

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, February 18, 2020

9:00 AM

LEC Meeting Room – 301 14<sup>th</sup> 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.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:02 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from February 4, 2020 Regular Meeting
	3-5	(2) Consider approving the 2019 Emergency Management Performance Grant
	6-9	(3) Consider approving the Ag Inspector Report
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:25 a.m.		<b>County Administrator report</b>
9:30 a.m.		<b>Citizens Comments</b>
9:35 a.m.		<b>Catie Lee, Human Services Director</b>
	10-11	Human Services Update
9:55 a.m.		<b>Andy Sander, Highway Engineer</b>
		Bonding Bill Language Update
	12-13	Consider approval to purchase one Flex wing Rotary Mower and one 8-foot Disc mower
10:15 a.m.		<b>Jennifer Frost, Rural Development Authority</b>
	14-18	Consider approving Telecommuter Forward Certification
10:25 a.m.		<b>Kelsey Baker, County Administrator</b>
	19-23	Consider approving K Madsen Consulting for leadership development training
10:35 a.m.		<b>Other Business</b>
	24-25	2020 Census Update
10:55 a.m.		<b>Adjournment</b>

*~ Celebrate Swift County's 150<sup>th</sup> anniversary! ~*

## **SWIFT COUNTY BOARD MINUTES**

### **February 4, 2020**

Chairman Hendrickx called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Parks Drainage and Wetland Supervisor Mike Johnson, County Auditor Kim Saterbak, Emergency Manager Bill McGeary, Assistant County Attorney Shawn Reinke and members of the public.

Chairman Hendrickx asked if there were any changes or additions to the agenda. Chairman Hendrickx added the Board Representation for the Sheriff Task Force be added under Other Business. There were no changes.

**02-04-20-01** Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

**02-04-20-02** Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from January 21, 2020 Regular Meeting, (2) Approval of Grant in Aid Resolution 20-02-17 for new project proposal, (3) Approval of one Daycare grant, (4) Approval of a Cooperative Agreement between Swift County and Upper Minnesota River Watershed Minnesota River State Trail, and (5) Approval of an increase to the Extension Budget. Motion carried unanimously.

**02-04-20-03** Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$125,624.61; Solid Waste: \$26,520.65; County Road & Bridge: \$17,696.01; County Ditches Fund, \$1,208.54; which includes the following bills over \$2,000: Anoka County Treasury Office, \$3,300.00; Aschewan Oil, \$2,317.74, Cee Vi Task Force, \$46,870.00, Center Point Energy, \$2,982.23, Chippewa River Watershed, \$4,700.00, Dooley Petroleum, Inc., \$2,293.98, Election Systems & Software Inc., \$2,047.50, Ellingson Plumbing, \$2,705.52, Geyer Recycling, \$6,221.33, MN Counties Computer Cooperative, \$6,855.00, MN County Attorney's Association, \$2,827.00, Morris Electronics, \$4,469.02, Newman Traffic Signs, \$5,255.40, Pemberton Sorlie Rufer & Kershner PLLP, \$2,417.00, Soil Conservation Office, \$15,125.00, Southwest Initiative Foundation, \$3,223.00, Swift County Parks and Drainage, \$12,118.00, Tangen, Attorney/Neil, \$3,375.00, Waste Management Of WI-MN, \$19,402.35, Yellow Medicine County Jail, \$3,465.00. Brief discussion was held. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on Shared Engineer Committee, HRA, Helping Hands Nurse Family Partnership and Prairie Five. Commissioner E. Pederson reported on 2020 Census Committee, Historical Society, RDA and BR & E meeting, CPT and Extension Committee. Chairman Hendrickx reported on OHV Park Comprehensive Plan Task Force. Commissioner Fox reported on MN Drug Trends meeting, Hospital Finance, Hospital Board and Hospital Strategic Planning meeting. Commissioner Rudningen reported on Shared Engineer Committee, MN Drug Trends meeting, Emergency Services Radio Board, Citizens Advisory Board meeting with the U of M, and Extension Committee.

Chairman Hendrickx asked for citizen's comments. Mark Hughes had questions regarding the dispatch center, supporting other counties with the refugee settlement, and county vehicles.

Realty Specialist, Blake Knisely requested approval for a certification easement with the Fish and Wildlife Service.

**02-04-20-04** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the certification easement. Motion carried unanimously.

Commissioner Hendrickx gave an overview of the request for a third resolution to join PrimeWest Health.

**02-04-20-05** Commissioner Fox moved and Commissioner Rudningen seconded to approval the PrimeWest Health resolution. Motion carried unanimously.

Swift County-Benson Health Services' Dan Enderson and Melissa McGinty-Thompson updated the board on the affiliation and financing options and support.

Emergency Manager Bill McGeary and Kirk Bustrom requested approval of the adoption of the updated Swift County Hazard Mitigation Plan.

**02-04-20-06** Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve the Swift County Hazard Mitigation Plan. Motion carried unanimously.

Approval was requested for the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2538, Human Services unit.

**12-31-19-07** Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the Labor Agreement between the County of Swift and the American Federation of State, County and Municipal Employees, AFL-CIO Local Union No. 2538, Human Services unit. Motion carried unanimously.

Administrator Baker reported on Strategic Planning dates, upcoming Demolition Committee and Building Committee meetings..

The meeting adjourned at 10:45 AM.

WITNESSED:

\_\_\_\_\_  
Gary Hendrickx, Chair

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator

DRAFT



<b>Minnesota Department of Public Safety (“State”)</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	<b>Grant Program:</b> 2019 Emergency Management Performance Grant  <b>Grant Agreement No.:</b> A-EMPG-2019-SWIFTCO-081
<b>Grantee:</b> Swift County 301 14th Street North P.O. Box 207 Benson, MN 56215-0207	<b>Grant Agreement Term:</b> <b>Effective Date:</b> 01/01/2019 <b>Expiration Date:</b> 01/31/2020
<b>Grantee’s Authorized Representative:</b> Swift County Emergency Management ATTN: Bill McGeary – Emergency Management Director 301 14th Street North P.O. Box 207 Benson, MN 56215-0207 Phone: 320-314-2153 E-mail: bill.mcgeary@co.swift.mn.us	<b>Grant Agreement Amount:</b> Original Agreement \$ 17,233.00  Matching Requirement \$ 17,233.00
<b>State’s Authorized Representative:</b> Kyle Temme Homeland Security and Emergency Management 445 Minnesota St., Suite 223 St. Paul, Minnesota 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA 97.042 FAIN: EMC-2019-EP-00002  State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

**Term:** Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2019 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2019 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/egrants>), which are incorporated by reference into this grant agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Agreement No. A-EMPG-2019-SWIFTCO-081 / PO# 3000064330

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative

2019 (EMPG) Emergency Management Performance Grant

EXHIBIT A

Organization:  
Swift County

Budget Summary (Report)

A-EMPG-2019-SWIFTCO-081

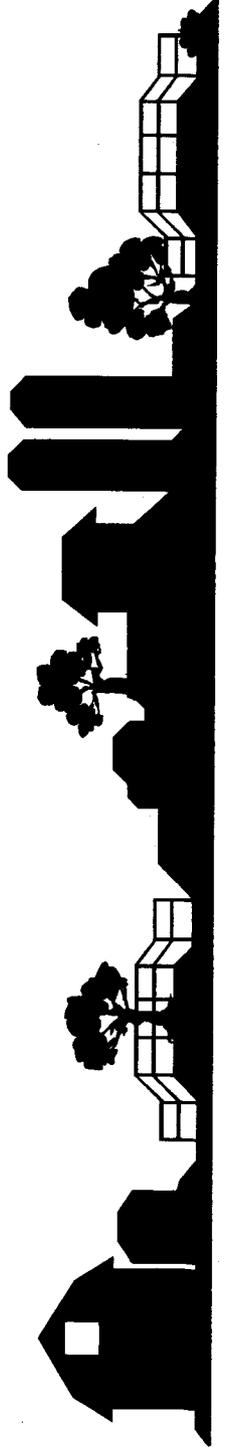
<b>EMPG</b>		
<b>Budget Category</b>	<b>Award</b>	<b>Match</b>
Planning		
This funding will be used for my wage and benefits	\$17,233.00	\$17,233.00
<b>Total</b>	<b>\$17,233.00</b>	<b>\$17,233.00</b>
<b>Total</b>	<b>\$17,233.00</b>	<b>\$17,233.00</b>
<b>Allocation</b>	<b>\$17,233.00</b>	<b>\$17,233.00</b>
<b>Balance</b>	<b>\$0.00</b>	<b>\$0.00</b>



**Minnesota Department of Agriculture**  
Agronomy & Plant Protection Division

90 West Plato Boulevard • St. Paul, Mn 55107-2094  
Telephone 651/296-6123  
Fax: 651/297-2271

# Swift County Agricultural Inspector's Annual Report & Workplan Summary



2019 County Agriculture Inspector's Annual Report

INSTRUCTIONS:

<b>County Agriculture Inspector Training</b>		<b>48</b>	<b>Hours</b>
<input checked="" type="checkbox"/> Short Course CAI	<input checked="" type="checkbox"/> Other:		
<input type="checkbox"/> District Meetings			
<b>Administrative Activity</b>		<b>115</b>	<b>Hours</b>
Record Keeping			
Miles traveled as CAI	<b>4520</b>		
<input checked="" type="checkbox"/> Personal Vehicle	<input type="checkbox"/> SWCD Vehicle		
<b>Noxious Weed Inspection</b>	<b>162</b>	<b>Hours</b>	
No. of Township/City Weed Inspection Tours	<b>64</b>		
No. of Noxious Weed Inspection Tours By CAI	<b>44</b>		
<b>Drove the County, State and Township roads several times over the Spring, Summer and Fall months</b>			
SWCD Interns Recreation Trail Inventory & Biological Control:		<b>6</b>	<b>Hours</b>
<b>Noxious Weed Control &amp; Violation Follow-up</b>			<b>Hours</b>
Was General Weed Notice published by May 15th?	<b>Yes</b>	<b>Cost: 156.98</b>	
Personal Contact Number of landowner contacts made for voluntary compliance? (personal visit, telephone call, letter or postcard)		<b>Total: 15</b>	
No. of cities with weed & grass control ordinances:	<b>Total: 6</b>		
No. of city notices served under ordinances:	<b>Total: 16</b>		
No. of "Individual Notices" Inspector Notice #1			
Individual Authorization to Control or Eradicate Notice #2			
Individual Authorization to Control or Eradicate Notice #3			

<b>Local Weed Inspector Training- Annual Weed Meeting Attendance</b>			
County Commissioner:	<b>3</b>	Township Officers:	<b>68</b>
Other:	<b>County Employees</b>		
<b>General Education and Outreach Activity</b>		<b>16</b>	<b>Hours:</b>
County Fair or other display booth	<b>Yes</b>		
Other education & outreach activity	<b>Held Leafy Spurge Beetle Collections for Other County Ag Inspectors to Collect Beetles for Them</b>		
<b>Seed Program Activity</b>		<b>14</b>	<b>Hours:</b>
Number of Seed Inspections:			
Official seed samples: Total = <b>22</b> Legal = <b>22</b> Warning: <b>0</b> Violation: <b>0</b>			

<b>Pesticide Program Activity</b>	<b>4</b>	<b>Hours:</b>
Did you monitor applicator license tests? Yes	<b>0</b>	<b>How many tests?</b>
<b>Talked to several people interested in Pesticide program activities: Taking Tests.</b>		
		<b>Exams: 0</b>

<b>Invasive Plant &amp; Biological Control</b>	<b>46</b>	<b>Hours:</b>
Leafy Spurge Flea Beetle requests: <b>3</b> with deposit sites ( <b>0</b> )		
Spotted Knapweed Root Weevil requests: <b>0</b> with deposit site ( <b>0</b> )		
Purple Loosestrife: <b>4</b> sites		
<b>Gravel Pit Inspection Activity</b>	<b>28</b>	<b>Hours:</b>
How many pit inspections? <b>9</b>		
How many violation follow-ups: <b>1</b>		
Gravel pit trainings:		

Percent of time in CAI duties:	<b>100</b> %
County Agriculture Inspector Program Costs:	<b>\$13,500.00</b>

Signature: Thomas Orr Date: \_\_\_\_\_  
 Co. Ag. Inspectors 2-6-2020

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Chairperson, Board of Commissioners

Annual Work Plan: Hours for Swift County CAI Position for Fiscal Year 2020

Seed	Hours	Noxious Weed	Hours	Pesticide	Hours	Fertilizer Hours	Gravel Pit	Hours	Invasive Plant & Biological Control	Hours
Seed Sampling	4	Inspection	165	Applicator Testing	5		Inspections	20	Biological Control Implementation	40
Seed Inspecting	2	Control (Mapping) Recreation Trails		Waste Pesticide Collection			Mapping	7	Leafy Spurge Flea Beetles	50
Seed Education		Education	5	Applicator License Checks			Education	5	Spotted Knapweed Weevils	
Seed Training	3	Violation Follow-up	25	Retail Pesticide Inspections			Violation Follow-up	2	Invasive Weed Inventory	25
Seed Violation follow-up		Township/City Officer Training	5	Administration	2		Administration	5	Invasive Weed Education	6
Seed Program Administration	4	CAI Training	30	Staff Administration of Tests	3				Interns collecting Leafy Spurge beetles	
		Administration	30	MDA Representative						
		Plant ID	8							
		Plant Disease & Insect Concerns	4							
<b>Seed Program Subtotal</b>	<b>13 0</b>	<b>Noxious Weed Program Subtotal</b>	<b>0</b>	<b>Pesticide Program Subtotal</b>	<b>10 0</b>		<b>Gravel Pit Program Subtotal</b>	<b>39 0</b>	<b>Invasive Plant &amp; Biological Control Subtotal</b>	<b>121 0</b>

**Seed Inspection**

The CAI's objective is to inspect a sufficient number of seed retail facilities, sample a sufficient number of seed lots, review as many seed advertisements as possible, and take appropriate enforcement action, whenever possible, in order to provide effective and uniform administration of the seed law and rules.

**Noxious Weed**

The CAI's objective is to see that all lands within the county are inspected for noxious weeds annually and obtain as high a level of voluntary compliance as possible. Cooperation from local governments in the inspection and enforcement of the noxious weed law is necessary in order to maximize the level of voluntary compliance. If voluntary compliance is not achieved, established enforcement procedures are to be used to obtain uniform compliance with the law in the county.

**Pesticide**

The CAI's objective is to assist MDA staff in making sure agricultural chemicals are properly stored, used, and handled. A CAI will assist in the collection of waste pesticides and empty pesticide containers at collection sites within the county. A CAI may assist MDA staff in making sure only properly licensed individuals are applying pesticides within the county. A CAI may inspect retail facilities to make sure only registered pesticides are offered for sale within the county. A CAI may monitor pesticide applicator license tests to make sure pesticide applications within the county are conducted by properly trained and licensed personnel.

## 2019 Public Land Treatment for Prohibited Noxious Weeds In Swift County

In accordance with the Americans with Disabilities Act, an alternative form of communication is available upon request: TTY: 1-800/627-3529

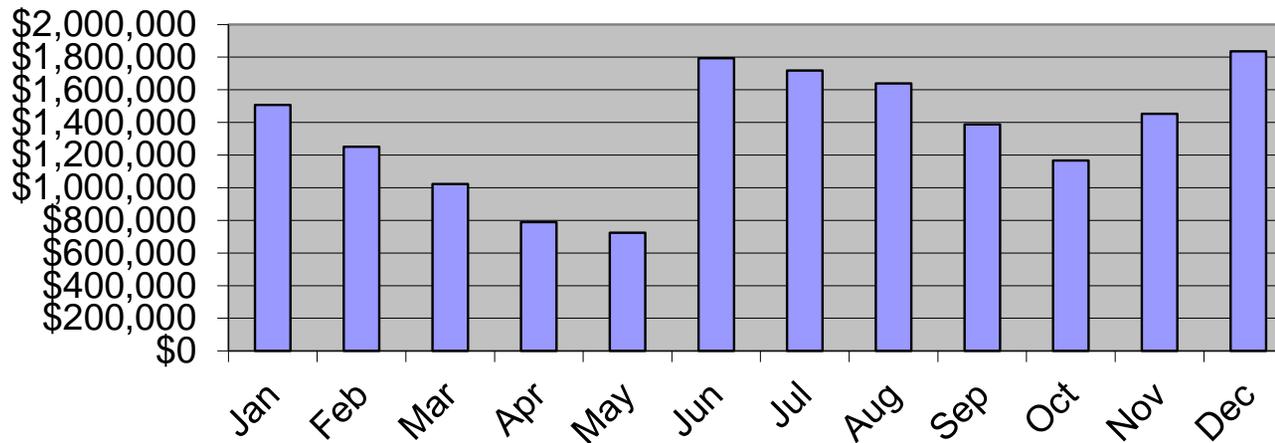
Please do the best you can to determine the following data. A summary of this data from all counties provides an important indication of the level of compliance with the noxious weed law on public lands. When compared to previous years, it indicates trends and that information is very important and useful for program planning.

	Mowed		Sprayed		Date Mowing Began	Expenses For Noxious Weed Control	
	Miles: or Acres:	Miles: or Acres:	Miles: or Acres:	Miles: or Acres:		Spraying	Mowing
<b>Townships</b>	Miles: <u>491</u> or Acres: _____	Miles: <u>257</u> or Acres: _____				\$ <u>22,469.00</u>	\$ <u>33,064.00</u>
<b>Cities</b>	Miles: _____ or Acres: <u>85</u>	Miles: <u>22</u> or Acres: _____				\$ <u>6,792.00</u>	\$ <u>9,390.00</u>
<b>County Roads</b>	Miles: <u>460</u> or Acres: _____	Miles: <u>140</u> or Acres: _____			<u>6-17-19</u>	\$ <u>19,703.00</u>	\$ <u>31,740.00</u>
<b>County Recreation Trails &amp; Timber</b>	Miles: _____ or Acres: _____	Miles: _____ or Acres: _____				\$ _____	\$ _____
<b>MNDOT</b>	Miles: _____ or Acres: _____	Miles: _____ or Acres: _____				\$ _____	\$ _____
<b>MNDNR</b>	Miles: _____ or Acres: <u>30.0</u>	Miles: _____ or Acres: <u>50</u>			<u>7-25-19</u>	\$ <u>650.00</u>	\$ _____
<b>USFWS</b>	Miles: _____ or Acres: <u>42.0</u>	Miles: _____ or Acres: <u>2.1</u>			<u>6-30-19</u>	\$ <u>1,000.00</u>	\$ <u>12,600.00</u>



Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2011 - 2020											
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Average
Jan	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$ 2,559,803	\$ 3,119,041	\$1,507,123
Feb	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692	\$ 2,603,360		\$1,251,660
Mar	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416	\$ 2,416,328		\$1,023,280
Apr	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224	\$ 2,030,159		\$788,805
May	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329	\$ 2,385,140		\$723,936
Jun	\$ 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		\$1,793,117
Jul	\$ 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		\$1,718,510
Aug	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009	\$ 2,661,662	\$ 3,137,129		\$1,639,923
Sep	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293	\$ 2,409,864	\$ 2,814,711		\$1,387,978
Oct	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114	\$ 2,139,152	\$ 2,621,771		\$1,166,913
Nov	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571	\$ 3,278,552	\$ 2,633,850		\$1,452,656
Dec	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240	\$ 3,077,192	\$ 3,506,591		\$1,836,790
<b>Average</b>	<b>\$ 1,003,326</b>	<b>\$ 763,592</b>	<b>\$ 752,287</b>	<b>\$ 822,988</b>	<b>\$ 797,581</b>	<b>\$ 1,148,901</b>	<b>\$ 1,719,939</b>	<b>\$ 2,297,372</b>	<b>\$ 2,777,705</b>	<b>\$ 3,119,041</b>	

**Average Monthly Cash & Investment Balance  
2011-2020**





# Request for Board Action

BOARD MEETING DATE:  
February 18, 2020

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to purchase one Flex-wing Rotary Mower and one 8-foot Disc mower.	
AGENDA YOU ARE REQUESTING TIME ON: February 18, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: County accepted quotes for (1) flex-wing and (1) disc mower.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

### Budget Information

FUNDING:	State, County
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: XXX	RECOMMENDATIONS: XXX
COMMENTS: XXX	COMMENTS: XXX

# Mower

<b>COMPANY</b>	<b>EQUIPMENT</b>	<b>PRICE WITH FREIGHT</b>
<b>Lund Implement Co.</b>	<b>3815 Bush Hog flex wing mower DM255 Massey Ferguson Disc mower</b>	<b>15,800</b>
<b>Villard Implement Co.</b>	<b>3815 Bush Hog flex wing mower DM255 Massey Ferguson Disc mower</b>	<b>17,500</b>
<b>Midwest Machinery Co.</b>	<b>3815 Bush Hog flex wing mower R240 Disc mower</b>	<b>21,500</b>



# Request for Board Action

BOARD MEETING DATE:  
2/18/2020

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: RDA	REQUESTOR: Jennifer Frost	REQUESTOR PHONE: 320-842-4769
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Continue Swift County's progressive support and commitment to broadband by promoting the availability of telecommuting options in Swift County through application and resolution to become a Certified "Telecommuter Forward!" County. Submit and Adopt Telecommuter Forward! Certification Application and Resolution naming Swift County RDA Director as Single Point of Contact.	
AGENDA YOU ARE REQUESTING TIME ON: Board 2/18/2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: <a href="#">Click here to enter text.</a>
BACKGROUND/JUSTIFICATION: Any political subdivision in Minnesota that supports and commits to promote the availability of telecommuting options is eligible for Telecommuter Forward! Certification and may apply through the Office of Broadband Development at DEED (Department of Employment and Economic Development. The political subdivision must demonstrate compliance with the statutory requirements under Minn. Stat. 116J.9923, including naming a single point of contact. The Office of Broadband Development has created a model resolution, which is attached, that satisfies the minimum statutory requirements to assist communities in this effort. The requirements fall within the current duties and scope of economic development thus, naming the RDA Director is appropriate. Additional attachments include application and legislation.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	At its 1/23/2020 meeting, RDA Board unanimously recommended Swift County adopt Telecommuter Forward! Resolution naming RDA Director single point of contact.

### Budget Information

FUNDING:	\$1,000 or less per year. Expectation is that Telecommuter Forward! Certification will allow certified communities to access future state created logos, marketing collateral and discounted advertising opportunities. Incorporating these creative pieces into Swift County marketing materials will cost minimal staff time, printing, and/or advertisement dollars.
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### Review/Recommendation

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

### Board Action

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

**RESOLUTION  
IN SUPPORT OF TELECOMMUTING OPPORTUNITIES  
AND  
TELECOMMUTER FORWARD CERTIFICATION**

AT A MEETING OF THE BOARD OF COMMISSIONER OF THE COUNTY OF SWIFT HELD  
ON FEBRUARY 18, 2020,

RESOLUTION - IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND  
TELECOMMUTER FORWARD! CERTIFICATION;

WHEREAS, the County of Swift supports and commits to promote the availability of telecommuting options;

WHEREAS, the County of Swift hereby appoints the Executive Director of the Swift County Rural Development Authority (RDA) or Director Designee as the single point of contact for coordinating telecommuting opportunities within the County of Swift including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders.
2. Collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages.
3. Communication and partnership with broadband providers and economic development professionals to develop common goals.
4. Promotion of telecommuter-friendly workspaces, such as business incubators with telecommuting spaces, if such a workspace has been established in the political subdivision at the time the political subdivision adopts the resolution.
5. Familiarity with broadband mapping tools and other state-level resources.
6. Maintaining regular communication with the state broadband office.
7. Making regular reports to the Board of Commissioners at the County of Swift.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the County of Swift to support telecommuting opportunities for the County of Swift in its application for Telecommuter Forward! Community certification.

Dated: \_\_\_\_\_



# Telecommuter Forward! Community Application Form & Model Resolution

Any political subdivision (city, township, or county) in Minnesota that supports and commits to promote the availability of telecommuting options is eligible for the Telecommuter Forward! Community Certification and may apply through the Office of Broadband Development. The political subdivision must demonstrate compliance with the statutory requirements under [Minn. Stat. § 116J.9923](#). The Office of Broadband Development has created a model resolution, which is available below, that satisfies the minimum statutory requirements to assist communities in this effort.

**Please submit this completed form and your community’s Telecommuter Forward! resolution via email to: [deed.broadband@state.mn.us](mailto:deed.broadband@state.mn.us)**

<b>POLITICAL SUBDIVISION</b>	
Name of Political Subdivision	County of Swift
Address	PO Box 207
Address	301 14 <sup>th</sup> St N
City	Benson
Zip	56215
Web Address	<a href="http://www.swiftcounty.com">www.swiftcounty.com</a>
<b>SINGLE POINT OF CONTACT</b>	
Name	Jennifer Frost
Title	Executive Director, Swift County Rural Development Auth.
Email	<a href="mailto:Jennifer.frost@co.swift.mn.us">Jennifer.frost@co.swift.mn.us</a>
Phone	320-842-4769

For more information about the application process for Telecommuter Forward! Certification or for any questions about the Telecommuter Forward! Community Model Resolution, please contact the Office of Broadband Development at [deed.broadband@state.mn.us](mailto:deed.broadband@state.mn.us) or 651-259-7610.

**116J.9923 TELECOMMUTER FORWARD! CERTIFICATION.**

Subdivision 1. **Definition.** In this section, "political subdivision" means a city, township, or county.

Subd. 2. **Certification.** A political subdivision may apply to the commissioner of employment and economic development for certification as a Telecommuter Forward! Community. The commissioner of employment and economic development shall prescribe the form and manner for making an application. Before approving an application, the commissioner shall consider the application and the information in subdivision 3.

Subd. 3. **Resolution.** In addition to the application in subdivision 2, a political subdivision must adopt a resolution that does both of the following:

(1) states the political subdivision's support and commitment to promote the availability of telecommuting options; and

(2) provides for a single point of contact for coordinating telecommuting opportunities that has all of the following responsibilities:

(i) coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders;

(ii) collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages;

(iii) communication and partnership with broadband providers and economic development professionals to develop common goals;

(iv) promotion of telecommuter-friendly work spaces, such as business incubators with telecommuting spaces, if such a work space has been established in the political subdivision at the time the political subdivision adopts the resolution;

(v) familiarity with broadband mapping tools and other state-level resources;

(vi) maintaining regular communication with the state broadband office; and

(vii) making regular reports to the governing body of the political subdivision.

**History:** 2019 c 13 s 1



# Request for Board Action

BOARD MEETING DATE:  
February 18, 2020

## 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: Consider approving K Madsen Consulting for leadership development training	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Click here to enter text.	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: This was approved and recommended to move forward to board approval from the Enhancing the Organization Committee. This leadership program will focus on self-awareness, emotional intelligence, coaching vs. managing, being the voice for Swift County and more over 24 months. This course will be offered to no more than 25 employees and will be an in-depth learning course. There are also bonus options that we could do to have Kim continue working on strategies.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: Board Discretionary and Administration
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: N/A	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None



K. Madsen Consulting & Coaching

4971 NE 22<sup>nd</sup> St.

Willmar, MN 56201

February 13, 2020

Proposal -

Dear Kelsey,

This proposal provides a simple overview of the development of the Swift County Leadership 24 month program. Per our conversations in December and January, the goal of the Leadership Program is to grow talent from within the organization, who will engage in research and development to generate new ideas and provide valuable input to upper management.

As we discussed, there is great value in having consistency in a trainer/developer/consultant when it comes to a Leadership Program. It is important that employees feel comfortable, as this will increase their engagement in the program.

The program will consist of no more than 24 individuals. The individuals will be selected by leadership, invited to be a part of the program, and

have to commit to doing the work and attending all sessions (excused absences approved only by Administrator)

**Here are my Swift Leadership Program topic recommendations:**

Emotional Intelligence

Self-Awareness

Leading with your Strengths

Coaching vs. Managing

Creating strong habits

Conflict Management and transitions

Community Collaboration

Being the voice of Swift County

**Developing a 2-Year Swift County Leadership Program includes:**

**Designing of the program, designing materials, book zoom meetings one time a month, and quarterly in-person training.**

**Also, assisting in finding qualified speakers to add their areas of expertise as needed.**

**Quarterly ½ day training session on one of the topics recommended.**

**Training per quarter will correspond to a book they will have read during the quarter. During the quarter there will be a zoom “book” meeting once a month to discuss the chapters assigned for that month, which will also include a short list of questions to help them through the chapters. Below are three book examples.**

**Example:**

**“It’s the Manger” by Jim Clifton and Jim Harter, that book would be read before the Coaching vs. Managing ½ day class.**

**Example”:**

**“Atomic Habits” by James Clear. This book would be read before a class on strong habits.**

**Example:**

**“The First 90 Days” by Michael D. Watkins. This book would be read before the class on conflict management and transitions.**

**What is not included: books and printing cost**

**Investment to develop, execute, and evaluate “Swift County 24 month Leadership Program: \$12,000**

**Added Bonus:**

**Swift County will be able to purchase Clifton Strengths Assessment codes at the discounted price of \$12 for the duration of this contract.**

**Swift County employees will be able to purchase “Individual” Strengths Coaching sessions at the discounted price of \$75 (50% discount) for the duration of this contract.**

**My role is to work alongside you to build a strong 24 month Leadership Program for Swift County, keeping the county moving forward.**

**The program will be evaluated every six months to see what needs to be changed.**

**Training dates will be secured on the calendar once the contract is signed and received by K. Madsen Consulting.**

**Payment to be made in full with the signed contract, or as soon as it’s feasible for your organization. No later than 30 days from the signing of the contract.**

I look forward to answering any questions you may have and walking alongside you and Swift County with this growth opportunity.

Sincerely,

*Kimberly C. Madsen*

K. Madsen Consulting & Gallup-Certified Strengths Coach  
“Taking your team from good to great to excellence”

# Census 2020

## Why it is important:

- Representation
  - MN is in danger of losing a Representative.
    - Going from 8 Congressional Districts to 7.
  - Population determines state and local voting district lines as well.
- Money
  - Affects federal funding for MN. Which is \$15 Billion currently.
  - Currently we pay more into Washington than we get back.
- Public Services & Businesses
  - Roads, schools, senior centers, & emergency services are planned from Census data.
  - Business Plans and Site Locations are determined in part by Census data.

## Who counts:

- Everyone!
  - Babies
  - Young Children
  - Anyone living with you that is not a relative
  - Renters
  - Non-citizens
  - Elderly
  - Snow Birds – need to be counted at their usual residence and in their home state!

## When it happens:

- Invitations to respond are mailed **March 12, 2020**
  - P.O. Boxes will not receive them. Instead they will be left at residences that do not receive mail directly.
- Census Day is **April 1, 2020**
- Census takers could be working through **June 2020**.
  - Census workers are still needed and can still apply. The starting wage in Swift Co is \$19/hr.

## How to respond:

- Online – this address will be released in March and sent out with the invitations.
- Over the Phone – this address will be released in March and sent out with the invitations.
- By Mail – returning the paper survey they send out.
- At Public Terminals
  - In Swift County this includes Libraries, the courthouse, the drop-in center in Benson, and the Prairie Five Live Wisely Age Well Bus.
- Visit from Census Taker – if they don't get a reply.
- It should only take about 10 min to complete.
- There will only be 10 questions.
  - 4 apply to entire household
  - 6 asked about each individual

- The most important thing is that everyone is counted!
- Even if none of the other questions get answered, just make sure you are counted.
- It is available in 13 languages (including Spanish)
  - But it does not appear that it will be available in any of the Micronesian languages.

## **Complete Count Committee Update/Summary:**

There has been member participation from:

- County (Kelsey Baker, Stephanie Smith, Ed Pederson, Kim Saterbak, Jen Frost)
- Cities (Glen Pederson, Rob Wolfington, Emma Haugen, Kim Diederich, Lacy Joyce, Kim Harkema, Belinda Brandt)
- Extension (Becca Turnquist)
- Townships (Linda Stybicky)
- Libraries (Nicole Schmiesing, Cindy Hendrickx)
- Countryside Public Health (Liz Auch)

There has been assistance from local resources such as:

- Kerkhoven Banner (Jordan Almen), CASE/CNH (Kim Collins), UMRDC (Laura Ostlie), 6W Community Corrections (Midge Christianson)

Other Info:

- We applied for and received a mini grant from the state of \$750.
- We have had members attend multiple trainings from the Census Bureau and State.

We have been working to educate the local community about the census in the following ways:

- Setting up Public Terminals in the county where people can fill out the census online and get assistance if they need it.
- Booth at the County Fair
- Handouts at Farmers Markets and other local festivals
- Handouts at local Blood Drives
- 4-H talks, newsletter, and projects
- Social Media Posts by multiple entities
- Sent local schools information about the Statistics in Schools program.
- Census Coloring Books assembled and sent to schools/daycares/children programs/etc.
- Posters and handouts at key locations such as Post Offices, Banks, County Offices, and Libraries.
- Census talks at Kiwanis, local study groups and meetings.
- Working with the Census Bureau and local resources to try and figure out translations for the Micronesian population and assistance for them in filling it out.
- Articles added to the county newsletters.
- Census Information added to city utility bills and newsletters for 5 of the cities (Benson, Appleton, Murdock, DeGraff, Kerkhoven).
- Working with Riverview Dairy to have them assist employees with answering the census.
- Distribution of census merchandise (ex: buttons)
- Working with the Chambers of Commerce to get them census materials
- Looking into making educational announcements on local Radio stations