

Notice & Agenda

Swift County Board of Commissioners

Tuesday, May 21, 2019

9:00 AM

LEC Meeting 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
9:02 a.m.		Consent Agenda
	1-2	(1) Minutes from the May 7, 2019 Regular Meeting
	3	(2) Consider Approval of liquor licenses for the following businesses: Brink's Beer Joint & Grill and Brinks 104 Club
	4	(3) Consider Approval of tobacco licenses for the following businesses: Brink's Beer Joint & Grill and Brinks 104 Club, DeGraff Municipal Liquor Store, Don's Food Pride, Casey's General Store 3268
	5-20	(4) Consider Approval to allow the Chair to sign a Joint Powers Agreement for the district wide striping project SP 088-070-056
	21-22	(5) Consider Approving Sponsorship for Swift County 4-H Project Award
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:45 a.m.		Paul Hajduk, MCIT Risk Management Consultant
	23-25	2019 MCIT report
10:05 a.m.		Discussion on Lateral E of JD #19
10:15 a.m.		Shelly Lottman, Restorative Practice
	26	Restorative Practice update
10:30 a.m.		Catie Lee, Human Services
	27-28	Monthly update
10:40 a.m.		Andrew Sander, County Engineer
	29	Consider Approval to continue the wage increase for the interim Maintenance Supervisor during the transition phase of the new hire through July 31, 2019
10:50 a.m.		Other Business
11:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

May 07, 2019

Chairman Hendrickx called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, Terri Orr, other county employees and members of the public.

Chairman Hendrickx read and asked the board to consider approving the Public Engagement Rules.

05-07-19-01 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Public Engagement Rules with the exception during public forum period adding time to citizens comments with board discretion. A discussion was held. Motion carried unanimously.

Chairman Hendrickx asked if there were any changes or additions to the agenda. There were no changes or additions requested.

05-07-19-02 Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

Chairman Hendrickx asked if there were any changes or additions to the consent agenda. Commissioner Rudningen requested under the Road Tour minutes, add the board met with Pillsbury Supervisor, Mitch Tofte on County Road 35.

05-07-19-03 Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the Consent Agenda as amended: (1) Minutes from the April 16, 2019 Regular Meeting, (2) Minutes from the April 16, 2019 Executive Meeting, (3) Minutes from the April 22, 2019 Special Meeting, (4) Minutes from the April 30, 2019 Road Tour (5) Approval of the Facilities Maintenance position description and advertisement for this newly created position, (6) Approval of the Agricultural Lease Agreement/Cash Rent, (7) Approval of Two Daycare Grants, (8) Approval of the Swift Falls Park Service Contract, (9) Approval of tobacco licenses for the following business: Ascheman Uni-Mart. A discussion was held. Motion carried unanimously.

05-07-19-04 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: Revenue, \$78,425.92; Solid Waste, \$18,149.37; Road and Bridge, \$17,961.35; Human Services, \$91.26; County Ditches Fund, \$61,525.34; which includes the following bills over \$2,000: Abner Sales, \$2,188.28; Bolton & Menk, Inc., \$12,425.00; Chippewa County Auditor-Treasurer, \$31,520.99; David Drown Associates Inc., \$11,000.00; Geyer Recycling, \$6,099.33; Huston Engineering Inc., \$15,000.00; Little Falls Machine Inc., \$2,233.21; Midstates Hydraulics & Machine Inc., \$2,019.50; Minnesota Department of Transportation, \$4,794.29; Pictometry International Corporation, \$29,965.42; Swift County Monitor News, \$7,461.20; U S Postal Service, \$4,550.30; Waste Management of Northern Minnesota, \$9,625.42. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on the Road Tour, Hospital meeting, Prairie Five Community Action Council, 6W Corrections and Supporting Hands Nurse Family Partnership. Commissioner E. Pederson reported on the Safety Meeting, DAC, Soil and Water Conservation District, Water Plan, Counties Providing Technology, Hospital meeting, Prison Tour, Extension meeting, Historical Society, Census meeting, Joint Ditch #5 Hearing and the City of Benson Strategic Planning meeting. Commissioner Hendrickx reported on Building Committee, AMC Board of Directors meeting, Hospital meeting, RDC, Joint Ditch #5 Hearing, Road Tour, 6W Corrections and Personnel Committee meeting. Commissioner Fox reported on Chippewa River Watershed, Hospital Finance, Hospital Joint meeting and Regular Hospital meeting, Private Industry Council and Road Tour. Commissioner Rudningen reported on the Labor Relations meeting.

Chairman Hendrickx asked for citizen's comments. Hage Herfindahl, Sandy Tolifson and Donald Young voiced their concerns on the building project and higher property taxes. Mark Hughes wants to see financial support to the local papers and was concerned about the Benson's schools. There were no other citizen's comments.

Administrator Baker reported on MCIT, Enhancing the Organization, Courthouse window trim update, City of Benson Strategic Planning meeting, Personnel meeting and Community Perspective Committee.

County Auditor Kim Saterbak updated the board on 1st Quarter 2019 Executive Department Budget Report.

County Treasurer Ron Vadnais updated the board on 1st Quarter 2019 cash & investments.

HR Coordinator Amanda Ness presented for approval the appointment of a Highway Maintenance Supervisor at the 5-year step.

05-07-19-05 Commissioner P. Peterson moved and Commissioner Rudningen seconded a motion to approve the appointment of a Highway Maintenance Supervisor at the 5-year step. A brief discussion was held. Motion carried unanimously.

Amanda Ness further presented for approval a \$12.00 hourly wage for two part-time seasonal summer positions for Highway.

05-07-19-06 Commissioner Fox moved and Commissioner Rudningen seconded a motion to approve the \$12.00 hourly wage for two part-time seasonal summer positions for Highway. A discussion was held. Motion carried unanimously.

Amanda Ness further presented for approval a \$12.00 hourly wage for one part-time seasonal summer positions for Environmental Services.

05-07-19-07 Commissioner Fox moved and Commissioner Rudningen seconded a motion to approve the \$12.00 hourly wage for one part-time seasonal summer positions for Environmental Services. A discussion was held. Motion carried unanimously.

Amanda Ness further presented for approval a Southwest West Central Service Cooperative grant application for a Communications intern.

05-07-19-08 Commissioner P. Peterson moved and Commissioner Rudningen seconded a motion to approve the Southwest West Central Service Cooperative grant application for a Communications intern. A brief discussion was held. Motion carried unanimously.

The regular meeting recessed at 10:30 AM.

The regular meeting reconvened at 10:35 AM.

Discussion was held regarding County Road 35. Commissioner Rudningen will discuss with the Kerkhoven City Council to get an official position on the road. A future Public Hearing will be implemented.

Chairman Hendrickx brought to the board the Appleton Community Foundation Grant Application.

Administrator Kelsey Baker presented for approval the Community Perspective Committee members.

05-07-19-09 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the appointed members of the Community Perspective Committee. Motion carried unanimously.

05-07-19-10 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 10:49 AM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
May 21, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of liquor licenses for the following businesses: Brink's Beer Joint & Grill and Brinks 104 Club	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Liquor licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of liquor license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approval Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

Click here to enter text.

Request for Board Action

BOARD MEETING DATE:
May 21, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden/Kim Saterbak	REQUESTOR PHONE: 320-843-4069
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of tobacco licenses for the following businesses: Brink's Beer Joint & Grill, Brink's 104 Club, DeGraff Municipal Liquor Store, Don's Food Pride, Casey's General Store 3268.	
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 license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approval	RECOMMENDATIONS:
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
May 21, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Request to allow the chair to sign a joint powers agreement for the district wide striping project SP 088-070-056	
AGENDA YOU ARE REQUESTING TIME ON: May 21, 2019	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Request from the highway department to handle payments and inspection for Swift county in this joint project.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING:	State, County, Federal
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Review/Recommendation

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

Board Action

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

**JOINT POWERS AGREEMENT FOR THE ADMINISTRATION
OF FEDERAL HSIP SAFETY GRANT
Project No. S.P. 088-070-056**

THIS AGREEMENT made and entered on the last day of execution below, between the Eleven Mn/DOT District 4 Minnesota Counties of Becker, Big Stone, Clay, Douglas, Grant, Mahnommen, Pope, Stevens, Swift, Traverse and Wilkin, herein after referred to as the ‘Eleven Counties’.

WITNESSETH:

WHEREAS, each of the Eleven Counties is their own road authority for County State Aid Highways and County Highways; and

WHEREAS, the Eleven Counties desire to provide roadway safety improvements in the form of Six Inch (6”) Edge Lines on selected district wide Federal Aid eligible highway routes; and

WHEREAS, the Eleven Counties desire to provide these road safety improvements under one single construction contract; and

WHEREAS, the Eleven Counties wish to clearly identify their mutual duties and responsibilities with respect to the project development, contract administration and project delivery; and

WHEREAS, the Eleven Counties wish to designate Grant County as the lead agency for the creation and coordination of activities in the area of project development including creation of final project plans, specifications, advertisements, bid letting documents, contract administration including preparation and solicitation of a contract and bonds from the approved bidder, preparation of required field inspection documentation, preparation of state and federal reports, making contractor payments, providing field records retention and sustaining the final audit.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and other good and valuable consideration, all parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the rights and obligations of the Eleven Counties with respect to the delivery of the project.
2. Recitals. The recitals set forth in the whereas clauses above are incorporated by reference as if fully set forth herein.
3. Responsibilities of Grant County:
 - a. Prepare project plans, technical provisions and an estimate of construction cost.
 - b. Prepare project proposal for bid letting.

- c. Coordinate the preparation of plans, specifications, estimates, and bid documents in accordance with Mn/DOT State Aid Division requirements.
- d. Review preliminary plans, specifications and bid documents with the Eleven Counties and State Aid Division officials. Relay and direct the revision of plans specifications and bid documents to the Eleven Counties as required.
- e. Submit final plans, specifications and bid documents to the Eleven Counties and State Aid for Final Approval.
- f. Conduct the bid opening and award contract.
- g. Coordinate all contract administration activities in accordance with Mn/DOT State Aid Division requirements on behalf of the Eleven Counties.
- h. Receive federal funds to be paid by FHWA for the project, pursuant to Minnesota Statutes.
- i. Upon issuing the 'Notice to Proceed', provide a bill payable to Grant County Highway Department to each of the Eleven Counties in an amount equal to the prorated share of the design, based on each County's proposed construction costs, plus 10% (local matching funds) of the proposed construction costs in each respective county to be payable within 30 days.
- j. Perform required field documentation including, preparation and submission of required state and federal reports such as, but not limited to, notices, changes in status, diaries, change orders and payment vouchers.
- k. Upon completion of all construction activities in an individual county, provide a bill payable to Grant County Highway Department in the amount equal to that county's prorated share of field inspection and documentation and the remainder of the required construction costs match if any remain or provide reimbursement to any county having overpaid by more than \$100 in item j. above.
- l. Provide permanent project records retention.
- m. Sustain the Audit.

4. Responsibilities of the Eleven Counties:

- a. Review and approve all preliminary and final plan sets, specifications and bid documents provided.

- b. Provide reimbursement to Grant County for a prorated share of costs incurred for project delivery on behalf of the other counties. Reimbursable items will include labor and expenses for coordination of project delivery in the areas of design and field documentation as well as the local match for construction costs.
- c. Perform required field inspection and provide documentation to Grant County as needed to fulfill the requirements of paragraph 3.j. above.

5. Payment of Coordination Costs. Bills and payment for coordination requirements incurred by Grant County will be after the fact. Each county will be billed those costs after all duties described in No. 3 above are completed.

6. Termination. This Agreement may be terminated by any of the Eleven Counties upon seven (7) days written notice should any party fail substantially to perform in accordance with the terms of this Agreement. In the event of termination, Grant County shall be compensated for all services performed and costs paid or incurred up to the termination date. All provisions of this Agreement allocating responsibility or liability between the Eleven Counties shall survive the completion of the project hereunder and/or the termination of this Agreement.

7. Insurance. The Eleven Counties agree that they will, at all times during this Agreement, be prepared to meet the statutory limits for liability. Any insurance costs incurred shall be the costs and expenses of the insured party and shall not be included as a cost of the project or reimbursed in any way by the other party. Nothing in this agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses, and the limits of liability under Minnesota Statutes Chapter 466 for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

8. Liabilities and Indemnification. Each county shall be solely liable and responsible for all of the work done within their respective county and funded under the agreement. No party to this agreement shall be liable to any other party to this agreement or any third person for damages claimed by virtue of work funded under this agreement and done outside the geographic confines of its own County. Each party to this agreement shall indemnify and hold harmless any other party to this agreement for any claims or action brought against it for work financed under this agreement and

performed outside of its county. Each County assumes full and complete responsibility and liability for work done within its own county and funded under this agreement.

9. Controlling Law. This Agreement shall be governed by the applicable laws of the State of Minnesota.

10. Successors and Assigns. The Eleven Counties respectfully bind themselves, their partners, successors and assigns and all legal representatives of such party with respect to all covenants of this Agreement.

11. Changes. Except as provided herein, the parties agree that no change or modification to this Agreement or any attachments hereto shall have any force or effect unless the change is reduced to writing, dated and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as for this Agreement.

12. Severability. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Agreement to fail its purpose. One or more waivers by covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

13. Entire Agreement. This Agreement, including all exhibits, constitutes the entire Agreement between the Eleven Counties and supersedes all prior written or oral Agreements. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, purchase order or agreement purporting to modify, vary, supplement or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

14. Effective Date. The Agreement shall be effective upon execution by the parties.

BECKER COUNTY

Approved as to Form and Execution

Becker County Attorney

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

BIG STONE COUNTY

Approved as to Form and
Execution

Big Stone County Attorney

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

CLAY COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Clay County Attorney

DOUGLAS COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Douglas County Attorney

GRANT COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Grant County Attorney

MAHNOMEN COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Mahnomen County Attorney

POPE COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Pope County Attorney

STEVENS COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Stevens County Attorney

SWIFT COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Swift County Attorney

TRAVERSE COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Traverse County Attorney

WILKIN COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and
Execution

Wilkin County Attorney

May 1, 2019

Swift County Board of Commissioners
Kelsey Baker
301 14th St N
Benson, MN 56215



Dear Kelsey Baker:

We greatly appreciate the support you've given to the 4-H program over the years through your generous donation of awards for the 4-H'ers at the Swift County Fair. We hope you feel it is a worthy cause and will continue to support us.

We are in the process of securing sponsors for this year's fair, which will take place August 14th-18th and were wondering if you would once again sponsor the **Champion Global Connections** award? With your sponsorship, the 4-H youth will receive a trophy with your name engraved. The trophy will be presented at our Annual Awards Banquet in October.

Please return the enclosed response form letting us know whether or not you are interested in sponsoring by May 31, 2019. If you choose to sponsor, please remit **\$15** to "Swift County 4-H" along with your response. This letter will serve as your receipt. All award recipients will be posted in the local county newspapers.

If you have any questions, please feel free to call me at 843-3796 or e-mail mnext-swift@umn.edu. Thank you again for your support of the Swift County 4-H program.

Sincerely,

A handwritten signature in blue ink that reads "Becca Turnquist".

Becca Turnquist
4-H Program Coordinator

Enclosure

Will you sponsor a 2019 Swift County 4-H Project Award?

Swift County Board of Commissioners, Kelsey Baker

Yes, we will sponsor the **Champion Global Connections Award**.

Please find our check for \$15.00 enclosed.

No, we are unable to sponsor the award this year.

Please respond by May 31, 2019.



UNIVERSITY OF MINNESOTA | EXTENSION

Swift County

320-843-3796



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Swift County

Managing Risks Together

Tailored Coverage, Valuable Service, Member Focused

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

is not an insurance company. Rather, MCIT is a joint powers entity where members pool resources to provide:

- Property, liability and workers' compensation coverage
- Risk management services
- Loss control services

MCIT focuses on providing members cost-effective coverage and quality services tailored to their needs. As a public entity, MCIT is not accountable to shareholders to make a profit.

2019 is a milestone year. MCIT and its members are celebrating 40 years of coming together to manage risks successfully.

40 Successful Years

MEMBERSHIP IS A PRIVILEGE. Since 1979, MCIT members have embraced efforts that ensure the ongoing success of MCIT. Keys to this are MCIT's dedication to addressing the changing needs of its members and the members' commitment to risk management and loss control at all levels within each organization.

The success of the program is built on members' willingness to:

- Support loss prevention and risk management strategies.
- Collaborate with MCIT when losses occur.
- Take reasonable steps to mitigate claims.
- Fulfill financial obligations to MCIT.



MCIT MISSION: Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services.

Financially Sound Today and Tomorrow

THE HISTORICAL COST of claims and expenses associated with MCIT operations are used to project the amount of contribution necessary for the next year.

For the past five years and eight of the past 10 years, aggregate property/casualty and workers' compensation contribution rates have declined or remained steady even as ratable exposures continue to increase across the membership year over year.

Since 2010, aggregate rates have decreased 30.8% for property/casualty coverage and 32.1% for workers' compensation coverage.

MCIT AGGREGATE RATES



2018 MCIT AS A WHOLE AND SWIFT COUNTY DIVIDEND

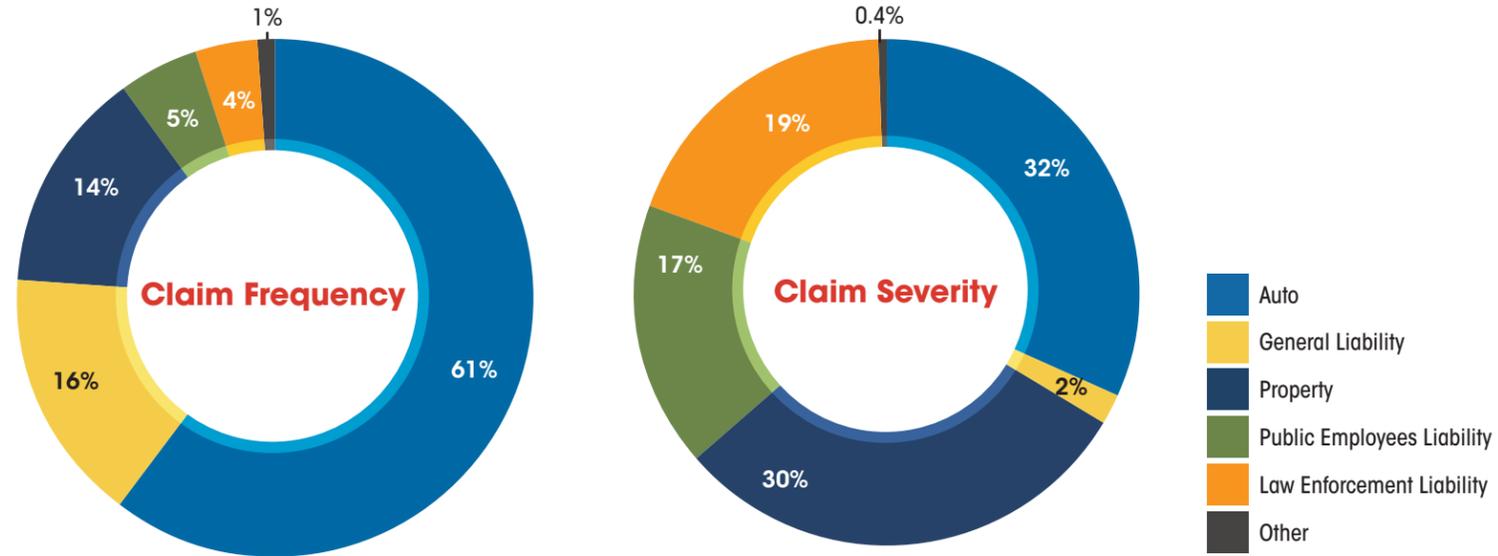
MCIT TOTAL DIVIDEND	COUNTY TOTAL DIVIDEND
\$11.75 million	\$63,646

28th Dividend Returned in 2018

Dividends reflect MCIT's past claim experience and the performance of MCIT's investments. MCIT only issues a dividend when it is actuarially sound and fiscally prudent.

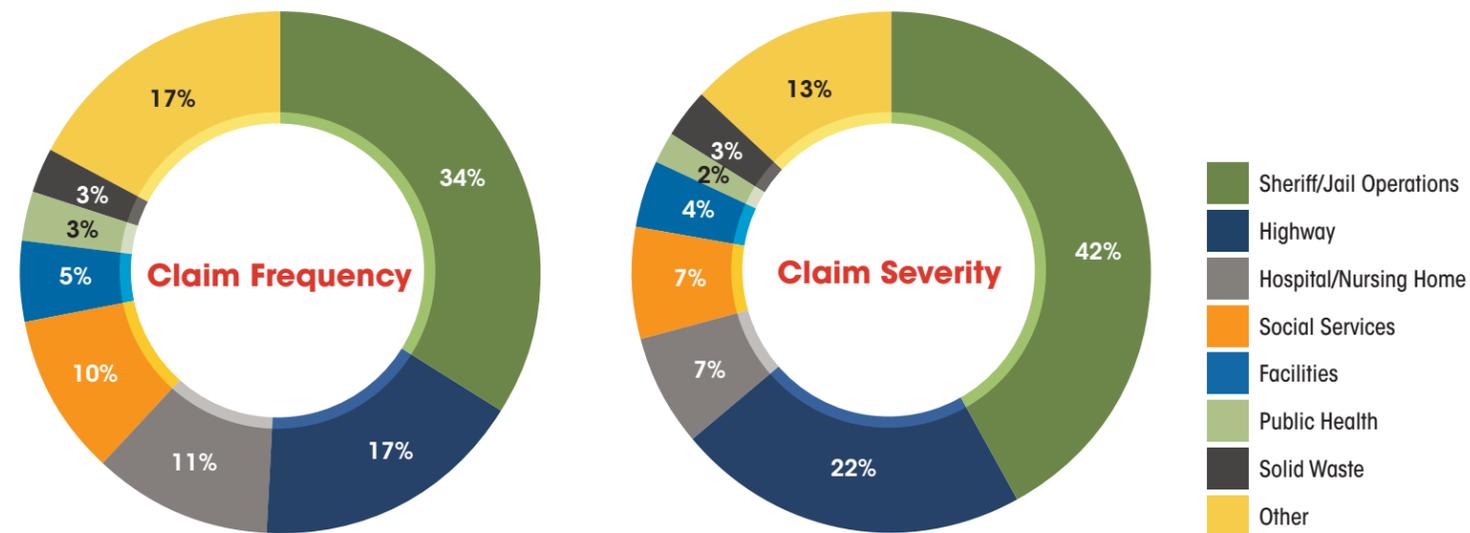
Despite declining investment income and multiyear rate reductions, the MCIT Board announced a dividend in 2018. Although not guaranteed, the board is committed to returning funds to members when appropriate.

MCIT PROPERTY/CASUALTY CLAIMS 2014-2018



Although MCIT does not experience rate property or liability coverage, the frequency and severity of all member claims influence the cost of coverage.

MCIT WORKERS' COMPENSATION CLAIMS 2014-2018



Workers' Compensation Claims Affect County's Contribution

The frequency and severity of work-related injuries and illnesses affect each member's experience modification (mod) factor. This unique factor is part of the formula used to determine a member's annual workers' compensation contribution. Other factors affecting the member's contribution include the

amount of payroll in each employee class code and the rate for each class.

A mod of 1.0 reflects expected claim development. A factor greater than 1.0 can increase the contribution, whereas a factor less than 1.0 can decrease it.

SWIFT COUNTY'S MOD RATE AND COST DIFFERENCE

- The county's mod factor for 2019 is 0.916, resulting in a difference of \$6,281 below the base cost of coverage for the year.
- Recent mod factors: 2018, 0.756; 2017, 0.782; 2016, 0.985; 2015 1.07

NOTABLE COVERAGE ENHANCEMENTS FOR 2019

After extensive research and evaluation, MCIT introduced several coverage enhancements for 2019.



Data compromise/CyberOne coverage limits increased to \$100,000 from \$50,000 and several sublimits increased at no additional cost to members.



Builders risk sublimits increased for the structure from \$500,000 to \$750,000, and for contents damage from \$100,000 to \$150,000 at no additional charge to members.



Liability coverage is now offered for all endorsed drones, regardless of department or use.



Electronic data processing equipment coverage was enhanced to drop the sublimit for equipment while in transit or at a temporary location, to include damaged software up to a limit of \$100,000, increase the extra expense sublimit to \$50,000, and to eliminate the "no one item to exceed" underwriting requirement.



Liability coverage for class III dams as classified by the Department of Natural Resources is now provided. No charge was assessed for this coverage addition.

Knowledgeable Advice, Valuable Services

MCIT OFFERS MEMBERS a number of services and products to assist them in reducing losses and mitigating risks. Most are provided as part of membership.

CONSULTATION SERVICES

Risk Management

Each risk management consultant can:

- Respond to coverage, liability and risk management concerns.
- Answer coverage questions, provide clarification and property schedule recommendations.
- Review contracts and joint powers agreements from a risk management perspective.
- Help identify potential risks and provide advice on how to manage them.

Loss Control

Each loss control consultant can assist with:

- Written safety programs.
- Hazard identification, such as workplace safety audits and reports.
- Interpretation of OSHA standards.
- Employee injury data analysis.

Loss control consultants also can participate in safety committees, conduct employee safety training and provide loss prevention education resources.

Employee Assistance Program

The Employee Assistance Program offers access to professional counselors for elected officials, member employees and their dependents at no cost to them. The program includes counseling and support for personal issues or work-related concerns that may affect an individual's ability to do his or her job.

The EAP is voluntary and confidential.

Swift County's EAP Participation Levels

2017: 1.52%
2018: 3.7%

Training for Officials and Employees

- **Seminars, workshops:** Provide practical tips on how to manage risks related to a central issue.
- **On-site presentations:** For county staff related to a number of risk management and loss control concerns.
- **PATROL (Peace Officer Accredited Training Online):** Web-based training for law enforcement staff.
- **Training videos, tutorials:** Lending library and short videos assist members in their employee education.
- **Defensive Driving Training:** On-site sessions give practical tips to improve employee driving safety.

From 2015-2018, 46 employees reported that counseling through the EAP gave them an alternative to filing a grievance or lawsuit against their employer.

Awareness and Prevention Materials

Based on claims frequency and severity, MCIT develops resources to assist with preventing losses and reducing the severity of claims. Here's a sample:

- Deer-vehicle collision awareness materials
- Quick Take on Safety mini training scripts
- Training Safety Program for injury prevention during law enforcement training activities
- Step Wisely slip and fall prevention program
- Loss control best practices guides for various operations



COMMISSIONERS ARE ENCOURAGED TO ...

- ... Support safety initiatives (e.g., the safety committee and a program to return injured employees to work).
- ... Attend risk management training.
- ... Support and encourage training and education for all employees.
- ... Learn how coverage applies before making final decisions.
- ... Have contracts reviewed for risk management before signing or approving them.
- ... Promote safety at all levels.
- ... Engage MCIT.

Swift County Restorative Practices

Mission Statement:

The Swift County Circle Sentencing mission is to address juvenile crime and social problems in a manner that encourages healing between child, victim, and community. Through Circle Sentencing, the community is empowered to determine the most effective response regarding crimes and social problems involving juveniles. The goal is to bring peace and justice between involved parties and to reduce recidivism. Restorative Justice seeks to enhance public safety through the collaboration of criminal justice and other county agencies. The healing between community, child, and victim helps to reintegrate and support the child and thus strengthen the community.

Circle Sentencing Process:

Circle Sentencing is an alternative to the traditional court process. Youth who are referred to this program meet in a Circle, which usually consists of 2-3 juvenile offenders, their parents or other support people, several community volunteers, and the restorative practices coordinator. Victims may also participate if they wish. As a group, the Circle determines what the youth can do to repair the harm they have caused by the offenses which brought them to court. This may include community service or restitution, apology letters, or meeting face-to-face with the victim(s) to discuss what happened. Youth are also given goals to focus on other issues they may be struggling with, such as family interactions, school, mental health concerns, or chemical dependency. Values of the Circle include respect, equality, compassion, honesty, and confidentiality. If the child successfully meets Circle requirements their charges may be dismissed.

Volunteers Needed:

Restorative Practices needs community volunteers. Every person has a story and every story has a lesson to offer. Training is provided to volunteers at no cost. Circles typically meet twice a month for 1 ½ - 2 hours with a light meal provided.

Want to Learn More? Community Talking Circles will be held on the dates listed below to demonstrate and allow community members to experience the real circle process to gain a better understanding and hopefully find they want to volunteer. Everyone is invited! You are welcome to attend one or all Circles listed. Please RSVP to help me prepare the space. A light snack will be provided!

What: Community Circle

Where: Appleton, Benson, Kerkhoven

When: 5:00 PM – 7:00 PM

Kerkhoven: Tuesday, June 25, 2019
Thursday, June 27, 2019
Thursday, July 11 and 25, 2019

Benson: Tuesday, July 9 & 23, 2019

Appleton: Tuesday, July 16 & 30

Shelly Lottman

Swift County Restorative Practices Coordinator

211 – 11th St. N, PO Box 207

Benson, MN 56215

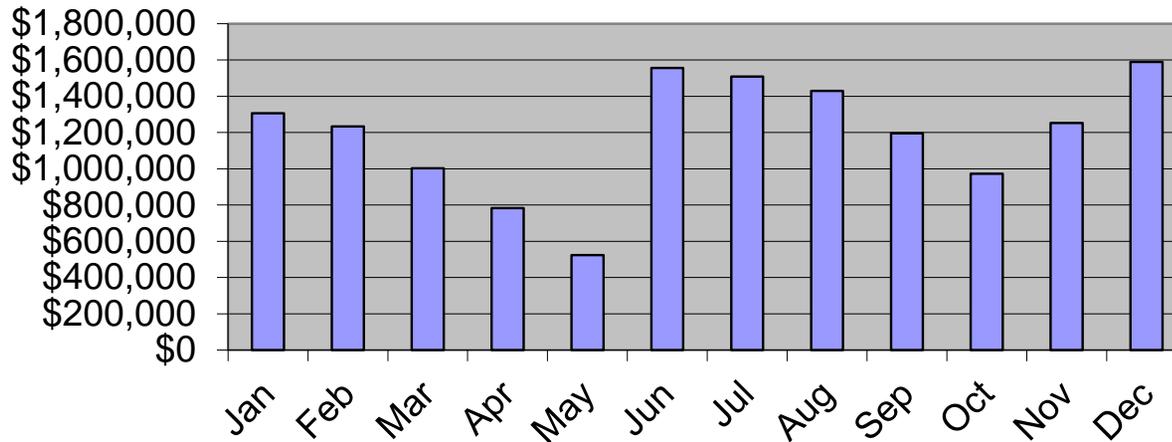
Office (320) 843-2493

Cell (320) 805-0118



Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2010 - 2019											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Average
Jan	\$ 1,116,112	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$ 2,559,803	\$1,306,830
Feb	\$ 1,069,918	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692	\$ 2,603,360	\$1,233,486
Mar	\$ 810,381	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416	\$ 2,416,328	\$1,001,991
Apr	\$ 732,868	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224	\$ 2,030,159	\$783,212
May	\$ 576,849	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329		\$523,015
Jun	\$ 1,244,642	\$ 1,460,435	\$ 1,218,863	\$ 1,145,907	\$ 1,361,018	\$ 1,187,485	\$ 1,476,200	\$ 2,165,333	\$ 2,745,303		\$1,556,132
Jul	\$ 1,349,636	\$ 1,142,375	\$ 1,113,725	\$ 1,094,712	\$ 1,165,952	\$ 1,217,022	\$ 1,483,669	\$ 2,160,790	\$ 2,842,236		\$1,507,791
Aug	\$ 1,237,374	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009	\$ 2,661,662		\$1,428,839
Sep	\$ 1,085,187	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293	\$ 2,409,864		\$1,195,808
Oct	\$ 878,408	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114	\$ 2,139,152		\$973,206
Nov	\$ 826,623	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571	\$ 3,278,552		\$1,251,853
Dec	\$ 1,279,178	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240	\$ 3,077,192		\$1,589,300
Average	\$ 1,017,265	\$ 1,003,326	\$ 763,592	\$ 752,287	\$ 822,988	\$ 797,581	\$ 1,148,901	\$ 1,719,939	\$ 2,297,372	\$ 2,402,413	

**Average Monthly Cash & Investment Balance
2010-2019**





Request for Board Action

BOARD MEETING DATE:
May 21, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Request to continue the wage increase for the interim Maintenance Supervisor during the transition phase of the new hire through July 31, 2019.	
AGENDA YOU ARE REQUESTING TIME ON: May 21, 2019	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Request from the highway department to handle new hire with the transition.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, County
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Review/Recommendation

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