

Notice & Agenda

Swift County Board of Commissioners

Tuesday, January 2, 2018

9:00 AM

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

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call (Auditor)
9:01 a.m.	1	Nominations for Chair
9:02 a.m.	2	Nominations for Vice-Chair
9:03 a.m.		Approve Agenda
9:04 a.m.		Consent Agenda
	3-4	(1) Consider approval of County Policies
9:05 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants
9:06 a.m.		Commissioner and Board reports
9:30 a.m.		County Administrator report
9:35 a.m.		Citizens Comments
9:35 a.m.	5	Organizational Meeting
	5-11	Adopt 2018 Committee assignments
	12	Appoint County Medical Examiner
	13	Set 2018 Board Meeting Schedule
	14	Set 2018 mileage rate (54.5 cents per mile)
	15-16	Adopt an Official newspaper
	17	Elected officials to attend annual conferences
	18	Set bounties for pocket gophers and beavers
	19	Allocate the cost of County Attorney to Welfare Fund
	20	Approve corporate signatures for 2018
	22	Designation of corporate depositories for 2018
	23	Define employee for Workers Compensation
9:45 a.m.		Other Business
	24-25	Consider setting elected officials 2018 wages
	26-27	Consider approving the County Engineer 2018 cost of living increase
	28	Consider 2018 appointment to the Upper Minnesota Watershed District
	29-30	Consider approving AMC policy committee appointments and delegate appointments
10:20 a.m.		Adjournment

RESOLUTION

APPOINTING 2018 SWIFT COUNTY BOARD OF COMMISSIONER CHAIR

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that _____ is hereby appointed the 2018 Chair of the Swift County Board of Commissioners.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

RESOLUTION

APPOINTING 2018 SWIFT COUNTY BOARD OF COMMISSIONER VICE-CHAIR

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that _____ is hereby appointed the 2018 Vice-Chair of the Swift County Board of Commissioners.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
January 2, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Policy Committee	REQUESTOR: Catie Lee/Kelsey Baker	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Policy Review and Approval		
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No	
IS THIS MANDATED? Most are	EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve Policies	
BACKGROUND/JUSTIFICATION:		
County Wide Policies		
Number and Name of Policy	Policy Purpose	Summary of Changes
201.1 Personnel Policies – Travel, Meals & other expenses	Specific guidance to meet MS 471.661 and IRS rules governing expenses incurred by employees and elected officials.	There were no recommended changes to the content of the Policy. The Policy committee recommended keeping meal reimbursement at their current rates.
216 – Drug and Alcohol Abuse Policy for Operators of Commercial Vehicles	To meet CFR DOT Title 49 P & 382.103-382.605 Federal Motor Carrier Safety Admin. Testing and oversight requirements.	Reorganized Policy – and clarified Swift County premises, corrected Appendix and Table references.
217 – County Health Insurance Funding	Sets standards for the self-insured health insurance plans, employee's and county responsibilities and reserve requirements.	There were no recommended changes to the content of the Policy.
301 – Swift County Employee Safety Manual	Policy to promote a safe and healthy work plan for all employees that is reflected in their daily actions and behaviors.	This policy was expanded to include 5 other policies and to be more comprehensive in nature of the areas which are covered. This should be read as a new policy due to the massive extent of change of content.
302 – Employee Right to know – Hazard Communication Program	Defines the potential hazards to work's health or safety and the requirements the county has to employees.	There were no recommended changes to the content of the Policy.

502 – Ordinance Development Protocol	Defines the board authority to adopt ordinances is deems necessary.	Clarification added to include land records and update to website.
603 – Public Data Access Policy	Outlines the extent to which the public has access to county public data.	There were no recommended changes to the content of the Policy.
603a – Data Inventories	List of all departments Data Inventories and forms	Name updates.
Human Services Policies		
3.104 – Drug and Alcohol Testing	Outlines drug and alcohol testing with clients	Added Oral Fluid (saliva) tests, hair follicle and meconium tests.
All changes are either tracked and identified in the document or are in RED font with the exception of the Safety Manual. That policy needs review as if it is brand new. The contracts are located in the drop box for your review.		
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?		Click here to enter text.

Budget Information

FUNDING: NA

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Reviewed and approve	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: Click here to enter text.



Request for Board Action

BOARD MEETING DATE:
January 2, 2018

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 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"> • Adopt 2018 Committee assignments • Appoint County Coroner • Set 2018 Board Meeting Schedule • Set 2018 mileage rate (54.5 cents per mile) • Adopt an Official newspaper • Elected officials to attend annual conferences • Set bounties for pocket gophers and beavers • Allocate the cost of County Attorney to Welfare Fund • Approve corporate signatures for 2018 • Designation of corporate depositories for 2018 • Define employee for Workers Compensation 	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

**ADOPTING 2018 BOARD COMMITTEE REPRESENTATIVES,
ADVISORY COMMITTEE REPRESENTATIVES, AND
JOINT DITCH BOARD REPRESENTATIVES**

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the 2018 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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

Appointments made by the County Board

Swift County Board Appointments

Board/Committee/Commission	Appointment	Board District	Start Year	Current Term Ends
SCBH Board of Directors	Kory Johnson	2	2012	12/31/2018
	Patty Schreck	3	2009	12/31/2018
	Joe Fox	4	2010	12/31/2016
	Richard Horecka, MD	3	2013	12/31/2016
	Brian Samuelson	2	2008	12/31/2017
	Tom Anderson		2016	12/31/2018
	Jill Hedman	2014?		12/31/2019
	Pat Langan		2016	12/31/2017
	Terri Collins		2016	12/31/2017
	Swift County Extension Committee	<u>Adult Members</u>		
Kevin Voorhees		4	2009	12/31/2018
Matt Mattheisen		3	2013	12/31/2018
Earl Molden		1	2017	12/31/2019
Polly Johnson		2	2014	12/31/2019
Jess & Tammy Berge		5	2015	12/31/2020
Open		4		
<u>Youth Members</u>				
Regan Carlson		5	2017	12/31/2018
Open				
Swift County HRA * Denotes Section 8 member	* Karla Schmidt	1	2010	12/31/2021
	Julie Commerford		2012	12/31/2022
	Jessy Engelke		2018	12/31/2023
	Pete Peterson	3	2006	1/31/2017
	Deb Kneisl	4	2018	12/31/2023
	Sue Hauer	5	2013	12/31/2018
	Lindsey Bruer	1	2013	12/31/2018
Swift County RDA	Jon Panzer	1	2014	12/31/2019
	Open		Open	12/31/2019
	Terri Barrett	5	2017	12/31/2019
	Amanda Ness	4	2012	12/31/2017
	Eric Carlson	3	2017	12/31/2020
	Stephanie Heinzig	2	2017	12/31/2020
	Richard Molenaar	5	2016	12/31/2018
	Brady Olson	2	2016	12/31/2018
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
Upper Minnesota River Watershed District	Gene Meyer		2014	12/31/2020

2018 BOARD REPRESENTATION

COMMITTEE/GROUP	REPRESENTATIVE	DAY OF MEETING	MEETING TIME	PLACE
BOARD COMMITTEES:				
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 Rudningen	As needed	9:00 a.m.	Board Room
Health Insurace Committee	Hendrickx Rudningen	As needed		
Well-being Committee	Fox Rudningen	As needed		
ADVISORY COMMITTEES:				
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		
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	Peterson Rudningen	bi-monthly		
Swift County DAC Board	Pederson	3rd Wednesday	12:00 Noon	

2018 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	Rudningen	3rd Thursday	Quarterly	
Safety	Pederson			
Historical Society	Pederson	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			

2018 BOARD REPRESENTATION

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

2018 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 (C & S)	Fox Pederson			
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			

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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

RESOLUTION

2018 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 1410 Kansas Ave., in Benson Minnesota with its regular meetings being held the 1st and 3rd Tuesday’s of each month at 9:00 AM with the following exceptions:

- The June 19, 2018 meeting will be moved from 9:00 AM to 5:00 PM for the Board of Equalization
- The December 4, 2018 meeting will be moved from 9:00 AM on Tuesday to November 28, 2018 at 5:00 PM for TNT Hearing
- Starting in May 2018, the Swift County Board of Commissioner’s meetings will be held at 301 14th St N in Benson, Minnesota.

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

- End of the year meeting on Friday, December 28, 2018 at 9:00 AM

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

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, 2018 shall be 54.5 cents per mile.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

RESOLUTION

ADOPTING 2018 OFFICIAL NEWSPAPER

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the 2018 primary official newspaper for Swift County shall be the Kerkhoven Banner and the secondary official newspaper shall be the Swift County Monitor.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

PROPOSAL FORM
2018 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 \$7/20 words; 25¢	per col. inch	per word	per col. inch
a. Classified Rates	\$ <u>per word after</u>	\$ <u>n/a</u>	\$ <u>4th week free</u>	\$ <u>n/a</u>
b. Public Notices	\$ <u>n/a</u>	\$ <u>7.20</u>	\$ <u>n/a</u>	\$ <u>4.80</u>
c. Display Ads	\$ <u>n/a</u>	\$ <u>6.00</u>	\$ <u>n/a</u>	\$ <u>6.00</u>

What are your submission deadlines for the following:

	TIME	DAY
A. Classified Ads -	<u>5 PM</u>	<u>Friday</u>
B. Legal Notices -	<u>5 PM</u>	<u>Friday</u>
C. Display Ads -	<u>5 PM</u>	<u>Friday</u>

*In all cases, we will make every effort to get advertising and notices in our newspaper even if submitted past deadline. Typically we can accept submissions all day on Monday, and in emergency up to 10AM Tuesday. We go to press at 1PM Tuesdays. We DO NOT charge extra for taking late submissions.

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: Theodore J. Almen

Title: Publisher

Signature:  Date: December 20, 2017

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

Chair Date: _____

Attest:

Clerk of the Board Date: _____

RESOLUTION

ELECTED OFFICIALS TO ATTEND ANNUAL CONFERENCES

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the County Treasurer, County Sheriff, County Attorney, County Administrator, 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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

RESOLUTION

ADOPTING 2018 BOUNTIES

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the 2018 bounties are set as follows:

Beaver Bounty

\$100.00 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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

RESOLUTION

2018 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 2018 authorized corporate signatures.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

RESOLUTION

DESIGNATION OF DEPOSITORIES FOR 2018

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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

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 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

Kelsey Baker, County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
January 2, 2018

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 setting elected officials for 2018 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 2018 salaries for the currently elected County Attorney, County Treasurer, and County Sheriff. The COLA for non-union personnel is set at 2% for 2018. The Treasurer is currently on over the top of the range of the pay plan. The offer to non-union personnel who are over the top of the range is half a COLA adjustment, which is 1.0%. The attached Resolution reflects this proposal.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

ADOPTING 2018 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 2018, as listed below:

County Attorney \$85,044.96	(2017 Salary \$80,945.28)
County Treasurer \$82,700.80	(2017 Salary \$81,868.80)
County Sheriff \$94,556.80	(2017 Salary \$90,022.40)

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 2nd day of January 2018.

Swift County Board of Commissioners

Eric Rudningen
Chairman

ATTEST:

Kelsey Baker
County Administrator

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
January 2, 2018

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 a 2018 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 “[future 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.” This position is over the top of the pay plan table and will receive the same as the other non-union/management employees who were over the top of the plan which is a 1% COLA for 2018.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

COUNTY ENGINEER 2018 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 over the top of the pay scale for 2018.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Eric Rudningen
Chairman

ATTEST:

Kelsey Baker
County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

RESOLUTION

**MAKING AN APPOINTMENT TO THE
UPPER MINNESOTA WATERSHED DISTRICT**

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, there are is a vacancy on the Upper Minnesota Watershed District.

NOW, THEREFORE, BE IT RESOLVED, that the following individual is appointed the Upper Minnesota Watershed District for terms as listed below:

<u>Individual</u>	<u>Term Expiration</u>
Gene Meyer	12/31/2020

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox	___	Hendrickx	___	Pederson	___
Peterson	___	Rudningen	___		



Request for Board Action

BOARD MEETING DATE:
January 2, 2018

Commissioner's Report

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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 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 Kelsey Baker.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	n/a

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
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
 Kelsey Baker, Swift County Administrator
 Andy Sander, Swift County Engineer
 Catie Lee, Swift County CSSA Director

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of January 2018.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

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