

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, January 3, 2017

9:00 AM

Swift County Board 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 (Auditor)</b>
9:01 a.m.	1	<b>Nominations for Chair</b>
9:02 a.m.	2	<b>Nominations for Vice-Chair</b>
9:04 a.m.		<b>Consent Agenda</b>
	3-5	(1) Minutes December 20, 2016
	6	(2) Minutes December 20, 2016 Executive Session
	7-8	(3) Consider approving a Memorandum of Understanding with Goff Public
	9	(3) Consider approving extension of easement for Appleton OHV Park
	10-17	(4) Consider approving a revised Procurement Policy effective January 1, 2017.
9:05 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants</b>
9:06 a.m.		<b>Commissioner and Board reports</b>
9:15 a.m.		<b>County Administrator report</b>
9:20 a.m.		<b>Citizens Comments</b>
9:20 a.m.	18	<b>Organizational Meeting</b>
	19-24	Adopt 2017 Committee assignments
	25	Appoint County Medical Examiner
	26	Set 2017 Board Meeting Schedule
	27	Set 2017 mileage rate (53.5 cents per mile)
	28-31	Adopt an Official newspaper
	32	Elected officials to attend annual conferences
	33	Set bounties for pocket gophers and beavers
	34	Allocate the cost of County Attorney to Welfare Fund
	35	Approve corporate signatures for 2017
	36	Designation of corporate depositories for 2017
	37	Define employee for Workers Compensation
9:25 a.m.		<b>Other Business</b>
	38-39	Consider setting elected officials 2017 wages
	40-41	Consider approving the County Engineer 2017 cost of living increase
	42	Consider granting additional compensation for those who are assuming increased responsibilities in the absence of a County Administrator
	43-45	Consider approving a Certification of Eligibility and Certification of Match and authorizing staff to apply for the State Capital Projects Grants-in-Aid Program to fund a portion of the Courthouse remodeling.
	46-48	Consider approving a resolution supporting the Minnesota Department of Corrections leasing and operating the vacant Prairie Correctional Facility in Appleton

- 49-51 Consider 2017 appointments to the Swift County Extension Committee
- 52-53 Consider approving AMC policy committee appointments and delegate appointments
- None Consider whether to add an additional candidate to interview for County Administrator

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**

**RESOLUTION**

**APPOINTING 2017 SWIFT COUNTY BOARD OF COMMISSIONER CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2017 Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION**

**APPOINTING 2017 SWIFT COUNTY BOARD OF COMMISSIONER VICE-CHAIR**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby appointed the 2017 Vice-Chair of the Swift County Board of Commissioners.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Nss  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

## **SWIFT COUNTY BOARD MINUTES**

### **December 20, 2016**

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were Interim County Administrator Jan Fransen, County Attorney Danielle Olson, County Auditor Kim Saterbak, Karon White, and Amanda Ness.

Chairman Peter Peterson asked if there were any changes to the agenda. Interim Administrator Fransen requested the removal of the update on the Swift County Benson Hospital project.

**12-20-16-01** Commissioner Fox moved and Commissioner Rudningen seconded to approve the agenda with the noted change. Motion carried unanimously.

**12-20-16-02** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the November 29, 2016 Regular Meeting, (2) Minutes from the November 29, 2016 Work Session, (3) Appointment of Dr. Horecka and Commissioner Joe Fox to the SCBHS Board of Directors for new three year terms, (4) Approval of final payment for SA 076-635-027, (5) Approval of a resolution related to Aquatic Invasive Species (AIS), and (6) Approval of and bid awarded for an ATV 6x6. Motion carried unanimously.

**12-20-16-03** Commissioner Rudningen moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: Revenue: \$125,292.14; Solid Waste: \$30,934.56; Road and Bridge: \$43,366.87; Human Services: \$91.26; County Ditches: \$53,067.21; and County Health Insurance: \$436.00 which includes the following bills over \$2,000: Albany Recycling Center, \$2,236.11; Arnold's of Willmar, \$3,174.28; Ascheman oil, \$2,037.46; Benson Bowler, \$2,030.00; Barry Bouwman, \$9,000.00; Center Point Energy, \$2,005.54; Commerford Gravel, Inc., \$16,369.02; Computer Professionals Unlimited Inc., \$5,534.24; Election Systems & Software, Inc., \$7,006.14; Fransen HR Consulting, \$16,550.00; Marco Technologies LLC, \$6,800.00; Maximus, Inc., \$3,350.00; Newman Traffic Signs, \$5,241.70; Pflipsen Trucking LLC, \$12,615.98; Riley Brothers Construction, Inc., \$16,552.53; SeaChange Printing & Marketing Services, \$7,776.95; Soil Conservation Office, \$5,000.00; Swift County DAC, \$2,124.67; Swift County Environmental Services, \$4,000.00; Swift County Monitor News, \$2,927.76; Swift County RDA, \$3,852.99; University of Minnesota, \$17,220.24; VanHeuveln General Contracting Inc., \$32,966.80; and Waste Management of Northern Minnesota, \$8,367.82. Motion carried unanimously.

Karon White of the 8<sup>th</sup> Judicial District Drug Court discussed and invited the board to a drug court graduation.

Parks and Drainage Supervisor Mike Johnson requested setting a public hearing for January 17, 2017 at 1:00 PM to go over the hydraulic study on CD #52.

**12-20-16-04** Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve setting the public hearing. Motion carried unanimously.

County Auditor Kim Saterbak requested approval of the purchase of a tax-forfeited property by the City of Murdock.

**12-20-16-05** Commissioner Fox moved and Commissioner Rudningen seconded to approve the purchase. Motion carried unanimously.

Environmental Services Director Scott Collins requested approval of a resolution to amend the joint powers agreement establishing the Pomme de Terre River Association.

**12-20-16-06** Commissioner Fox moved and Commissioner Rudningen seconded to approve the amendment. Motion carried unanimously.

Sheriff John Holtz requested acceptance of a Motorola Service Agreement for 2017 for the Motorola equipment owned by Swift County.

**12-20-16-07** Commissioner Fox moved and Commissioner Hendrickx seconded to approve the agreement. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Hendrickx reported on Private Industry Council, Prairie Waters Tourism, AMC Executive Committee, Prison Meeting, and Woodland Centers. Chairman Pete Peterson reported on Prison Meeting, AMC Annual Meeting, and 6W Corrections. Commissioner Fox reported on AMC Annual Meeting, Pomme de Terre Watershed, Union Negotiations, Well-Being Committee, Woodland Centers, Chippewa River Watershed, and Private Industry Council. Commissioner Edward Pederson reported on the Building Committee, Union Negotiations, RDA, and Soil & Water Conservation District. Commissioner Rudningen reported on Extension Committee, AMC Annual Meeting, and Enhancing the Organization.

Interim Administrator Fransen updated the board on Prison Meeting, Building Committee, Enhancing the Organization, Labor Negotiations, Personnel Report, and Administrator Schedule.

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

Interim Administrator Fransen requested setting the 2017 levy and final budget for Swift County, the RDA, and the HRA as well as the 2017 Commissioner salaries and schedule of per diem. The RDA requested a decrease in their request from \$97,000 to \$87,000.

**12-20-16-08** Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the RDA levy and final budget of \$87,000. Motion carried unanimously.

**12-20-16-09** Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve the HRA levy and final budget of \$70,000. Motion carried unanimously.

**12-20-16-10** Commissioner Hendrickx moved and Commissioner Fox seconded to approve setting the 2017 levy and final budget for Swift County with the following fund breakdown: Revenue, \$5,535,709; Road and Bridge, \$1,905,027; Human Services, \$2,814,375; Library, \$127,810; and Solid Waste, \$0 for a final gross levy of \$10,382,921. Motion carried 4-1 with Commissioner Rudningen opposing.

**12-20-16-11** Commissioner Hendrickx moved and Commissioner Fox seconded to approve the 2017 Commissioner salaries with a 3% increase over 2016 and schedule of per diem at the 2016 rate of \$70. Motion carried unanimously.

Interim Administrator Fransen further began discussions on the 2017 board committee assignments and board schedule.

A discussion was held with Sharon Klumpp of Springsted concerning the recruitment of a new County Administrator.

The board recessed for a break at 1:40 PM and reconvened at 1:50 PM.

**12-20-16-12** Commissioner Fox moved and Commissioner Hendrickx seconded to move to closed session

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). Motion carried unanimously.

The regular meeting recessed to closed session at 1:52 PM.

The regular meeting reconvened at 2:40 PM.

**12-20-16-13** Commissioner Hendrickx moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 2:50 PM.

WITNESSED:

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Peter Peterson, Chair

ATTEST:

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Amanda Ness, Clerk of the Board

DRAFT

**SWIFT COUNTY BOARD MINUTES**  
**Record of Executive Session**  
**December 20, 2016**

Date convened: Tuesday, December 20, 2016

Time Convened: 1:52 PM

Time adjourned: 2:40 PM

Members Present: Commissioners Fox, Hendrickx, Edward Pederson, Peter Peterson, and Rudningen

Members Absent: None

Also Present: Interim County Administrator Jan Fransen and Amanda Ness

Purpose: 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)

Chairman Peter Peterson called the executive session to order at 1:52 PM with all members present as well as Interim County Administrator Jan Fransen and Amanda Ness. The Board discussed labor negotiation strategies.

The board took no actions at the meeting.

**12-20-16-1-ExS** Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried.

Executive Session adjourned at 2:40 PM

WITNESSED:

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Amanda Ness, Clerk of the Board



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 with Goff Public to provide government relations and public relations services to Swift County for lobbying efforts related to 2017 economic development priorities.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: This MOU is related primarily to the lobbying efforts for the Appleton Prison	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Click here to enter text.	

### Budget Information

FUNDING: Board Discretionary
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

### Board Action

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

TO: SWIFT COUNTY BOARD OF COMMISSIONERS  
FROM: CHRIS GEORGACAS  
DATE: DECEMBER 23, 2016  
RE: MEMORANDUM OF UNDERSTANDING

Thank you for the opportunity to provide government relations and public relations services for Swift County.

Our agreement is for public relations and lobbying efforts related to Swift County's 2017 economic development priorities.

If these terms are correct and satisfactory, please sign and date this memo, email it to [chris@goffpublic.com](mailto:chris@goffpublic.com) or fax it to 651-292-8091, and keep the original for your records.

Thank you for choosing Goff Public.



\_\_\_\_\_  
Chris Georgacas, President

12/23/16

Date

\_\_\_\_\_  
on behalf of Swift County

\_\_\_\_\_  
Date



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Parks and Recs/County Attorney	REQUESTOR: Mike Johnson and Danielle Olson	REQUESTOR PHONE: 320-843-2134
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving extension of easement for Appleton OHV Park	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: <a href="#">Click here to enter text.</a>
BACKGROUND/JUSTIFICATION: Swift County Parks and Recreation is continuing to explore options to purchase property for Appleton OHV Park, and said easement is set to expire 1/14/2017. The parties need an extension of time on the current easement. Said request is seek board approval granting authority for current interim County Administrator Jan Fransen along with County Attorney to sign an updated easement extending it under the same and similar terms through May 2017. Said monthly payments from January – May 2017 would then be credited towards the potential future purchase.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    Parks and Recs
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Submitted for Review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Reviewed and recommendations incorporated	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



[DRAFT]

**PROCUREMENT  
POLICY**

**SWIFT COUNTY**

**BENSON, MINNESOTA**

Adopted by County Board \_\_\_\_\_, \_\_\_\_, 20\_\_

**DRAFT 12-30-16**

**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. A violation of Minn. Stat. § 471.87 is a gross misdemeanor.

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 if not practical. 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, subd. 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 pursuant to Minn. Stat. § 471.345, subds. 3, 3a. 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 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.

**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, subd. 1, and Minn. Stat. § 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:  
January 3, 2017

## 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 organizational meeting actions.	
AGENDA YOU ARE REQUESTING TIME ON: Organizational Meeting	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State Statute requires the board to take approved a number of items annually at the first meeting in January
BACKGROUND/JUSTIFICATION: The following resolutions are required to be reviewed and action taken on them annually. They include: <ul style="list-style-type: none"> <li>• Adopt 2017 Committee assignments</li> <li>• Appoint County Coroner</li> <li>• Set 2017 Board Meeting Schedule</li> <li>• Set 2017 mileage rate (53.5 cents per mile)</li> <li>• Adopt an Official newspaper</li> <li>• Elected officials to attend annual conferences</li> <li>• Set bounties for pocket gophers and beavers</li> <li>• Allocate the cost of County Attorney to Welfare Fund</li> <li>• Approve corporate signatures for 2017</li> <li>• Designation of corporate depositories for 2017</li> <li>• Define employee for Workers Compensation</li> </ul>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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

**RESOLUTION**

**ADOPTING 2017 BOARD COMMITTEE REPRESENTATIVES,  
ADVISORY COMMITTEE REPRESENTATIVES, AND  
JOINT DITCH BOARD REPRESENTATIVES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2017 Board Committee Representatives, Advisory Committee Representatives, and Joint Ditch Board Representatives as listed on Exhibit A is here by approved.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

## 2016 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
<b>BOARD COMMITTEES:</b>				
Policy Committee	Peterson Rudningen	As needed	10:30 a.m.	Board Room
Technology Committee	Rudningen	4th Friday	9:00 a.m.	Board Room
Personnel Committee	Hendrickx Rudningen	Mon after 1st Tue	10:00 a.m.	Board Room
Solid Waste Committee	Peterson Fox	As needed	9:00 a.m.	Enivron Ser.
Building Committee	Peterson Pederson	As needed	9:00 a.m.	Board Room
Health Insurace Committee	Hendrickx Rudningen	As needed		
Well-being Committee	Fox Rudningen	As needed		
<b>ADVISORY COMMITTEES:</b>				
Appleton Park Board	Hendrickx			
Revolving Loan Fund	Entire Board			
Extension Committee	Pederson Rudningen	4th Wednesday	Quarterly Jan, April, July, Oct	
RDA/GROW Boards	Pederson Peterson/Alternate	3rd Thursday		DeToy's
Swift County Law Library	Peterson			
Planning Commission	Rudningen			
Prairie V CAC Board	Peterson	4th Monday	10:00 a.m.	Montevideo
Prairie Lakes Detention Bd	Rudningen Peterson/Alternate	3rd Wednesday	9:00 a.m.	
SCEMO	Pederson Rudningen	bi-monthly		
Swift County DAC Board	Pederson	3rd Wednesday	12:00 Noon	
Swift County Youth Program	Vacant			

## 2016 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
Upper Mn Val Reg Dev Com	Hendrickx	4th Tuesdays	Evenings	
Water Planning Committee	Pederson			
Jobs Training/Private Ind.Co	Fox		Quarterly	
Pioneerland Library System	Pogge-Weaver	3rd Thursday	Quarterly	
Safety	Pederson			
Historical Society	Peterson	4th Thursday		
Countryside Public Health	Peterson	2nd Wednesday	Monthly	Montevideo
West Minn Revolving Loan	Fox			
Swift Falls Park Board	Rudningen			
SW Mental Health Bd	Fox			
RIDES Advisory Council	Peterson			
Region 6W FEMA Board	Peterson		Annually	
Chippewa River Watershed	Fox	3rd Friday	Monthly	
Pomme de Terre Watershed	Fox	2nd Friday		
Hospital Government Group	Pederson Peterson	As needed - 2 or 3 times a year		
Glacial Trail Scenic Biway	Rudningen	4th Monday		
Woodland Centers	Hendrickx Fox	2nd Thursday		
HRA Board	Peterson			
Joint Engineer Committee	Peterson Rudningen	As needed		
SWCD	Pederson	2nd Thursday	8AM	Benson
Restorative Justice	Fox	2nd Tuesday		
Sheriff's Task Force	Pederson Peterson			
Swift County Benson Hospital	Fox			

## 2016 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
C 6 Drug Task Force	Rudningen			
Prairie Waters Tourism	Hendrickx			
RDA Loan Committee	Peterson Pederson			
6W Corrections	Hendrickx Peterson	1st Thursday		
Radio Board	Rudningen Peterson/Alternate			
Nurse Family Partnership	Peterson	Quarterly 2nd Monday	1,4,7,10	
Southern Prairie Community Care	Hendrickx Fox Alternate	4th Friday		
MN Public Sector Collaborative	Rudningen	Quarterly		

2015 JOINT COUNTY DITCH BOARDS

JOINT COUNTY DITCH BOARDS				
JOINT COUNTY DITCH BOARD	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
JT CO DITCH NO. 2 (S & S)	Hendrickx Fox			
JT CO DITCH NO. 3 (C & S)	Pederson Fox			
JT CO DITCH NO. 4 (S & P)	Peterson Hendrickx Rudningen			
JT CO DITCH NO. 6 (C & S)	Peterson Fox			
JT CO DITCH NO. 8 (C & S)	Fox Rudningen			
JT CO DITCH NO. 9 (S, S, & P)	Rudningen Fox			
JT CO DITCH NO. 18 (S,K, & C)	Fox Pederson Hendrickx			
LAT B OF JT CO DITCH NO. 18 (S & C)	Fox Pederson Hendrickx			
LAT C OF JT CO DITCH NO. 18 (S,K,&C)	Fox Pederson Hendrickx			
JT CO DITCH NO. 19 (S & K)	Hendrickx Peterson Rudningen Fox			
JT CO DITCH NO. 21 (S, K, & C)	Hendrickx Peterson Rudningen			
JT CO DITCH NO. 22 (S, K & C)	Hendrickx Rudningen			

Appointments made by the County Board

**Swift County Board Appointments**

<b>Board/Committee/Commission</b>	<b>Appointment</b>	<b>Board District</b>	<b>Start Year</b>	<b>Current Term Ends</b>	
SCBH Board of Directors	Kory Johnson	2	2012	12/31/2018	
	Patty Schreck	3	2009	12/31/2018	
	Mike Pogge-Weaver	2	2016	12/31/2017	
	Joe Fox	4	2010	12/31/2016	
	Richard Horecka, MD	3	2013	12/31/2016	
	Brian Samuelson	2	2008	12/31/2017	
Swift County Extension Committee	<u>Adult Members</u>				
	Kevin Voorhees	4	2009	12/31/2015	
	Matt Mattheisen	3	2013	12/31/2015	
	Laura Perry	1	2014	12/31/2016	
	Polly Johnson	2	2014	12/31/2016	
	Jess & Tammy Berge	5	2015	12/31/2017	
	Kim Benson	4	2015	12/31/2017	
	<u>Youth Members</u>				
	Nick Turnquist	5 -		12/31/2015	
	Dylan Smith	3	2015	12/31/2016	
	Swift County HRA * Denotes Section 8 member	* Karla Schmidt	1	2010	12/31/2016
		Julie Commerford		2012	12/31/2016
Marlene Hauge		5	2009	1/31/2017	
Pete Peterson		3	2006	1/31/2017	
Paula Grace		4	2007	8/31/2017	
Sue Hauer		5	2013	1/31/2018	
Lindsey Knutson		1	2013	12/31/2018	
Swift County RDA		Jon Panzer	1	2014	12/31/2016
	Mike Pogge-Weaver	2	2014	12/31/2016	
	Terry Yokam	5	2011	12/31/2016	
	Amanda Ness	4	2012	12/31/2017	
	Leslie Ehrenberg	1	2015	12/31/2017	
	Ed Pederson	2	2015	12/31/2018	
	Open				
	Open				
Swift County Planning Commission * Denotes BOA members	* John Gorres	4	2002	12/31/2015	
	* Paul Ahrndt	4	2009	12/31/2015	
	* Bruce Felt	5	2001	12/31/2016	
	* Tom Walsh	4	2002	12/31/2016	
	* Joe Carruth	4	2015	12/31/2018	
	Eric Rudningen	5	2015	12/31/2018	
	Roger Schmidt	4	2015	12/31/2018	

**RESOLUTION**

**APPOINTING A COUNTY MEDICAL EXAMINER**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that Dr. A. Quinn Strobl is appointed the Swift County Medical Examiner and may be supported by the Anoka County staff in the Anoka County Medical Examiner’s Office.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3rd day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION**

**2017 SWIFT COUNTY BOARD OF COMMISSIONER’S MEETING SCHEDULE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the Swift County Board of Commissioner shall hold all meetings in the Swift County Courthouse located at 301 14<sup>th</sup> St N in Benson Minnesota with its regular meetings being held the 1<sup>st</sup> Tuesday of each month at 9:00 AM and the 3<sup>rd</sup> Tuesday of each month at 11:00 am with the following exceptions:

- The June 20, 2017 meeting will be moved from 11:00 AM to 5:00 PM for the Board of Equalization
- The July 4, 2017 meeting will be moved from 9:00 AM on July 4, 2017 to 9:00 AM on Wednesday July 5, 2017 due to the Fourth of July Holiday
- The December 5, 2017 meeting will be moved from 9:00 AM on Wednesday, December 5, 2017 to 5:00 PM on December 6, 2017 for TNT Hearing

**BE IT RESOLVED**, that the Swift County Board of Commissioner will hold the following special meetings:

- End of the year meeting on Friday, December 29, 2017 at 9:00 AM

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3rd day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION**

**ADOPTING A NEW MILEAGE RATE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the mileage rate as of January 1, 2017 shall be 53.5 cents per mile.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners  
the 3rd day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION**

**ADOPTING 2017 OFFICIAL NEWSPAPER**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2017 primary official newspaper for Swift County shall be the Appleton Press and the secondary official newspaper shall be the Kerkhoven Banner.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**INVITATION TO BID**  
**2017 OFFICIAL NEWSPAPER**

Swift County is requesting bids to provide the service of the Official Newspaper of Swift County for 2017. The term of the agreement will be for one year. This bid includes all types of publishing that the County may wish to publish during the term of this agreement.

The County estimated usage for the year will be approximately \$8,500. This is an estimate only and is provided as a basis for your bid. The County does not guarantee that it will place legal and non-legal ads totaling this amount during the term of the agreement.

Written bids will be accepted by the Swift County Administrator until 2:00pm, December 28, 2016. All bids must be received by the County Administrator prior to this time to be considered. Bids must be submitted on the forms provided and must show the amount bid per column inch. Bid forms may be and are encouraged to be emailed to [jan.fransen@co.swift.mn.us](mailto:jan.fransen@co.swift.mn.us). It is the sole responsibility of the submitting vendor to ensure that their bid has been received by the County Administrator in the proper time frame.

Bids will be evaluated to determine which is the lowest responsible response.

If you have any questions regarding this request for bid, you may contact Janice Fransen, Swift County Interim Administrator at 320-314-8399, between the hours of 8:00am and 4:30 pm, Tuesday thru Thursday.

**AFFIDAVIT OF PUBLICATION:**

Within fourteen (14) days after the last publication date of any notice or advertisement, the successful bidder shall furnish an "Affidavit of Publication" certifying the date(s) the advertisement(s) was published.

**QUALIFIED NEWSPAPER:**

Successful bidder must be a "Qualified Newspaper" as outlined in Minnesota Statue 331A.02.

**FORM OF PUBLIC NOTICES:**

The size of the legal and public notices shall follow the minimum requirements for public notices as outline in Minnesota Statue 331A.05.

# the Appleton Press

241 W. Snelling • Appleton, MN 56208

Ph. 320-289-1323 • Fax 320-289-2702

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11-29-16

RE: Bids for County Printing for 2017

To the Honorable Board of County Commissioners  
Swift County Courthouse  
Benson, MN 56215

Pursuant to your call for bids for the county printing and publishing for the year 2017, The Appleton Press respectfully submits the following bid:

We offer to publish in The Appleton Press, a legal newspaper published and mailed at Appleton, Minnesota, the Annual Financial Statement, Delinquent Tax Lists, proceedings of the Board of County Commissioners, proceedings of the Board of Equalization, and all other notices and reports, the publication of which is made necessary by law, or authorized by the Board of County Commissioners, during the year 2017.

First insertion: \$0.85 per line for single columns

Second insertion: \$0.68 per line for single columns

These rates reflect no increase and are based on our 2013 rates, when we were last designated as the official county newspaper. Kerkhoven's bid to be designated as the second publication is \$0.85 per line for first publication and a \$0.45 repeat rate.

Community newspapers are important aspect of a community. We are pleased that all three newspapers in Swift County, The Appleton Press, Kerkhoven Banner, and Swift County Monitor-News, are supported by the Swift County Board.

Respectfully submitted,



Leslie Ehrenberg  
The Appleton Press

**PROPOSAL FORM  
2017 OFFICIAL NEWSPAPER**

Please state the specific rates to be charged to the County for the following: (include any discounts that may apply to the County in the rate quotation.)

	<u>First Insertion</u>		<u>Subsequent Insertions</u>	
	per word	per col. inch	per word	per col. inch
a. Classified Rates	\$5.50 for 20 words	\$0.10 per word over 20	\$5.00 for 20 words	\$0.05 per word over 20
b. Public Notices	\$0.85 per line		\$0.68 per line	
c. Display Ads	\$ _____	\$5.50	\$ _____	\$5.50

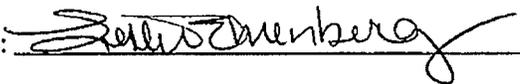
What are your submission deadlines for the following:

	TIME	DAY
A. Classified Ads -	<u>9:00 a.m</u>	<u>Monday</u>
B. Legal Notices -	<u>9:00 a.m</u>	<u>Monday</u>
C. Display Ads -	<u>9:00 a.m</u>	<u>Monday</u>

By signing below, I certify that I am qualified and authorized to submit this proposal and will be responsible for performing all provisions stated above if contract is awarded.

Print/type Name: Leslie Ehrenberg

Title: Editor/Publisher

Signature:  Date: 12-15-16

Executed by Board Chair (if awarded by Board of Commissioners)

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

Attest:  
\_\_\_\_\_  
Clerk of the Board

**RESOLUTION**

**ELECTED OFFICIALS TO ATTEND ANNUAL CONFERENCES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the County Treasurer, County Sheriff, County Attorney, and County Commissioners are the County Officials designated to attend the annual conferences for their offices.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION**

**ADOPTING 2017 BOUNTIES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the 2017 bounties are set as follows:

**Beaver Bounty**

\$75.00 for beavers (in or out of season) in designated ditches only with the approval of the Parks and Drainage Supervisor.

**Pocket Gophers Bounty**

Pocket gophers bounties shall only be paid to a township. The County will pay \$3.00 per pocket gopher when the total bounty paid by a township is a minimum of \$5.00 per pocket gopher or \$2.00 per pocket gopher when the total bounty paid by a township is less than \$5.00 per pocket gopher.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_

**RESOLUTION**

**COUNTY ATTORNEY SERVICES TO SOCIAL WELFARE FUND**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the actual cost of the County Attorney services to Human Services shall be charged to the Social Welfare Fund.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION**

**2017 CORPORATE SIGNATURES**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, that the Board Chair \_\_\_\_\_, County Treasurer Ronald Vadnais, and County Auditor Kimberly Saterbak are the 2017 authorized corporate signatures.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_

**RESOLUTION**

**DESIGNATION OF DEPOSITORIES FOR 2017**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, by the Swift County Board of Commissioner, that the following are hereby designated as County depositories for the Year of 2017:

- State Bank of Danvers
- Citizens Alliance Bank of Murdock
- Financial Security Bank of Kerkhoven
- First Security Bank of Benson
- CO-OP Credit Union of Montevideo, Inc.
- Prairie Sun Bank - Appleton
- Community Development Bank, FSB - Ogema/Hancock
- Wells Fargo Securities LLC
- Riverwood Bank of Benson
- Franklin Templeton Investments
- Bank of the West – Benson
- Farmers and Merchants State Bank of Appleton
- MAGIC Fund – PFM Asset Management LLC

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

**RESOLUTION**

**WORKERS' COMPENSATION COVERAGE FOR ELECTED OFFICIALS**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, pursuant to the requirements of Minn. Stat. §176.011, subd. 9 (6), that all officers of Swift County who are elected or appointed to a regular term in office, or to complete the unexpired portion of a regular term, shall be included within the definition of “employee” as that term is defined in Minn. Stat. §176.011 subd. 9 for purposes of coverage under the Workers’ Compensation Laws of the State of Minnesota, and

**BE IT FURTHER RESOLVED**, that this resolution recognizes that Swift County has in the past included said officials in all Workers’ Compensation reports and audits and that this resolution is intended to meet the statutory requirements and confirm an existing practice, not to establish a new practice.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 setting elected officials for 2017 wages.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: State Statute requires the board annually set elected officials salaries.
BACKGROUND/JUSTIFICATION: The attached resolution proposes 2017 salaries for the currently elected County Attorney, County Treasurer, and County Sheriff.  The COLA for non-union personnel has not yet been set. They have been offered to be moved up a grade and down a step on the new pay plan. They would then be eligible for a step on their anniversary. This is effectively a 3% increase on January 1 and another 3% on their anniversary.  The County Attorney has requested that her salary remain at the same level as 2016 and that the savings be applied towards the retention of an Assistant County Attorney on PERA PRO for approximately 6 months in 2017. The attached Resolution reflects this proposal.  The Treasurer is currently on the old pay plan. If he were moved to the new pay plan and up one grade, he would be over the top of the range. The offer to non-union personnel who are over the top of the range is half a COLA adjustment, which is 1.5%. The attached Resolution reflects this proposal.  For the Sheriff, this same wage offer has been applied. He is eligible for a step on his anniversary, which is January 1. Therefore he would go from Grade 21 Step 8 to Grade 22 Step 8 on January 1. The attached Resolution reflects this proposal.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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

**RESOLUTION**

**ADOPTING 2017 SALARIES FOR CURRENTLY ELECTED OFFICIALS**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, The County Board shall, in accordance with statutes, annually set the salary of the County elected officials at its first meeting in January.

**THEREFORE, BE IT RESOLVED**, that the salaries of the currently elected County Attorney, County Treasurer, and County Sheriff be set for 2016, as listed below:

County Attorney \$76,358.88	(2016 Salary \$76,358.88)
County Treasurer \$81,868.80	(2016 Salary \$80,662.40)
County Sheriff \$90,022.40	(2016 Salary \$84,926.40)

**BE IT FURTHER RESOLVED**, that the salaries of the appointed offices of County Auditor, County Assessor, and County Recorder and their assistants, and their clerical staff shall be fixed by the County Board and shall be paid out of the General Fund of the County. The salaries of the County Auditor, County Assessor, and County Recorder are set pursuant to the County Salary Schedule on file in the Administration Office.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 2017 cost of living increase for the County Engineer	
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: The original contract states that “[f]uture salary adjustments will be in a percentage at least equal to that given to other management employees and will be granted at the same time as for other management employees, subject to Board approval and a satisfactory performance evaluation.” I am waiting on a call back from the Yellow Medicine County Administrator.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Click here to enter text.
COMMENTS: n/a	COMMENTS: None

**RESOLUTION**

**COUNTY ENGINEER 2017 COST-OF-LIVING INCREASE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED**, the County Engineer shall receive the same cost of living and other benefits provided to non-union employees for 2017.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson    \_\_\_

Hendrickx    \_\_\_  
Rudningen    \_\_\_

E. Pederson    \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 granting additional compensation for those who are assuming increased responsibilities in the absence of a County Administrator.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	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: County Policy 201.44 (E) states that “[w]hen an extended vacancy exists in a supervisory or Department Head position and an employee is requested to fill that position, the County Board, at its discretion, may provide additional compensation.” The policy is silent on the amount of compensation. My recommendation is to consider the amount of time and effort involved with the additional assignments and to grant an increase of 1% - 5%. (5% is the minimum amount being proposed in the labor contracts for a promotion to a new position. I am recommending up to 5% because the full position is not being assumed.)	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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



# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 Certification of Eligibility and Certification of Match and authorizing staff to apply for the State Capital Projects Grants-in-Aid program to fund a portion of the Courthouse remodeling.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	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: Funds are available for historic buildings. The minimum grant request is \$10,000 and there is a total of \$400,000 available state-wide. There is a 1:1 match, which includes in-kind, cash, etc. Staff is working with Wold Architects to determine what piece of the project would have the greatest chance for a successful grant application, and also considering the timing of the project and the grant.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: <a href="#">Click here to enter text.</a>
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: <a href="#">Click here to enter text.</a>	COMMENTS: <a href="#">Click here to enter text.</a>

### Board Action

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

An electronic version of the Certification of Eligibility can be found in the MNHS grants portal  
([http://www.mnhs.org/legacy/grants/docs\\_pdfs/Certification\\_of\\_Eligibility.pdf](http://www.mnhs.org/legacy/grants/docs_pdfs/Certification_of_Eligibility.pdf))

**CERTIFICATION OF ELIGIBILITY**

I hereby certify that Swift County is a public entity

as defined by Minnesota Statutes 16A.695.

SIGNED:

\_\_\_\_\_  
(Signature)

Co Board Chair  
Title (Date)





# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## 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 resolution supporting the Minnesota Department of Correction leasing and operating the vacant Prairie Correctional Facility in Appleton	
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: The attached resolution supports the Minnesota Department of Correction leasing and operating the vacant Prairie Correctional Facility in Appleton. It has been updated to current conditions.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING:
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### Review/Recommendation

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

## RESOLUTION

### SUPPORTING THE DEPARTMENT OF CORRECTIONS LEASE AND OPERATION OF THE PRAIRIE CORRECTIONAL FACILITY IN APPLETON

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, according to the Minnesota Department of Corrections, the State of Minnesota's prison population exceeds capacity; and

**WHEREAS**, the Minnesota Department of Corrections is housing over 500 inmates in county jails where they cannot receive critical rehabilitation services available in State correctional facilities; and

**WHEREAS**, the Minnesota Department of Corrections projects the State of Minnesota's prison population will grow by at least and additional 500 inmates by the year 2020; and

**WHEREAS**, the State of Minnesota will continue to face financial challenges such as interest, debt service, maintenance, and annual operating costs associated with any new facility construction and/or maintenance of existing, aging facilities; and

**WHEREAS**, the City of Appleton is home to a vacant and well-maintained prison facility with adequate space to meet the Department of Corrections' current and future needs; and

**WHEREAS**, up to 350 people from 24 surrounding counties worked at the Appleton prison when it was in use, generating an estimated \$15.2 million for the regional economy; and

**WHEREAS**, many ancillary businesses in the region and their workers benefitted when the Appleton prison was in use; and

**WHEREAS**, the region offers robust infrastructure to provide rehabilitation services for State of Minnesota inmates and a great quality of life for working families; and

**WHEREAS**, the cost to the State of Minnesota to lease the Appleton prison is estimated to be \$6-8 million per year, plus annual operating costs – substantially lower than constructing and maintaining new, permanent correctional facilities; and

**WHEREAS**, it is practical that the State of Minnesota do its due diligence to fairly consider the costs associated with leasing and operating the Appleton prison before constructing new, permanent correctional facilities;

**NOW THEREFORE BE IT RESOLVED**, that on the 3<sup>rd</sup> Day of January 2017, the Swift County Board of Commissioners declared its support for a proposal for the State of Minnesota to lease and operate the Appleton prison with State of Minnesota public employees to provide much-needed jobs and economic development for the people of West Central Minnesota and to provide effective rehabilitation services for inmates needed to reduce recidivism.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness, Clerk of the County Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
01-03-2017

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Extension	REQUESTOR: Kathy Schwantes	REQUESTOR PHONE: 320-235-0726 ext 2002
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Appointment of Extension Committee Members. Polly Johnson, 3 year term; Regan Carlson, 2 year youth term; all starting January 2017. Recommendation made by the Swift County Extension Committee at their meeting on November 30, 2016.	
AGENDA YOU ARE REQUESTING TIME ON: January 3, 2017	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 38.36 County Extension Committee
BACKGROUND/JUSTIFICATION: A county must have an Extension Committee. The committee must have nine members, with the option to also appoint two youth members for a total committee of 11. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. Six adult members must be appointed at large by the county board.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?   XXX	

### Budget Information

FUNDING:   Per Diems/Mileage for Committee Meetings, Trainings, etc.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

### Board Action

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

**RESOLUTION**

**MAKING APPOINTMENTS TO THE  
SWIFT COUNTY EXTENSION COMMITTEE**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

WHEREAS, two adult terms and one youth term on the Swift County Extension Committee is set to expire on December 31, 2016.

NOW, THEREFORE, BE IT RESOLVED, that the following individual is appointed the Swift County Extension Committee for term as listed below effective January 1, 2017:

<u>Individual</u>	<u>Term Expiration</u>
Polly Johnson (Adult)	12/31/2019
Regan Carlson (Youth)	12/31/2018

Adopted on a \_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox            \_\_\_  
P. Peterson   \_\_\_

Hendrickx   \_\_\_  
Rudningen   \_\_\_

E. Pederson   \_\_\_



# SWIFT COUNTY EXTENSION OFFICE

## 2017 Extension Committee Members

<u>Adult Members</u>	<u>Term Ends</u>	<u>District</u>
Kim Benson	December 31, 2017	4
Jess & Tammy Berge	December 31, 2017	5
Matt Mattheisen	December 31, 2018	3
Kevin Voorhees	December 31, 2018	4
Polly Johnson	December 31, 2019	2
Vacant-	December 31, 2019	1

<u>Youth Members</u>	<u>Term Ends</u>	<u>District</u>
Halle Walsh	December 31, 2017	4
Regan Carlson	December 31, 2018	5

<u>Commissioners</u>	<u>Term Ends</u>	<u>District</u>
Ed Pederson	Elected Annually	2
Eric Rudningen	Elected Annually	5

<u>County Staff</u>	<u>Term Ends</u>	<u>District</u>
Kim Saterbak, Auditor	No Term End Date	2





# Request for Board Action

BOARD MEETING DATE:  
January 3, 2017

## Commissioner's Report

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### 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 AMC policy committee appointments and delegate appointments	
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: The County is allowed to have one appointment on each policy committee and 8 total delegates to the full body. Our policy committee appointments are as follows: Environment & Natural Resources Policy Committee, Joe Fox; General Government Policy Committee, Pete Peterson; Health & Human Services Policy Committee, Gary Hendrickx; Public Safety Policy Committee, Edward Pederson; and Transportation & Infrastructure Policy Committee, Eric Rudningen.  Our current delegates are as follows: Joe Fox, Gary Hendrickx, Pete Peterson, Eric Rudningen, Edward Pederson, Andy Sander, Catie Lee, and Janice Fransen.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and take an action
COMMENTS: n/a	COMMENTS: n/a

**RESOLUTION**

**APPOINTING SWIFT COUNTY DELEGATES AND  
POLICY COMMITTEE APPOINTMENT FOR AMC**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**BE IT RESOLVED** that the following individuals are selected as for the following AMC policy committee appointments:

Environment & Natural Resources Policy Committee	Joe Fox
General Government Policy Committee	Pete Peterson
Health & Human Services Policy Committee	Gary Hendrickx
Public Safety Policy Committee	Edward Pederson
Transportation & Infrastructure Policy Committee	Eric Rudningen

**BE IT RESOLVED** that the following individuals are selected as voting delegates to AMC:

Joe Fox, Swift County Commissioner  
 Gary Hendrickx, Swift County Commissioner  
 Edward Pederson, Swift County Commissioner  
 Pete Peterson, Swift County Commissioner  
 Eric Rudningen, Swift County Commissioner  
 Andy Sander, Swift County Engineer  
 Catie Lee, Swift County CSSA Director

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3<sup>rd</sup> day of January 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Amanda Ness  
Clerk of the Board

Fox	___	Hendrickx	___	E. Pederson	___
P. Peterson	___	Rudningen	___		