Final Levy and Final Budget
- Last Regular meeting to set 2019 HRA and RDA Final Levies and Final Budgets

Dec 28, 2018 – 9:00 AM

- 2018 Reallocation Requests
- 2018 Final Disbursements
- Administrator's Review