

Notice & Agenda

Swift County Board of Commissioners

Tuesday, June 2, 2015

9:00 AM

Swift County Board Room – 301 14th St N, Benson, MN

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-3	(1) Minutes from the May 19, 2015 Meeting
	4-5	(2) Consider approval of a resolution support a Family Homeless Prevention and Assistance Program grant application
	6	(3) Consider approval of tobacco licenses for the following businesses: Holloway Hideout & Clontarf Liquor Store
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:25 a.m.		Update from Liz Auch, Countryside Public Health Executive Director
9:45 a.m.		Environmental Services Director Scott Collins
	7-9	Consider approval of Conditional Use Permit #4994 requested by City of Appleton for establishing a gravel pit on City of Appleton property for City of Appleton use only located at SE of the Appleton Airport and approximately 950 feet NW of US Highway 59
		Other Business
	10-12	Review and consider approving a budget for funds through Minnesota Local Aquatic Invasive Species Prevention Aid program
	13	Employment Updates
	None	Strategic Plan Update
10:15 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

May 19, 2015

Chairman Pete Peterson called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson, County Auditor Kim Saterbak, Amanda Ness, and Lyle Stai.

Chairman Pete Peterson asked if there were any changes to the agenda. Administrator Pogge-Weaver requested the addition of the approval of a revision to the IT Director's position description to the consent agenda. Commissioner Hendrickx requested the addition of a discussion on the Greater MN Regional Parks and Trails Commission to the regular agenda. Commissioner Rudningen requested the addition of a discussion on the ownership of bridge #4048 in Pillsbury Township to the regular agenda.

05-19-15-01 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda with the noted additions. Motion carried unanimously.

05-19-15-02 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda which consisted of: (1) Minutes from the May 5, 2015 Regular Meeting (2) Approval of liquor licenses for the following businesses: Brinks 104 Club & Brinks Beer Joint & Grill (3) Approval of tobacco licenses for the following businesses: Ascheman Uni-Mart & Deli Corp, House of Spirits/City of Appleton, Casey's General Store #3268, Brink's Beer Joint & Grill, Brink's 104 Club, DeGraff Municipal Liquor Store, & Don's Food Pride (4) Approval of a sub-grant agreement with the MN DPS for funding to update the Swift County HMP (5) Approval of a resolution authorizing sponsorship of trails operated by the Northern Lights Trails Snowmobile Club (6) Approval of a Procurement Resolution as required by Statute (7) Approval of the Special Vehicle Use Permit fee and (8) Approval of a revision to the IT Director's position description to add "acts as the County HIPAA Security Officer" under essential job functions. Motion carried unanimously.

05-19-15-03 Commissioner Fox moved and Commissioner Edward Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$68,027.22; Solid Waste: \$38,703.85; Road and Bridge: \$33,038.22; Health & Human Services: \$376.76; County Ditches: \$7,211.11; County Health Insurance, \$1,749.00; State Fund Agency: \$18.00; which includes the following bills over \$2,000: Amundson Peterson, \$16,560.74; Chamberlain Oil Co, \$2,330.60; Comm of Finance, \$2,726.00; Computer Professionals Unlimited Inc., \$5,238.24; Election Systems & Software Inc., \$8,721.71; Glacial Plains Cooperative, \$6,943.87; L.G. Everist, Inc., \$9,067.87; MN Pollution Control, \$17,032.71; Pflipsen Trucking LLC, \$11,110.06; Clontarf Township Treasurer, \$2,424.00; VanHeuveln General Contracting Inc., \$4,180.00; Waste Management Of Northern Minnesota, \$8,162.01; WEX Bank, \$3,520.25; Yellow Medicine County Jail, \$7,830.99; and Ziegler Inc., \$3,892.70. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Fox reported on Revolving Loan Fund, Well-Being Committee, Woodland Centers, and the Chippewa River Watershed. Commissioner Edward Pederson reported on Soil and Water Conservation District. Commissioner Rudningen reported on the Well-Being Committee, Enhancing the Organization Strategic Plan Group, and the Glacial Ridge Scenic Byway. Commissioner Hendrickx reported on 6W, AMC Conference Planning, AMC Futures, Revolving Loan Fund, and RDC. Chairman Pete Peterson reported on the 6W and Countryside Public Health.

Administrator Pogge-Weaver updated the board on the April Health Insurance Balances, Legislative Updates, Tax Forfeiture Tour & Policies, Assisted Living Project, and the Pictometry information has been mailed and will be available online in the next two to four weeks.

Chairman Pete Peterson asked if there were any citizen's comments. There were none.

County Auditor Kim Saterbak presented a request for approval of the repurchase of tax forfeited property located at 1110 20th St SE (Parcel #12-0064-000) in Kildare Township.

05-19-15-04 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve allowing the property owners two weeks to pay in full to repurchase the property. Motion carried unanimously.

Auditor Saterbak further presented a request to purchase certain tax forfeited property by Vincent Hughes.

05-19-15-05 Commissioner Hendrickx moved and Commissioner Fox seconded to deny the purchase request due to the offer not meeting minimum thresholds.

County Sheriff John Holtz, Chief Deputy Sheriff Judd Latham, and Communications & Corrections Supervisor Tracy Koosman requested the approval of purchases related to dispatch upgrades. 911 funds would cover all but approximately \$8000 worth of expenses.

05-19-15-06 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the dispatch upgrade purchases. Motion carried unanimously.

County Engineer Andy Sander requested the approval of patching work on CSAH #35 (SW of Kerkhoven) by Riley Bros.

05-19-15-07 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the patching work on CSAH #35. Motion carried unanimously.

Engineer Sander further requested the approval of patching work on CSAH #33 (SW of Murdock) by Riley Bros.

05-19-15-08 Commissioner Rudningen moved and Commissioner Fox seconded to approve the patching work on CSAH #33. Motion carried unanimously.

A discussion was held, which included Lyle Stai of Pillsbury Township, regarding the ownership of bridge #4048 in Pillsbury Township. More information was needed before any action could be taken.

RDA Director Jen Frost and HRA Director Vicki Syverson presented the mailboxes and invitations they will be giving the 2015 KMS, LQPV, and Benson High School seniors inviting them back to our area as a part of Engaging Alumni and Youth for the County Strategic Plan.

Administrator Pogge-Weaver presented the board with an RFP for architectural services to complete a space needs and projected building program analysis.

05-19-15-09 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the space needs analysis RFP. Motion carried unanimously.

Administrator Pogge-Weaver further requested the approval of a grant application with the Minnesota Historical Society for a State Projects Grants-in-Aid.

05-19-15-10 Commissioner Fox moved and Commissioner Edward Pederson seconded to approve the Minnesota Historical Society grant application. Motion carried unanimously.

Administrator Pogge-Weaver updated the board on the Strategic Plan including the upcoming RASP team meeting, the University of Minnesota Diversity Study, and there will be a 90-day report of all groups at the

next meeting.

An employment update was included in the agenda packets.

Commissioner Hendrickx discussed applying with the Greater Minnesota Regional Parks and Trails Commission to have the OHV Park listed as a regional park and applying for Legacy Grant dollars.

05-19-15-11 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 12:30 PM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board

DRAFT



Request for Board Action

BOARD MEETING DATE:
June 2, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Deanna Steckman	REQUESTOR PHONE: 320 843-6301
---	-------------------------------	----------------------------------

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of a resolution support a Family Homeless Prevention and Assistance Program grant application	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: This resolution supports Prairie Five Community Action, in partnership of Heartland Community Action Agency, in its application and implementation of the proposed Family Homeless Prevention and Assistance Program that will benefit the residents of Swift County.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

RESOLUTION # _____

REGION 6W FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM

WHEREAS, the Minnesota Housing Finance Agency has made available Family Homeless Prevention and Assistance Program grant monies to encourage and support innovation at the local level to help prevent homelessness, reduce the length of homeless episodes, and reduce repeated episodes of homelessness, and

WHEREAS, Region 6W service providers who administer program that address families crisis needs have identified gaps within the service delivery system, and

WHEREAS, Region 6W service providers who administer programs that address families crisis needs have identified strategies to address the identified service gaps,

WHEREAS, Region 6W service providers wish to continue to work together to coordinate their services and improve the service delivery system,

WHEREAS, Prairie Five Community Action desires to make an application on behalf of the area service providers for funds to address these identified problems,

NOW THEREFORE BE IT RESOLVED that the County of Swift agrees to support Prairie Five Community Action, in partnership of Heartland Community Action Agency, in its application and implementation of the proposed Family Homeless Prevention and Assistance Program.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 2nd day of June 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

Michel J. Pogge-Weaver
County Administrator and Clerk of the Board

Fox ___ Hendrickx ___ Pederson ___
Peterson ___ Rudningen ___



Request for Board Action

BOARD MEETING DATE:
June 17 2014

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden	REQUESTOR PHONE: 320-843-4069
------------------------------------	------------------------------	----------------------------------

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of tobacco licenses for the following businesses: Holloway Hideout & Clontarf Liquor Store.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The licenses has been reviewed by the County Attorney and County Sherriff. Both have signed off on the licenses. No violations of their licenses have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
June 2, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
---	-----------------------------	----------------------------------

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of Conditional Use Permit #4994 requested by City of Appleton for establishing a gravel pit on City of Appleton property for City of Appleton use only located at SE of the Appleton Airport and approximately 950 feet NW of US Highway 59.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

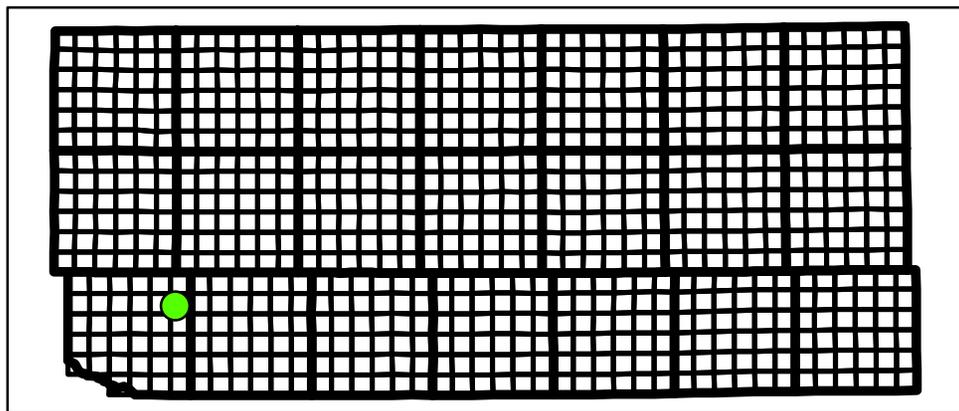
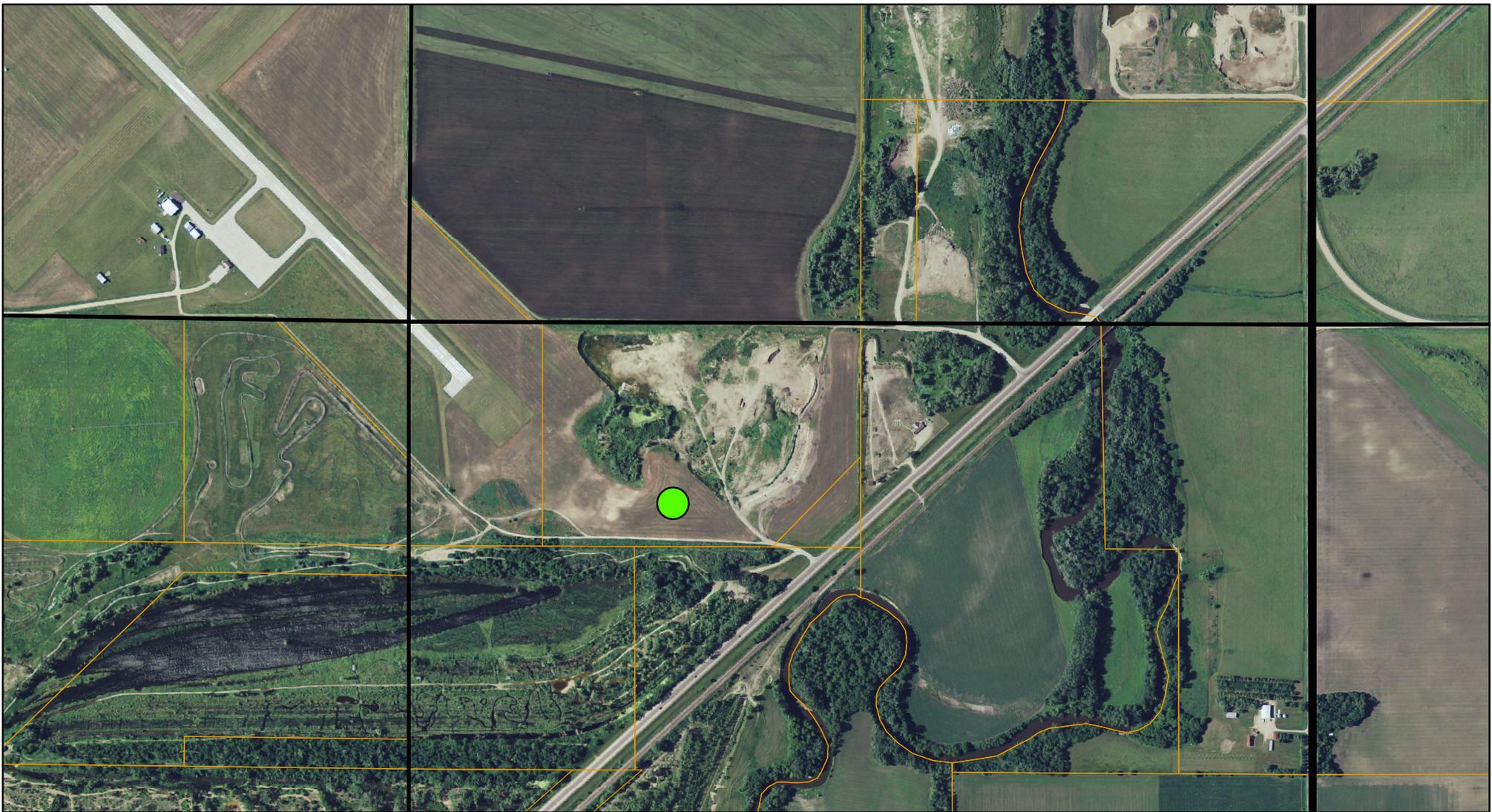
FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

Proposed Special Conditions
City of Appleton
Conditional Use Permit #4994

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable environmental rules and regulations as they may apply to the project.
3. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by applicant's personnel within 72 hours of presentation of the complaint. Copies of all complaints and responses addressed to them shall be submitted to Swift County Environmental Services.
4. Building, structure heights and excavation sites and their relationship to the adjacent airport property must be specified on site location map(s). This information is critical to ensure compliance with air space zoning surrounding the Appleton Municipal Airport and must be approved by the City of Appleton.
5. Granting of the conditional use permit shall be for the plans submitted with this initial plan only.
6. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman and the Swift County Highway Department.
7. No stock, overbearing, etc. shall be located less than 100 feet from the center line of a road or 75 feet from the right-of-way line, whichever is greater.
8. Compliance with the preceding conditions shall be the responsibility of the property owner. Failure to comply with these conditions shall be cause for revoking this permit until conditions are corrected.
9. The pit owner or operator will repair roads that are damaged due to the activities of the pit to their pre-existing condition.
10. This Conditional Use Permit #4994 shall expire one year from the date of issuance if the permit is not utilized.
11. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.



Project: Establishing a new gravel pit on City of Appleton property
Owner: City of Appleton
Legal: Part of the N 1/2 of the NW 1/4 of Sect. 12, Appleton Township, in Swift County, MN.



Request for Board Action

BOARD MEETING DATE:
June 2, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
---	---------------------------------	----------------------------------

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review and consider approving a budget for funds through Minnesota Local Aquatic Invasive Species Prevention Aid program	
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 Minnesota Legislature has provided a total of \$51,424.00 in 2014 and 2015 to the county to use to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county. The funds may be for, but are not limited to, providing for site-level management, countywide awareness, and other procedures that the county finds necessary to achieve compliance. Attached is a budget put with input from Mike Johnson and John Holtz. It calls for using the funds for increased Sheriff Water Patrols, Kiosks at boat launches, Billboards, Local Advertising, Extension Aquatic Robotics program, and Administrative Costs. Attached is a proposed budget. We are seeking board approval of these expenditures.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

AIS Funding Budget

Revenue

2014	\$ 15,959.00
2015	\$ 35,465.00
Total	\$ 51,424.00

Expenses

Sheriff Water Patrols	\$ 19,281.60
Kiosks at boat launches	\$ 6,000.00
Billboards	\$ 2,650.00
Local Advertising	\$ 6,000.00
Extension	\$ 10,750.00
Administrative	\$ 2,109.75
Total	\$ 33,931.60

Reminder	\$ 17,492.40
----------	--------------



4-H AQUATIC ROBOTICS

Swift County Proposed Budget Breakdown

Planning Session		N/A
Mileage for State team to meet with Swift county to plan.		
Training		\$5,000
Train 2 teams (team is 4 youth 2 adults)		
Hotel	N/A	
Trainers (Time and mileage)	N/A	
Seaperch ROV	\$300	
HydroView PRO 5M	\$1,400	
GPS Units	\$200	
Food	\$400	
Curriculum	\$200	
Testing Equipment	\$400	
Waders	\$900	
Life jackets	\$500	
Collection Nets	\$300	
Lab kits	\$400	
Swift County 4-H Aquatic Robotic Team Support		\$5,750
Youth and Adults Stipends	\$1,000	
Supplies	\$1,000	
Public Education	\$1,000	
State Fair Showcase	\$250	
Reporting/Evaluation	N/A	
Team Registration	\$500	
State Support	\$2,000	
Local Staff support	N/A	
Total Proposed cost		\$10,750



SWIFT COUNTY ADMINISTRATION

Historic Courthouse
301 14th Street N
P.O. Box 288
Benson, MN 56215

Memo

To: Board of Commissioners
From: Mike Pogge-Weaver, County Administrator *MPW*
Date: June 2, 2015
Re: Employment Updates

The following individuals were appointed since May 19, 2015:

- Sara Schuerman, Social Worker, Human Services

The following positions were approved to begin advertising since May 19, 2015:

- 1 Social Worker Position
- Restorative Practices Coordinator
- Deputy Assessor

The following individuals tendered their resignation since May 19, 2015:

- Amy Frye, Social Worker
- Jacquie Larson, Restorative Practices Coordinator