

Notice & Agenda

Swift County Board of Commissioners

Tuesday, November 17, 2015

11:00 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>
11:00 a.m.		Call to Order and Roll Call
11:01 a.m.		Approve Agenda
11:03 a.m.		Consent Agenda
	1-3	(1) Minutes from the November 3, 2013 Regular Meeting
	4-6	(2) Consider approving a health insurance premium holiday
	7-10	(3) Consider approving switching the County's Voluntary Dental Plan to Health Partners
	11-12	(4) Consider appointing David Barrett to a 4 year term as County Veterans Service Officer running until January 28, 2020
	13-16	(5) Consider approving the 2015 tax forfeiture property listing
11:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
11:05 a.m.		Commissioner and Board reports
11:20 a.m.		County Administrator report
11:25 a.m.		Citizens Comments
11:25 a.m.		Scott Collins, Environmental Services Director
	17-32	Consider approving the 2016-2017 MPCA County Feedlot Delegation Agreement
11:30 a.m.		Kim Saterbak, County Auditor
	33-35	Consider approving the purchase a tax-forfeited property by the City of DeGraff
11:35 a.m.		Other Business
	36-58	Discussion on revised Position Descriptions and new Performance Review Tool
	59-61	Discussion of proposed changes to the FLSA Rules
	None	Employment Updates
	None	Strategic Plan Update
12:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

November 3, 2015

Chairman Peter Peterson called the meeting to order at 9:00 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Auditor Kim Saterbak, and Amanda Ness.

Chairman Peter Peterson asked if there were any changes to the agenda. Administrator Pogge-Weaver requested additions to the consent agenda to consider approving moving ancillary benefits to Integrity Employee Benefits, LLC and to consider approving the appointment of a Maintenance Supervisor. Administrator Pogge-Weaver also requested the addition of a resolution opposing the creation of a Minnesota River Basin Commission.

11-03-15-01 Commissioner Fox moved and Commissioner Edward Pederson seconded to approve the agenda with the noted additions. Motion carried unanimously.

11-03-15-02 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the October 20,, 2015 Meeting, (2) Acceptance of the DNR Off Highway Vehicle Grant, (3) Consent for the Swift County HRA to approve a loan to 513 17th St N, Benson, MN in the amount of \$4,000.00, (4) Approval to move ancillary benefits to Integrity Employee Benefits, LLC, and (5) Approval of appointment of a Maintenance Supervisor. Motion carried unanimously.

11-03-15-03 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$18,129.88; Solid Waste: \$10,878.07; Road and Bridge: \$13,050.72; County Ditches: \$34,805.72; and County Health Insurance: \$50.00 which includes the following bills over \$2,000: Arm Registration Office, \$3,800.00; Overholser Properties LLC, \$3,250.00; Royal Tire Inc., \$2,320.16; Safe Avenues, \$6,734.00; Stan Olson Construction, \$4,930.00; VanHeuveln General Contracting Inc., \$34,033.00; and Waste Management of Northern Minnesota, \$12,945.46. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Pete Peterson reported on Supporting Hands Nurse Family Partnership, HRA, Countryside Public Health, and the Emergency Management Regional Seminar. Commissioner Fox reported on the SCBH and SPCC. Commissioner Edward Pederson reported on Extension Committee and RDA. Commissioner Rudningen reported on Prairie Lakes Youth, Audit Selection Committee, Extension, and the MN Public Sector Collaborative. Commissioner Hendrickx reported on SPCC and AMC.

Administrator Pogge-Weaver updated the board on the prison population task force.

Chairman Pete Peterson asked for citizen comments. There were none.

Administrator Pogge-Weaver presented a resolution opposing the creation of the Minnesota River Basin Commission.

11-03-15-04 Commissioner Fox moved and Commissioner Rudningen seconded to approve a resolution opposing the creation of the Minnesota River Basin Commission. Motion carried unanimously.

Students from the University of Minnesota Morris presented their research regarding the diversity per their work with the Strategic Plan's Diversity Group.

Benson City Manager Rob Wolfington presented the board with the Benson Heliport Zoning Ordinance.

11-03-15-05 Commissioner Hendrickx moved and Commissioner Fox seconded to set a public hearing on the ordinance for December 1, 2015. Motion carried unanimously.

County Treasurer Ron Vadnais presented the board with the 3rd Quarter 2015 Treasurer Report.

Swift County Fair Board Members Jon Panzer and Eric Turnquist requested support of the proposed restrooms and shower facilities at the fairgrounds.

11-03-15-06 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve \$25,000 in matching funds from 2015 Board Discretionary and support for possibly financing the remaining amount in 2016. Motion carried unanimously.

The board recessed for a break at 10:55 AM.

The meeting resumed at 11:00 AM.

Administrator Pogge-Weaver updated the board on the RASP Team's progress on the Organizational Chart.

Commissioner Hendrickx excused himself from the remainder of the meeting.

Administrator Pogge-Weaver provided a discussion on providing employment services to the Swift County HRA and Swift County RDA.

11-03-15-07 Commissioner Rudningen moved and Commissioner Fox seconded to approve providing employment services to the HRA and RDA contingent on their respective boards approving. Motion carried 4-0.

Administrator Pogge-Weaver updated the board on the addition of a redundant internet connection and the addition of high speed internet service to the Environmental Services building.

Auditor Saterbak presented the 3rd Quarter 2015 Executive Departmental Budget Report.

Auditor Saterbak asked the board to consider appointing a fourth Swift County Board Member to Joint County Ditch #19. Commissioner Fox volunteered to sit on the ditch board.

Auditor Saterbak further requested approval of the recommendation from the Audit Selection Committee to select CliftonLarsonAllen to prepare our audit for fiscal years ending December 31, 2015, 2016, and 2017.

11-03-15-08 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to select CliftonLarsonAllen to prepare our 2015, 2016, and 2017 audits. Motion carried unanimously.

There were no updates to the Strategic Plan.

11-03-15-09 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:51 AM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board

DRAFT



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a health insurance premium holiday	
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: The health insurance committee has set a target to end 2015, after paying runout liability costs, with \$666,000 reserve balance on its way to an ultimate long term target of \$1,000,000 at the end of 2016. The County is well on its way to achieving this and the committee is recommending that the County implement a health insurance premium holiday if certain targets were hit at the end of October. A target of at least \$866,342.26 was set for a full month of premium holiday and \$833,384.73 for a half month premium holiday. The October health insurance numbers are now final and we ended with a balance of \$841,395.61. So based on this, the committee is recommending a half month premium holiday for the second payroll check in December on December 24th.	
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	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Swift County - Fund 65 Health Insurance Account October 2015 Summary of Financial Balance

TOTAL STARTING CASH BALANCE \$ **819,776.67**

Reserve Balance

2014 Carry Over \$ 391,002.02

Ending 2014 Reserve Balance \$ **391,002.02**

2015 Balance:

Beginning Balance \$ 428,774.65

Current Month Receipts

 Premiums \$ 125,988.00

Current Month Disbursements

 Admin Fees \$ 38,873.06

 2015 Current Claims \$ 65,496.00

 2015 Well-Being Charges \$ 502.35

Ending 2015 Cash Balance \$ **450,393.59**

TOTAL ENDING CASH BALANCE \$ **841,395.61**

TOTAL CASH BALANCE CHANGE \$ **21,618.94**

RESOLUTION

APPROVING A HEALTH INSURANCE PREMIUM HOLIDAY

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the Swift County Health Insurance Committee recommended that a health insurance premium holiday be granted if certain reserve targets were achieved and said targets have been achieved for a half month premium holiday.

NOW, THEREFORE, BE IT RESOLVED, that no health insurance premiums shall be charged on the second payroll in December on December 24, 2015 and premiums shall return to normal with the next payroll.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 17th day of November 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving switching the County's Voluntary Dental Plan to Health Partners	
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
<p>BACKGROUND/JUSTIFICATION:</p> <p>Currently the County has its Voluntary Dental Plan with United Health Care. This year we received notice that rates on the dental plan were going to rise 38%. With the current high cost of our dental plan, it is decided to look for other options. Working with Integrity Employee Benefits, we have found plans with Delta Dental and Health Partners that offer substantially lower rates and would result in a rate reduction between 26% and 35% over our current rates with United Health Care. The attached worksheet shows the differences and basic plan designs. Some differences between the plans include:</p> <p>Delta Dental</p> <ul style="list-style-type: none"> • Has a plan with orthodontic benefits and without. County can only provide one option. • Lifetime deductible of \$100 per person on the plan. Deductible is not waived for preventive work. • Only 50% coverage for Basic Oral Surgery • X-Rays allowed for a complete series every 5 years and bitwings every 24 months. • Benson dentist accept the plan along with 50+ dentists within 50 miles of Benson. • <p>Health Partners</p> <ul style="list-style-type: none"> • No orthodontic plan. • Yearly deductible of \$50 per person on the plan. Deductible is waived for preventive work. • 80% coverage for Basic Oral Surgery • X-Rays allowed for a complete series every 3 years and bitwings once every year. • Benson dentist accept the plan along with 130+ dentists within 50 miles of Benson. <p>Some discussion points include:</p> <ol style="list-style-type: none"> 1. Do we continue to have orthodontic coverage or not? <ol style="list-style-type: none"> a. Out of the 16 employees that have dental coverage, 8 have family plans. Of that 8 it would appear that only 4 have children in an age range that could take advantage of the \$1,000 lifetime orthodontic benefit. \$240.00 a year for orthodontic coverage when you can't take advantage of the benefit is questionable to continue for our group. I recommend that we drop orthodontic coverage from our plan offering. 2. Difference between Delta Dental and Health Partners <ol style="list-style-type: none"> a. If we end orthodontic coverage, I recommend we go with Health Partners since it has a larger local network, better Basic Oral Surgery coverage, and better x-ray benefit. 	

PREVIOUS ACTION ON REQUEST /
OTHER PARTIES INVOLVED?

Budget Information

FUNDING: This is a voluntary benefit paid entirely by employees who opt for the coverage.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Recommend we move our Voluntary Dental Plan to Health Partners
COMMENTS: None	COMMENTS: None

Swift County		Current Plan		Delta Dental		Delta Dental		Health Partners	
		United Health Care		Pathfinder - WITH Ortho		Pathfinder - Without Ortho		No Ortho	
		2015	2016 Renewal	Shelf Plan		Shelf Plan		Shelf Plan	
Monthly Rates	# of EE's								
Employee	7	\$53.62	\$74.08	\$32.59	\$32.59	\$32.59	\$32.59	\$35.82	\$35.82
Employee+1 (or EE + SP)	1	\$100.78	\$139.24	\$66.80	\$66.80	\$66.80	\$66.80	\$71.27	\$71.27
Employee + Child(ren)		-	-	\$88.44	\$67.78	\$67.78	-	-	-
Employee&Family	8	\$163.65	\$226.09	\$128.15	\$107.66	\$107.66	\$107.45	\$107.45	\$107.45
Total Premium Per Month		\$1,785	\$2,467	\$1,320	\$1,156	\$1,156	\$1,182	\$1,182	\$1,182
% Diff Per Year Vs. Current		-	38%	-26%	-35%	-35%	-34%	-34%	-34%
Annual Maximum Benefit		\$1,250		\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Deductible Per Person		\$50		\$100 Per Person Lifetime	\$100 Per Person Lifetime	\$100 Per Person Lifetime	\$50	\$50	\$50
Deductible Max Family		\$150		\$100 x dependent Lifetime	\$100 x dependent Lifetime	\$100 x dependent Lifetime	-	-	-
Deductible Waived on Preventative?		Yes		NO	NO	NO	Yes	Yes	Yes
Orthodontia		50% to \$1,000 Lifetime		50% to \$1,000 Lifetime	NO ORTHO	NO ORTHO	NO ORTHO Available	NO ORTHO Available	NO ORTHO Available
Percentile of Usual and Customary		90% U&C		50% U&C or Lower if out of network	50% U&C or Lower if out of network	50% U&C or Lower if out of network	80% U&C	80% U&C	80% U&C
Co-Insurance breakdown		In Network / Out of Network		PPO Network/Premier Network	PPO Network/Premier Network	PPO Network/Premier Network	In Network / Out of Network	In Network / Out of Network	In Network / Out of Network
Preventative/Diagnostic		100%		100%	100%	100%	100%	100%	100%
Basic Restorative		80%		80%	80%	80%	80% / 50%	80% / 50%	80% / 50%
Basic Oral Surgery		80%		55%/50%	55%/50%	55%/50%	80%	80%	80%
Complex Surgical Extractions		50%		55%/50%	55%/50%	55%/50%	50%	50%	50%
Basic Endodontic Therapy		50%		55%/50%	55%/50%	55%/50%	80%	80%	80%
Basic Periodontal Services		50%		55%/50%	55%/50%	55%/50%	80%	80%	80%
Complex Surgical Periodontal		50%		55%/50%	55%/50%	55%/50%	50%	50%	50%
Major Restorative		50%		55%/50%	55%/50%	55%/50%	50%	50%	50%
Prosthetic Services / Repairs		50%		55%/50%	55%/50%	55%/50%	50%	50%	50%
NETWORK		ANY DENTIST		ANY DENTIST	ANY DENTIST	ANY DENTIST	ANY DENTIST	ANY DENTIST	ANY DENTIST
In Town		0 In Town		2 In Town (Goplen, Hilleren)	2 In Town (Goplen, Hilleren)	2 In Town (Goplen, Hilleren)	2 In Town (Goplen, Hilleren)	2 In Town (Goplen, Hilleren)	2 In Town (Goplen, Hilleren)
w/in 50 Miles		58 within 50 miles		50+ in 50 Miles	50+ in 50 Miles	50+ in 50 Miles	130+ within 50 miles	130+ within 50 miles	130+ within 50 miles
Cleanings Frequency		2 in 12 consecutive		Once every 6 months	Once every 6 months	Once every 6 months	2x's Per Year	2x's Per Year	2x's Per Year
Xray Frequency		*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months		*Xrays complete series every 5 years, <u>Bitewings every 24mo.</u> (over18yrs old). *Sealants covered at only 80% vs 100%	*Xrays complete series every 5 years, <u>Bitewings every 24mo.</u> (over18yrs old). *Sealants covered at only 80% vs 100%	*Xrays complete series every 5 years, <u>Bitewings every 24mo.</u> (over18yrs old). *Sealants covered at only 80% vs 100%	*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months	*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months	*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months
White Fillings		*Plan Pays for composite (white) Fillings (FRONT ONLY).		*Plan Pays for composite (white) Fillings (Back and Front teeth).	*Plan Pays for composite (white) Fillings (Back and Front teeth).	*Plan Pays for composite (white) Fillings (Back and Front teeth).	*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).	*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).	*Plan Pays for composite (white) Fillings (Back 50% and Front teeth 80%).
Waiting Period		No Waiting Periods		Has Waiting Periods for New Employees	Has Waiting Periods for New Employees	Has Waiting Periods for New Employees	Has Waiting Periods for New Employees	Has Waiting Periods for New Employees	Has Waiting Periods for New Employees

RESOLUTION

APPROVING A NEW VOLUNTARY DENTAL CARRIER

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that Swift County shall move it voluntary dental plan to Health Partners with no orthodontic coverage effective January 1, 2016.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 17th day of November 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider appointing David Barrett to a 4 year term as County Veterans Service Officer running until January 28, 2020	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Statute 197.60 requires the appointment of a County Veterans Service Officer to a 4 year term
BACKGROUND/JUSTIFICATION: County Veterans Service Officer David Barrett has been serving as the Swift County Veterans Service Officer since January 28, 2008. Mr. Barrett is a strong advocate and asset for our County Veterans. With his current term ending, I am recommended approving Mr. Barrett to an additional 4 year term.	
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	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

RESOLUTION

APPOINTING A COUNTY VETERAN SERVICE OFFICER TO A 4 YEAR TERM

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, Minnesota Statute 197.60 requires counties to appoint a County Veterans Service Officer every 4 years, and

WHEREAS, Swift County Veterans Service Officer David Barrett's current term is set to expire on January 28, 2016, and

WHEREAS, the Swift County Board of Commissioners wishes to extend his term for an additional 4 years.

NOW, THEREFORE, BE IT RESOLVED, that David Barrett is appointed to serve an additional 4 year term as the Swift County Veterans Service Officer through January 28, 2020.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 17th day of November 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the 2015 tax forfeiture property listing	
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: Approve the attached list of tax forfeiture property to be held for sale on the 3rd of December 2015.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

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

Notice State of Minnesota County of Swift

NOTICE IS HEREBY GIVEN, That I shall sell to the highest bidder (but not less than the appraised value) in the Board of Commissioner's room in the Courthouse in the City of Benson, in the County of Swift, the following described parcels of land forfeited to the State for non-payment of taxes which have been classified and appraised by law: Said sale will be governed as to forms, by the resolution of the County Board authorizing the same, and shall commence at 10:00 a.m. on the 3rd day of December 2015.

DESCRIPTION

Subdivision/Estimated Physical Location *	Parcel No.	Description	Blk/Twp	Appraised	Special Assessments		
				Value	Cancelled at Forfeiture	After Forfeiture	
Benson Township							
40th Street NE - Benson (approx. 1600 feet from the curve off 40th Avenue NE)	02-0141-000	Pt NE1/4 of NE1/4 BEG at the NW corner of the NE 1/4 of NE 1/4; then S 630 ft then E 550 FT which is the pt of Beg; Then E 172.5 FT Then N 630 FT Then W 172.5 FT Then S 630 FT to the PT of Beg.	27-122-39	\$ 600.00	\$ -	\$ -	
Moyer Township							
275 170th Avenue SW - Holloway	14-0080-000	Beg 24 RODS SO of NW Cor of the SW1/4 of SW1/4, Then SO 21 Rods, EAST 37 Rods, NO 29 Rods, West 8.5 Rods, SO 8 Rods and West 28.5 Rods To PT of Beg.	15-121-42	\$ 2,000.00	\$ 207.50	\$ -	
City of Appleton							
Robinson's 2nd Addition - Appleton	22-0080-000	S 25 ft of Lots 13, 14, 15, and 16, Block 12 and the N 3ft of S 28 Ft of Lots 13 and fr, and the W 20 ft of N 3 ft of S 28 ft of lot 15, block 12, Robinson's 2nd Addition, City of Appleton	12	\$ 1.00	\$ -	\$ -	
Robinson's 2nd Addition - Appleton	22-0081-000	E 5 ft pf N 29 ft of S 53 ft of Lot 15, N 28 Ft of S 53 ft of Lot 16 & s 53 ft of Lot 17, Block 12, Robinson's 2nd Addition, City of Appleton	12	\$ 1.00	\$ -	\$ -	
Robinson's 2nd Addition - West Snelling Avenue - Appleton (Old Floral Shop)	22-0083-000	Lot 18, Block 12 Robinson's 2nd Addition, City of Appleton	12	\$ 1.00	\$ 52.00	\$ -	
Robinson's 2nd Addition - 134 W Snelling Avenue - Appleton (Old Johnson/Shible bldg)	22-0102-000	Lot 6 Blk 14, Robinson's 2nd Addition, City of Appleton	14	\$ 1.00	\$ 166.73	\$ -	
Robinson's 4th Addition - 45 E Snelling Avenue - Appleton	22-0224-000	E 42 1/2 ft of Lots 18, 19, 20 and 21, Block 26, Robinson's 4th Addition, City of Appleton	26	\$ 1.00	\$ -	\$ -	
H & D Addition - W Thielke Avenue - Appleton (south side of 400 block)	22-0291-000	North 118 feet of the West 30 feet of Lot 11, Block 3 and E 1/2 of vacated street, 40 feet x 118 ft, H & D Addition, City of Appleton	3	\$ 125.00	\$ 2,700.00	\$ -	
H & D Addition - W Thielke Avenue - Appleton (south side of 400 block)	22-0297-100	North 118 feet of Lot 2 and 3, Block 4, South & East of RR, H & D Addition, City of Appleton	4	\$ 125.00	\$ -	\$ -	
Severance Addition - 222 North Gaulke - Appleton	22-0424-000	Lot 1, Block 10, Severance Addition, City of Appleton	10	\$ 1.00	\$ -	\$ -	
Severance 5th Addition - 335 E Snelling Avenue - Appleton	22-0555-000	Lots 13 & 14 Blk 13, Severance 5th Addition, City of Appleton	13	\$ 1.00	\$ 3,378.07	\$ -	
Ness Addition - 28 East Reuss - Appleton	22-0661-000	Lots 2 & 3 Block 2 exc that pt of lot 3 beg at the SE cor of lot 4 in Block 2, thence W 75', thence S 71' to the SELY line of lot 3 thence in a Nely dir along Dahlstrom Ave 102' to pt of beg, Ness Addition, City of Appleton	2	\$ 1.00	\$ -	\$ -	
Robinson's 2nd Addition - 136 N Haven Street -Appleton	22-0831-000	Part of E 1/2 of SW 1/4 Acre Lots. Beginning at a point 70 feet East of the NE corner of Lot 17, Blk 11, Robinson's 2nd Add, then South 100 feet, then East 175 feet, then South 60 feet, then West 175 feet, then North 60 feet to pt of beginning. Section 14- Township 120- Range 43, City of Appleton	14-120-43	\$ 1.00	\$ 2,657.26	\$ -	
Robinson's 4th Addition - 32 N Haven Street - Appleton	22-0842-000	Part E1/2 of SW1/4, beginning at a point 87 feet North of a point 70 feet East of the SE corner of Blk 16, Robinson's 4th Add. Then East 143 feet, then North at right angles to last described line 34 feet, then East 32 feet, then North 41 feet, then West 175 feet, then South 75 feet to pt of beg.	14-120-43	\$ 1.00	\$ 2,904.85	\$ -	
City of Benson							
Arthur Thornton Addition - 203 19th Street N - Benson	23-0323-000	Lots 8, 9 & 10 Blk 51, Arthur Thornton Addition, City of Benson	51	\$ 1.00	\$ 207.50	\$ -	
City of Clontarf							
201 Becker Avenue NW - Clontarf	24-0039-000	Lots 1 & 2 Blk 22; E 25 FT Lot 3 Blk 22, City of Clontarf	22	\$ 1.00	\$ 6,718.82	\$ -	
* (location is as close to the actual property as available)							

RESOLUTION

IT IS HEREBY RESOLVED, That all the above and within described non-conservation lands may be sold according to the following.

BASIC SALE PRICE

All parcels are offered at public auction and sold to the highest bidder. The Basic Sale Price for each parcel shall be equal to the appraised value plus any special assessments levied after forfeiture and any extra fees and costs. Conditions may be set on the purchase of a parcel by parcel basis.

PARCELS REMAINING UNSOLD:

Any parcel not sold at a public sale may be purchased over the counter by paying the basic sale price. The basic sale price cannot be changed until the parcel is reappraised, republished, and again offered at a public sale.

EXTRA FEES AND COSTS: IN ADDITION TO THE BASIC SALE PRICE:

The following extra fees will be collected when the basic sale price is paid in full:

State Surcharge	\$3% of the basic sale price
State Deed Fee	\$25.00
State Deed Tax	0.0033 per \$1000.00 or \$1.65 whichever is greater
Conservation Fee	\$5.00
Recording Fee	\$46.00

PAYMENT TERMS: CASH

All Payment terms shall be cash. Cashier's Checks, Money Orders and personal checks are all accepted. If paying by check, the deed will not be processed until the check clears the bank. This may take up to 15 days to complete.

SPECIAL ASSESSMENTS:

The balance of any special assessments that were levied before forfeiture and canceled at forfeiture are not included in the basic sale price and **may be reassessed by the municipality** (MS 429.071 sub 4). These special assessments are shown on the list of tax-forfeited land under the column entitled "**Assessments Before Forfeiture.**"

Any special assessments that were levied after forfeiture and certified to the county auditor have been added to the appraised value and must be paid by the purchaser as part of the basic sale price. These special assessments are shown on the list of tax-forfeited land with a special line entitled "**Specials After Forfeiture.**"

PROHIBITED BUYER:

In addition to MS 282.016, this will include any individual, corporation, or entity that has delinquent property taxes on parcels located in Swift County or owned property in Swift County that was tax-forfeited to the State of Minnesota within the last 10 years (MS 282.016).

CONDITIONS:

All sales are subject to existing leases and building restrictions appearing on record at the time of forfeiture and to easements obtained by any governmental subdivision or agency for any public purpose.

- All property is sold “as is”
- These properties may or may not conform to local building and zoning ordinances, and the buyer should understand that environmental and/or watershed/water conservation issues may affect the property. Swift County makes **NO WARRANTY** that the land is buildable.
- All sales are final and no refunds or exchanges are permitted.
- If a parcel has cancelled special assessments, as indicated on the Appraisal List, the special assessments may be re-assessed by the municipality.
- The appraised value **DOES NOT** represent a basis for future taxes, nor does the purchase price of land reflect Taxable Market Value of Property.

Dated November 17, 2015

The County Board of Swift County, Minnesota, by Pete Peterson, Chairman

ATTEST:

**Kimberly Saterbak
Swift County Auditor**

Given under my hand and seal this 17th day of November, 2015.

**Kimberly Saterbak
County Auditor
Swift County, Minnesota**



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of Environmental Services' 2016-2017 MPCA County Feedlot Program Delegation Agreement Work Plan.	
AGENDA YOU ARE REQUESTING TIME ON: 11:25 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: This Delegation Agreement describes the county's plans/strategies and goals for administration and implementation of the Feedlot Program. The Work Plan satisfies the Minnesota Rules chapter 7020 requirement that the Delegation Agreement must be reviewed and approved by the Delegated County and the Minnesota Pollution Control Agency (MPCA) annually.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

Board Action

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

MPCA County Feedlot Program Delegation Agreement Work Plan

Work Plan Years:	2016 – 2017
County:	Swift
County Feedlot Officer(s):	Scott Collins & Barry Bouwman
Primary Contact Person:	Scott Collins
Telephone Number(s):	320-843-2356
E-mail Address(es):	scott.collins@co.swift.mn.us
Amendment #:	

The revised rules adopted on October 23, 2000 and updated in January 2015, require a Delegated County (County) to prepare a Delegation Agreement that describes the County’s plans/strategies and goals for administration and implementation of the Feedlot Program. The attached Work Plan satisfies the Minnesota Rules Chapter 7020 requirement that the Delegation Agreement must be reviewed and approved by the Delegated County and the Minnesota Pollution Control Agency (MPCA) annually.

Minnesota legislative appropriation language (Minnesota Statutes 116.0711) contains provisions for reducing grants to Delegated Counties if they do not meet minimum program requirements (MPRs) as set forth in this document. Counties that fail to meet the 7% inspection rate MPR and/or 90% of non-inspection MPRs are subject to having base grant reductions and/or loss of eligibility for a performance award.

For any feedlot in which a County employee or a member of the County employee's immediate family has an ownership interest, the County employee will not:

- (a) Be involved in making preliminary or final decisions to issue a permit, authorization, zoning approval, or any other governmental approval for the feedlot;
- (b) Conduct or review inspections for the feedlot.

<p>This County Feedlot Program Delegation Agreement and Work Plan have been prepared by the County for the period of January 1, 2016 – December 31, 2017. The County agrees with the terms and conditions established in this Agreement and will use feedlot grant funds in conjunction with the required local match dollars and in-kind contributions to carry out the goals, plans and minimum program requirements described herein. The County understands that this Work Plan will be reviewed by the MPCA after completion of the first year of the Agreement and, if necessary, will be revised.</p>	
Signature of Chair of Board of County Commissioners	Date

A. Strategies

The strategies component fulfills County rule requirements (7020.1600, Subp. 3a.) that state the County must develop annual plans and goals in accordance with registration, inspection, compliance and owner assistance responsibilities.

Registration Strategy

1. Please indicate the method(s) the County will use to provide a feedlot owner with a registration receipt. For additional methods and requirements see the Annual Report Guidance document.
 - a. A 30-day Registration Receipt Letter
 - b. A 30-day Inspection Letter that contains confirmation of re-registration
 - c. A permit cover letter or Certificate of Registration that contains confirmation of re-registration.
 - d. Verbal notification of re-registration as documented by a log.

All listed strategies will be used and the 30 day registration receipt letter will be used on all registrations.

2. Please indicate the type of registration form used by the County.
 - a. MPCA standard registration form
 - b. County designed form (A copy of the form must be attached to the completed work plan.)

Currently Swift County uses the MPCA standard registration form.

3. Please describe how the County will address facilities that upon re-registration show an increase in animal units, a change or addition to animal types or newly constructed animal holding or manure storage areas.

Any changes that are found at the time of re-registration will trigger a facility inspection for compliance and the need for additional permitting or manure record keeping.

4. Please describe the strategy and timeline that the County intends to follow to address facilities that have not met the re-registration deadline by January 1, 2014 and/or any continuous registration strategy over the next two years.

Swift County has pursued the re-registration of all feedlots required to be registered. Contact is made with any facility that has failed to re-register. The County has also notified producers that that failure to re-register will trigger site visits with scheduled inspections.

Inspection Strategy For assistance with completing this part of the work plan please see Appendix A. A County must set inspection plans and goals for the purpose of identifying pollution hazards and determining compliance with discharge standards, rules and permit conditions.

Using the table below, please complete an inspection strategy in accordance with the following factors. The County's inspection strategy must include required goals, **as applicable to the County**, for conducting inspections at these sites:

- a. Sites proposing construction or expansion
- b. Sites with an Interim or Construction Short Form (CSF) permit. A CSF permit applies to sites with ≥ 300 AU.

- c. Sites with signed open lot agreements (OLAs) that have never been inspected
- d. Sites required to be registered that have never been inspected

Required Inspection Strategies

Strategy Goal	Inspection Goal 2016*	Inspection Goal 2017*
Sites proposing construction or expansion	2	2
Sites with an Interim or CSF permit	2	2
Sites with OLAs that have never been inspected	OLA Inspections Complete	OLA Inspections Complete
Sites required to be registered that have never been inspected	2	2
Total	6	6

**If applicable, enter a number or range for the number of sites the County predicts will be completed for each required strategy goal. If not applicable, simply enter N/A. There will not be a penalty if the County does not meet strategy goal numbers as long as there is a valid reason and the County communicates with the MPCA regional staff in a timely manner.*

The County’s inspection strategy can also include goals, **as applicable**, for conducting inspections at high risk/high priority sites and/or low risk/low priority sites. Examples of these are listed below.

HIGH RISK/HIGH PRIORITY SITES

- a) Sites within shoreland and/or a Drinking Water Supply Management Area (DWSMA), Watershed Restoration and Protection Strategy (WRAPS) and/or a TMDL.
- b) Sites that, according to previous inspections, have not been maintaining adequate land application records and/or manure management plans.
- c) Sites that have an OLA and/or an open lot without runoff controls.
- d) Conduct Level 2 or 3 land application inspections within a formally designated area such as a TMDL.
- e) Alternative strategy.

LOW RISK/LOW PRIORITY SITES

- a) Sites within a specified size category such as 300 – 499 AU or 500 – 999 AU.
- b) Sites within a watershed, township or other formally designated area.
- c) Conduct Level 2 or 3 land application inspections within a watershed, township or other formally designated area.
- d) Level 2 or 3 land application inspections as part of a compliance inspection or a Level 3 land application inspection conducted at non-NPDES sites >300 AU.
- e) Conduct inspections at all sites in the county on a five year or less rotating basis.
- f) Alternative strategy.

Inspection Strategies

Strategy Goal	Inspection Goal 2016*	Inspection Goal 2017*
High Risk - b	3	3
High Risk - d	2	2
Low Risk - a	3	3
Low Risk - d	2	2
Total	10	10

**Enter the number of inspections the County predicts will be completed for each category.
 Note: Numbers entered for Level 3 land application strategy goals must be quantified by feedlot sites and not individual farm fields.*

Inspection Strategy Totals

	Inspection Goal 2016*	Inspection Goal 2017*
Total	16	16

**Enter the total inspections from both the Required Inspection Strategies and Inspection Strategies tables above.*

Compliance Strategy

1. Please state the various method(s) and practice(s) that the County will use in response to **production site inspections** that result in non-compliance, including facilities that have failed to meet OLA timelines:
 - a. Include corrective actions in the inspection results notification letter, where corrective actions can be completed in 30 days or less.
 - b. Issue a Letter of Warning (LOW) or a Notice of Violation (NOV) that will include corrective actions and deadlines.
 - c. Issue an Interim Permit that includes timelines for corrective actions.
 - d. Document in a letter to the owner that indicates another agency (NRCS or SWCD) is working to correct identified pollution hazards.
 - e. Other strategies, as described in the space below.

a,c and d will be used as normal response to non-compliance with site inspections. LOW's and NOV's will be used when the situation justifies it.

2. Please indicate in the space below the various method(s) and practice(s) that the County will use in response to **land application inspections** that result in non-compliance:
 - a. Address non-compliance at the same time the facility non-compliance is addressed. See above.
 - b. Include corrective actions in the inspection results notification letter, where corrective actions can be completed in 30 days or less.
 - c. Issue an LOW or NOV that will include corrective actions and deadlines.
 - d. Document in a letter to the owner that indicates another agency (NRCS or SWCD) is working to correct identified pollution hazards.
 - e. Other strategies, as described in the space below.

All listed strategy's will be used and letters will be sent to clarify the corrective actions needed and the timelines for these actions to be completed.

3. Please state the timelines (scheduled compliance goals) that the County intends to meet when using the methods and practices identified under Item 1 and Item 2:
 - a. Notification of inspection results informing the producer of non-compliance including the listing of any corrective action that can be completed within 30 days. Follow-up contact/communication to evaluate producer progress.
 - b. Decision to escalate compliance action where progress on corrective actions is not forthcoming.

A 30 to 60 day timeline will fit most situations when minor fixes or a change in operation is needed to bring a facility into compliance or correct issues with land application, stockpiling or record keeping. Interim Permits will be issued to correct compliance issues that need considerable time.

Owner Assistance Strategy

1. Please state the number and type of activities you plan to conduct. (Examples: group education events; newsletters; newspaper articles; producer surveys; distribution of manure sample containers; help with MMP writing.)

The feedlot Program will be involved with all facets of owner assistance including a Producer education meeting, newsletters, assistance with manure record keeping, MMP's and distribution of manure sample containers.
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2. Please state the number of producers you expect will attend training and education activities if any are proposed.

Swift County holds a Producer meeting each February with about 35 in attendance.
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3. Will you be keeping track of the number of producer contacts? If so, how will it be tracked?

The Swift County Environmental Office tracks and logs producer contacts and forwards information to the Feedlot Officer for follow up.
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B. Delegated County Minimum Program Requirements (MPRs)

MN Stat. 116.0711 Subd. 2. (c) states that 25% of the total appropriation must be awarded according to the terms and conditions of the following MPRs.

1. Inspection MPR

A delegated County must inspect 7% or more of their State required registered feedlots annually, as determined by the table below, to be eligible for the Inspection MPR award. A feedlot inspection and/or a Level 2 or 3 land application inspection may only count once towards the 7% inspection rate. A second inspection done at the same site in the same year would be counted towards performance credits. At least half of the 7% inspections should be compliance (on site) inspections. The remaining half can be a combination of construction/Interim permit, Level 2 and Level 3 inspections.

Inspection MPRs	July 1 – Dec. 31, 2016	Jan. 1 –Dec 31 2017
1. Agency-approved number required to be registered by the State. <i>(Please enter the number that is shown for your County on the 2016 County Program Base Grant Award Schedule in Appendix B.)</i>	157	157
2. County – Agency agreed upon inspection rate. <i>(This is 7% for 2016 and 2017 unless otherwise negotiated.)</i>	10%	10%
3. County – Agency agreed upon inspection number for the identified time period.	16	16

2. Other MPRs

Registration MPRs	YES	NO
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<p>1. The County will register and maintain registration data in the Delta/Tempo database in accordance with MN R. Ch. 7020.0350 Subp. 1 and 7020.1600, Subp. 2. C.</p> <p><i>A County program review should indicate that the County uses the MPCA standard feedlot registration form or has been approved to use a County-designed registration form and updates Tempo with the registration information acquired from registration forms and/or permit applications. Tempo fields that must be updated continuously include shoreland status, DWSMA and OLA as agreed to by FMT-MACFO in 2013.</i></p>	X	<input type="checkbox"/>
<p>2. The County issues a registration receipt to the feedlot owner within 30 days of receipt of the registration form. (7020.0350, Subp. 5.)</p> <p><i>A file review should indicate that the County has fulfilled the registration receipt requirement as stated in their registration work plan strategy.</i></p>	X	<input type="checkbox"/>

Inspection MPRs	YES	NO
<p>3. The County maintains a record of all compliance inspections, including land application review results, conducted at feedlots required to be registered. At a minimum, counties must maintain on file (electronic or paper) a completed copy of the Non-NPDES Inspection Checklist. (7020.1600, Subp. 2. H.)</p> <p><i>A file review should indicate that the County uses and maintains on file inspection documentation in accordance with the above requirement.</i></p>	X	<input type="checkbox"/>
<p>4. The County completes entry of data from all feedlot compliance inspections, including land application review results, at feedlots required to be registered, into Delta and in accordance with Delta inspection fields by February 1 of the year following the end of the program year. (7020.1600, Subp. 2. H.)</p> <p><i>A Delta/Tempo database query should indicate the entry of inspection data into Tempo occurs within required parameters.</i></p>	X	<input type="checkbox"/>
<p>5. The work plan contains an inspection strategy that has been approved by the agency. (7020.1600, Subp. 3a.B.(1-2))</p> <p><i>The Annual Inspection Strategy Progress report (located in the Supplemental Information Page section of the Annual County Feedlot Officer and Performance Credit Report) should indicate that the County initiated inspection plans and goals as stated in their inspection strategy.</i></p>	X	<input type="checkbox"/>

Compliance MPRs	YES	NO
<p>6. The County will notify the producer, in writing, of the results for any compliance inspection conducted. The notification must include a completed copy of the Non-NPDES Inspection Checklist. (7020.1600, Subp. 3a.B. (5a.))</p> <p><i>A file review should indicate that the County has notified the producers of compliance inspection results. Notification must be in writing either by letter or by a document and signed by the producer that he/she has viewed and agree with the completed inspection report and waives any further notification of results by mail.</i></p>	X	<input type="checkbox"/>
<p>7. The County will bring feedlot operations into compliance through the implementation of scheduled compliance goals as stated in their compliance strategy (7020.1600, Subp. 3a.B.(5)).</p> <p><i>A file review should indicate that in matters of non-compliance the County followed their compliance</i></p>	X	<input type="checkbox"/>

<i>strategies.</i>		
8. The County maintains documentation and correspondence for any return to compliance from a documented non-compliance status. (7020.1600, Subp. 2.H.) <i>When a County records a corrective action in Delta/Tempo the file should contain documentation by either the County or another party verifying that the corrective action was implemented and/or installed. (A separate inspection should be entered in Tempo to show return to compliance.)</i>	X	<input type="checkbox"/>
Permitting MPRs	YES	NO
9. The County will issue permits within the 60/120 day time period according to Minn. Stat. 15.99. (7020.0505, Subp. 5.B.) <i>A file review should indicate that the County date stamps all application components and if applicable uses letters to notify producers of incomplete applications. An application component received by the county electronically (via e-mail) does not need a date stamp provided the dated e-mail is saved with the document.</i>	X	<input type="checkbox"/>
10. The County will make sure all permit applications are complete. (7020.1600, Subp. 2.C.) <i>A file review should indicate that the County uses an agency approved application checklist and that applications are complete.</i>	X	<input type="checkbox"/>
11. The County will ensure producer compliance with required notifications. (7020.2000, Subp. 4 and Subp. 5) <i>Public notifications for new or existing feedlots with a capacity of ≥ 500 AU proposing to construct or expand must include the following information:</i> <ul style="list-style-type: none"> a. Owner's names or legal name of the facility; b. Location of facility - county, township, section, and quarter section; c. Species of livestock and total animal units; d. Types of confinement buildings, lots, and areas at the animal feedlot; and e. Types of manure storage areas <i>Public notification is completed by equal or greater notification of one of the following:</i> <ul style="list-style-type: none"> a. Newspaper (affidavit in file) b. Delivery by mail or in person; or c. As part of a county/township permitting process (CUP). 	X	<input type="checkbox"/>
12. Appropriate permit issuance after completion of required notifications. (7020.2000, Subp. 5) <i>A file review should indicate that permits have been issued after the appropriate number (20) of business days following public notifications.</i>	X	<input type="checkbox"/>
13. The County will ensure that MMP (manure management plan) conditions have been met according to 7020.2225, Subp. 4.D. prior to permit issuance (7001.0140). <i>A file review should indicate that a MMP and a MMP checklist completed by the County is on file for any Interim permit issued (for a site ≥ 100 AU); that a manure management checklist completed by the CFO is on file for any CSF permit issued for a feedlot with ≥ 300 AU where manure is non-transferred; and that a completed copy of the document "MMP When Ownership of Manure is Transferred" is on file for a feedlot with ≥ 300 AU where manure is transferred.</i>	X	<input type="checkbox"/>
14. The County will ensure that a producer who submits a permit application that includes a liquid manure storage area (LMSA) meets the requirements in 7020.2100. <i>A file review should indicate that the County uses an agency approved LMSA checklist and that plans and specifications are complete.</i>	X	<input type="checkbox"/>

15. The County will ensure that any pollution problem existing at a producer's site will be resolved before the permit is issued or is addressed by the permit. (7020.0500, Subp. 5.B. and 7001.0140) <i>A file review should indicate that the County issues Interim permits in appropriate situations and conducts an inspection prior to permit issuance.</i>	X	<input type="checkbox"/>
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Complaint Response MPR	YES	NO
16. The County maintains a record of all complaint correspondence. (7020.1600, Subp. 2.H. and Subp. 2.J.(6)) <i>The County maintains a complaint log and promptly reports to the MPCA any complaints that represent a possible health threat, a significant environmental impact or indicate a flagrant violation. The complaint log record includes the following information:</i> <ul style="list-style-type: none"> <i>a. Type of complaint</i> <i>b. Location of complaint</i> <i>c. Date and time complaint was made</i> <i>d. Facts and circumstances related to the complaint</i> <i>e. A statement describing the resolution of the complaint</i> 	X	<input type="checkbox"/>

Owner Assistance MPR	YES	NO
17. The work plan contains owner assistance goals that have been approved by the agency. (7020.1600, Subp, 2.J.(5) and Subp. 3a.B.(7)) <i>The annual delegation review should indicate that the County initiated their plans in accordance with their owner assistance strategy.</i>	X	<input type="checkbox"/>

Staffing Level and Training MPR	YES	NO
18. The CFO (and other feedlot staff) attends training necessary to perform the duties of the feedlot program and is consistent with the agency training recommendations. (7020.1600, Subp. 2.K.) <i>The County should complete a minimum of 18 continuing education units (CEUs). Each unit consists of one hour of training related to MN Rules Ch. 7020 competency areas: regulating new construction; conducting inspections and evaluating compliance; handling complaints and reported spills; responding to air quality complaints, resolving identified pollution problems, communicating with farmers and the agricultural community. (See Annual CFO Report Form Guidance document for more information about Training Performance credits.) All training sessions attended by the County must be submitted using the Supplementary Report Form.</i>	X	<input type="checkbox"/>

Air Quality MPR	YES	NO
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<p>19. The County maintains a record of all notifications received from feedlot owners claiming air quality exemptions including the days exempted and the cumulative days used. (7020.1600, Subp. 2.I.)</p> <p><i>The County should maintain a pumping notification log. The record includes the following information:</i></p> <ul style="list-style-type: none"> <i>a. Names of the owners/legal facility name</i> <i>b. Location of the facility (county, township, section, quarter)</i> <i>c. Facility permit number</i> <i>d. Start date and number of days to removal</i> 	X	<input type="checkbox"/>
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Web Reporting Requirement	YES	NO
<p>20. The County maintains an active website listing detailed information on the expenditure of County program grant funds and measureable outcomes as a result of the expenditure of funds. (H.F. No. 2123, 86th Legislative Session, Article 1, Section 3, Subdivision 1)</p> <p><i>As of July 1 of the current program year the Annual CFO Report and an MPCA financial report (yet to be determined) for the previous program year should be on the County's website.</i></p>	X	<input type="checkbox"/>

2016 County Feedlot Program Delegation Agreement and Work Plan Review

A. County Need Requests Please state any specific resources that you are requesting the MPCA provide to help administer the County feedlot program in your County.

B. Agency Response to County Need Request

C. Documentation of Work Plan Revisions and/or Alternate Methods for Meeting MPRs Any work plan revisions including alternate methods for meeting MPRs that have been agreed to by both MPCA and the County must be documented in this space.

D. Work Plan Approval

The 2016 delegation agreement and work plan has Yes No
 been reviewed and satisfactorily addresses delegation
 agreement requirements.

The comments as recorded in the above parts together with the signatures of represented parties constitute that review of the delegation agreement has been conducted and that agreement of County duties and goals by the MPCA and the County for the January 1 – December 31, 2016 period has been achieved.	
	(County Feedlot Officer)
	(Signature of County Feedlot Officer) (Date)
	(MPCA Regional Staff)
	(Signature of MPCA Regional Staff) (Date)
	(MPCA County Development Lead)
	(Signature of MPCA County Development Lead) (Date)

Amendment: _____

2017 County Feedlot Program Delegation Agreement and Work Plan Review

D. County Need Requests Please state any specific resources that you are requesting the MPCA provide to help administer the County feedlot program in your County.

E. Agency Response to County Need Request

F. Documentation of Work Plan Revisions and/or Alternate Methods for Meeting MPRs Any work plan revisions including alternate methods for meeting MPRs that have been agreed to by both MPCA and the County must be documented in this space.

E. Work Plan Approval

The 2017 delegation agreement and work plan has Yes No
 been reviewed and satisfactorily addresses delegation
 agreement requirements.

The comments as recorded in the above parts together with the signatures of represented parties constitute that review of the delegation agreement has been conducted and that agreement of County duties and goals by the MPCA and the County for the January 1 – December 31, 2017 period has been achieved.	
	(County Feedlot Officer)
	(Signature of County Feedlot Officer) (Date)
	(MPCA Regional Staff)
	(Signature of MPCA Regional Staff) (Date)
	(MPCA County Development Lead)
	(Signature of MPCA County Development Lead) (Date)

Amendment: _____

2016 – 2017 Work Plan Inspection Strategy Guidance

The Inspection Strategy section of the work plan has been changed for 2016-2017. We have provided this guidance to ensure that Counties understand the work plan inspection strategy and can prepare inspection goals in line with applicable requirements.

There will be no penalty if the County does not meet their strategies as long as they have valid reasons for not meeting it. The MPCA understands this is only a plan and that things happen. But the expectation is that the CFO communicates with their regional staff in a timely manner if they feel they will not be able to meet their goals during the year.

Changes to the work plan inspection strategy for 2016 – 2017:

1. The production site and land application site inspection strategies have been combined.
 - Production site inspection. A production site inspection is a full compliance inspection where all applicable parts of the non-NPDES inspection checklist must be completed including a Level 1 land application review.
 - Land application inspection. Three types of land application inspections can be conducted - Level 1, Level 2 and Level 3. Remember that all full compliance inspections includes a Level 1 land application inspection as applicable to the site. The non-NPDES inspection checklist must be used to document land application inspection results and the results must be entered into Tempo. None of the three types of land application inspections on their own meet the definition of a compliance inspection. However, Level 2 and Level 3 land application inspections will count towards the 7% inspection rate (Level 2 as 1.0 inspection and Level 3 as ½ of an inspection). Credit for a Level 2 land application inspection will be given only if there are records available and if those records are sufficient to meet the Level I inspection requirement.
2. The production site inspection component has four mandatory inspection strategy requirements:
 - Sites proposing construction or expansion.
 - Sites receiving an Interim or Construction Short Form (CSF) permit. A CSF permit applies to sites with ≥ 300 AU.
 - Sites with signed open lot agreements (OLAs) that have never been inspected.
 - Sites required to be registered that have never been inspected.
3. Compliance and construction inspections conducted at sites required to be State registered count toward the 7% inspection rate. A Level 2 land application inspection does count toward the 7% inspection rate as 1.0 inspection. A Level 3 land application inspection does count towards the 7% inspection rate as 0.5 inspections.
4. The County must write an annual inspection strategy progress report. The inspection strategy progress report is included in the Supplemental Information Page of the Annual County Feedlot Officer and Performance Credit Report. The County needs to be realistic in their inspection strategy because they will be required to answer if they fail to meet their goals. See MPR No. 5.

As part of developing a realistic inspection strategy the County needs to consider all of their strategies (production site and land application) and the time commitment required. The County should not design their inspection goals to simply meet the 7% minimum inspection rate. Rather the county is urged to set inspection goals according to their inspections needs such as feedlots that have never been inspected or feedlots with OLAs that have not been inspected.

Recommended approach for developing inspection goals

Step 1. The first step is to calculate the number of feedlots that the County intends to inspect annually. The County needs to set a goal of inspecting at least 7% of the total number of feedlots required to be registered in the County. Given this formula, a County with 300 feedlots would need to conduct 21 compliance inspections or a combination of 21 compliance, construction, Level 2 or Level 3 inspections annually. Two Level 3 land application inspections are needed to be counted as 1.0 compliance or construction inspection.

Step 2. The second step is to calculate the number of sites in the county that are subject to the four required inspection strategy categories (see Item 2 above). For example a County may estimate that, based on past experience, they will need to inspect about 15 sites as a result of permit issuance requirements; and, they estimate that they have 10 sites with signed OLAs that have never been inspected; and, they estimate that they have 50 sites required to be registered that have never been visited. In this case the total number of sites needing to be inspected is 75.

Step 3. The third step is to decide how many inspections the County can conduct in each of the required categories over the next two years. The County must plan to inspect all sites each year where permits are being issued. However, counties may be able to complete only a fraction of the inspections over the next two years at feedlots that have never been inspected or with signed OLAs that have never been inspected. The reason is that some counties still have hundreds of sites that have never been inspected or sites with signed OLAs that have never been inspected. In the example used, the County has determined that they will do a total of 21 inspections annually (see Step 1) and that 15 of them will be due to permit issuances (Step 2). This leaves six inspections available for sites that are required to be registered but have never been inspected and sites with signed OLAs that have never been visited.

Step 4. This step only applies to Counties where the number of planned inspections, as defined by the four required inspection strategy categories, is less than 7% of the total number of feedlots in the County. In that event, the County must choose additional inspection strategies (listed in the work plan or proposed by the County as high risk/priority or low risk/priority) whereby the County will be assured of meeting the 7% minimum inspection requirement.

FY 2016 County Program Base Grant Award Schedule

July 1, 2015 - June 30, 2016

\$1,959,000 Appropriation

1. The funding rate for 2016 is \$68.72/feedlot for Part B and \$30.17 for Part C.
2. Data from the January 1, 2014 Registration Update is used for the Feedlots Eligible-for-Funding column.
3. Eight counties receive the minimum funding of \$7,500 as provided by statute.

Delegated County	Feedlots Eligible for Funding	Part B. Base Grant Award	County Match Requirement	Part C. MPR Award	Total Award
Big Stone	40	\$7,500	\$5,250		\$7,500
Blue Earth	363	\$24,945	\$24,945	\$10,952	\$35,897
Brown	386	\$26,526	\$26,526	\$11,646	\$38,172
Carver	238	\$16,355	\$16,355	\$7,180	\$23,536
Clay	105	\$7,216	\$7,216	\$3,168	\$10,383
Cottonwood	257	\$17,661	\$17,661	\$7,754	\$25,415
Dakota	161	\$11,064	\$11,064	\$4,857	\$15,921
Dodge	237	\$16,287	\$16,287	\$7,150	\$23,437
Douglas	420	\$28,862	\$28,862	\$12,671	\$41,534
Faribault	362	\$24,877	\$24,877	\$10,922	\$35,798
Fillmore	737	\$50,647	\$50,647	\$22,235	\$72,882
Freeborn	285	\$19,585	\$19,585	\$8,598	\$28,184
Goodhue	685	\$47,073	\$47,073	\$20,666	\$67,740
Houston	414	\$28,450	\$28,450	\$12,490	\$40,940
Jackson	330	\$22,678	\$22,678	\$9,956	\$32,634
Kandiyohi	445	\$30,580	\$30,580	\$13,426	\$44,006
Kittson	18	\$7,500	\$5,250		\$7,500
Lac Qui Parle	194	\$13,332	\$13,332	\$5,853	\$19,185
Lake of the Woods	25	\$7,500	\$5,250		\$7,500
Le Sueur	172	\$11,820	\$11,820	\$5,189	\$17,009
Lincoln	414	\$28,450	\$28,450	\$12,490	\$40,940
Lyon	282	\$19,379	\$19,379	\$8,508	\$27,887
McLeod	329	\$22,609	\$22,609	\$9,926	\$32,535
Marshall	41	\$7,500	\$5,250		\$7,500
Martin	474	\$32,573	\$32,573	\$14,301	\$46,874
Meeker	253	\$17,386	\$17,386	\$7,633	\$25,019
Morrison	618	\$42,469	\$42,469	\$18,645	\$61,114
Mower	381	\$26,182	\$26,182	\$11,495	\$37,677
Murray	425	\$29,206	\$29,206	\$12,822	\$42,028
Nicollet	316	\$21,716	\$21,716	\$9,534	\$31,249
Nobles	432	\$29,687	\$29,687	\$13,033	\$42,720
Norman	45	\$7,500	\$5,250		\$7,500
Otter Tail	0	\$0	\$0	\$0	\$0
Pennington	38	\$7,500	\$5,250		\$7,500

Pipestone	451	\$30,993	\$30,993	\$13,607	\$44,599
Polk	77	\$5,291	\$5,291	\$2,323	\$7,615
Pope	294	\$20,204	\$20,204	\$8,870	\$29,074
Red Lake	38	\$7,500	\$5,250		\$7,500
Renville	288	\$19,791	\$19,791	\$8,689	\$28,480
Rice	287	\$19,723	\$19,723	\$8,659	\$28,381
Rock	512	\$35,185	\$35,185	\$15,447	\$50,632
Sibley	289	\$19,860	\$19,860	\$8,719	\$28,579
	1,49				
Stearns	1	\$102,462	\$102,462	\$44,983	\$147,445
Steele	251	\$17,249	\$17,249	\$7,573	\$24,821
Stevens	130	\$8,934	\$8,934	\$3,922	\$12,856
Swift	157	\$10,789	\$10,789	\$4,737	\$15,526
Todd	682	\$46,867	\$46,867	\$20,576	\$67,443
Traverse	34	\$7,500	\$5,250		\$7,500
Wadena	99	\$6,803	\$6,803	\$2,987	\$9,790
Waseca	234	\$16,080	\$16,080	\$7,060	\$23,140
Watonwan	184	\$12,644	\$12,644	\$5,551	\$18,196
Winona	555	\$38,140	\$38,140	\$16,744	\$54,884
Wright	263	\$18,073	\$18,073	\$7,935	\$26,008
Yellow Medicine	271	\$18,623	\$18,623	\$8,176	\$26,799
TOTAL	16,509	\$1,175,326	\$1,157,326	\$489,659	\$1,664,985



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the purchase a tax-forfeited property by the City of DeGraff	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tax-Forfeited Property sales outside of an auction must be approved by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Parcel #26-0070-000 was tax-forfeited to the State of Minnesota for lack of property tax payment. The City of DeGraff has offered to purchase this parcel for \$1 and making improvements for it to be inhabitable. I would recommend the sale of this parcel. I feel this price is equal to the fair market value of this house after viewing the condition it is in currently.	
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	RECOMMENDATIONS: Review and take an action
COMMENTS: None	COMMENTS: None

CITY OF DEGRAFF

November 10, 2015

To: Swift County

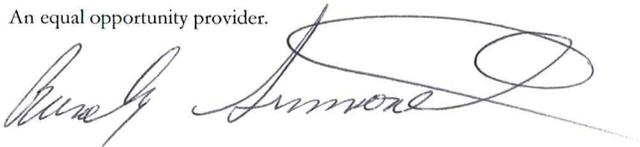
The City of DeGraff is requesting the opportunity to purchase the tax forfeiture property listed as:

Lot 1 & 2, Block 22
City of DeGraff
The Physical Address:
301 2nd Street S
DeGraff, MN 56271

The City is offering to pay \$1 for this property.
The City will be making improvements to this property to make it livable.

Mayor
Randy Simmonds

An equal opportunity provider.

A handwritten signature in black ink, appearing to read "Randy Simmonds", written in a cursive style.

Kimberly A. Saterbak
Swift County Auditor

301 14th St N
P.O. Box 288
Benson, MN 56215

Phone (320) 843-4069
Fax (320) 843-2275

e-mail:
kim.saterbak@co.swift.mn.us

November 10, 2015

City of DeGraff
307 Atlantic Avenue
DeGraff, MN 56271

Dear Randy,

Below is the detailed breakdown of the cost associated with the purchase of tax forfeiture property located at 301 2nd Street S, DeGraff, Minnesota:

Purchase Price	\$	1.00
State Deed Tax	\$	1.65
State Deed Fee	\$	25.00
Recording Fee	\$	<u>46.00</u>
	\$	73.65 Total Purchase Price

**prior to tax forfeiture – no assessments after forfeiture reported.

Please give me a call if you have questions or concerns.

Sincerely,

Kimberly Saterbak
County Auditor



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion on revised position descriptions and new performance review tool																	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No																
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Statue requires the county to adopt a compensation plan for the County to meet pay equity requirements.																
<p>BACKGROUND/JUSTIFICATION:</p> <p>As part of the classification and compensation work by Springsted, new position descriptions and performance review tool was developed for each position in the County. While the board has seen the position descriptions, the board still needs to take a formal action to adopt them. Specifically the board is required to review the position descriptions for the elected county officers (Attorney, Sheriff, and Treasurer) as statue requires the County Board to be "intimately familiar" with the duties and responsibility of these position. Therefore the board should take care in reviewing the position descriptions for these three elected positions. The position descriptions for the elected county officers are attached. The remaining position descriptions are in a separate attachment to the board packet and are available on the County's intranet.</p> <p>Additionally, the board should consider adopting a policy that addresses when and how position descriptions will be reviewed and when changes would occur. The goal would be to incrementally review positions and address potential issues on an on-going basis. The attached draft policy attempts to do this.</p> <p>Finally, the new Performance Review Tool is customized for each position in the County with the aim of making reviews more meaningful and easier to complete by supervisors. The performance evaluation tool looks at three areas: are essential functions of the position be achieved, is quality customer service being delivered, and have the goals set since the last evaluation been achieved. Each area is weighted as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Essential Functions</th> <th>Customer Service</th> <th>Goals</th> </tr> </thead> <tbody> <tr> <td>Department Heads</td> <td>30%</td> <td>20%</td> <td>50%</td> </tr> <tr> <td>Managers and Supervisors</td> <td>40%</td> <td>20%</td> <td>40%</td> </tr> <tr> <td>Non-Supervisory Staff</td> <td>50%</td> <td>20%</td> <td>30%</td> </tr> </tbody> </table> <p>Attached is one example of the new performance review tool.</p>			Essential Functions	Customer Service	Goals	Department Heads	30%	20%	50%	Managers and Supervisors	40%	20%	40%	Non-Supervisory Staff	50%	20%	30%
	Essential Functions	Customer Service	Goals														
Department Heads	30%	20%	50%														
Managers and Supervisors	40%	20%	40%														
Non-Supervisory Staff	50%	20%	30%														
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?																	

Budget Information

FUNDING: This has no impact to the overall County budget.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and discuss. No action requested.
COMMENTS: None	COMMENTS: None

County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work advising the County Board and agencies on all legal matters; represents the County in all civil and criminal court hearings; prosecutes all felony, gross misdemeanor and criminal matters in the County, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Represents Swift County in Court and Administrative proceedings. Supervises department staff. Coordinates with other criminal justice agencies; advises law enforcement officials and criminal investigators; advises County Officials on legal matters. Drafts criminal and civil complaints and civil petitions. Researches legal issues; reviews reports from law enforcement and County agencies. Prepares cases for court hearings and trials; interviews witnesses. Prepares and reviews County contracts; drafts and reviews proposed county ordinances. Educates the community on the criminal justice and court system.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal and county law, torts, contracts, civil rights, administrative process, and real property; comprehensive knowledge of local, state and federal laws and court decisions affecting municipalities and counties; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively orally and in writing; ability to handle complex trial and appellate litigation; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar and the general public; comprehensive knowledge of personnel and employment law; parliamentary procedures; general knowledge of personal computer and associated hardware and software programs; skill in drafting ordinances and resolutions; ability to work independently and/or as a member of a team; ability to supervise the work of subordinate personnel; ability to prepare concise reports; ability to express ideas clearly and effectively orally and in writing.

Education and Experience

Juris Doctorate and extensive experience with laws affecting municipalities or counties, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Attorney's License.
Annual Continuing Legal Education Credits.

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult advanced protective services work managing and directing the activities and resources of the Swift County Sheriff's Office; performing the duties of a licensed law enforcement official; supervises all investigations, training, and hiring process, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Oversees the operation of the Sheriff's Office; oversees maintenance of all records, material and equipment associated with the Sheriff's Office law enforcement activities and administration. Directs and assigns the supervision of all departmental employees; supervises all training and duty assignments; manages conflict resolution; coaches and disciplines; hires and terminates employees. Researches and develops plans and policies for the Sheriff's Office involving needs, problem solving and future goals. Performs all the powers, duties and responsibilities of a licensed peace officer, pursuant to State statutes; performs all the powers, duties and responsibilities of Sheriff, pursuant to State Statutes; responds to calls for service; serves criminal and civil processes; assists in patrol, court, jail and dispatch. Manages contracts, job proposals and bids for work to be conducted on facilities or equipment associated with Sheriff's Office. Prepares and administers the Department's Annual Operating Budget; presents to the County Board for their approval per state statute. Reviews all reports; oversees all investigations, assists when required. Coordinates activities with other law enforcement agencies. Ensures the safety and security of detainees and persons in custody.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the use of firearms, tasers, restraints and radio communications; comprehensive skill operating standard office computer equipment and applicable hardware and software; thorough knowledge of the geography of the County; ability to evaluate the effectiveness of the law enforcement and detention operations and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; ability to establish and maintain effective working relationships with County and elected officials, outside law enforcement agencies and officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in law enforcement or criminal justice, or related field and considerable experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of over 100 pounds of force; work frequently standing, walking, sitting, speaking or hearing and repetitive motions and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

County Sheriff

Dept/Div: *Sheriff/Sheriff*

FLSA Status: *Exempt*

Special Requirements

Peace Officer Standards and Training (POST) License upon hire

New Sheriff's School

On-going POST License training

Supervisory Training

Valid driver's license in the State of Minnesota.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work overseeing tax billing and collections; monitoring County investments and cash-flow, supervising office operations and issuance of vital records, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the electorate and County Board. Continuous supervision is exercised over Deputy Treasurer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepares and mails tax statements; collects taxes on before the statutory deadlines of May 15, Oct. 15 and Nov. 15; prepares settlement reports for distribution of taxes to taxing districts; calculates penalty due for late payments and send out notices; maintains and updates participants to automated tax collection files; prepares and sends files to bank for collection; analyzes and verifies escrow payment files for accuracy and processing payment; prepares Truth & Taxation statements for mailing; provides data to update taxpayer addresses for mailing; reviews and analyzes reports on collected and uncollected taxes. Analyzes and determines investment opportunities based upon cash flow and department spending requirements; consults brokers/bankers for investment strategies and advice; seeks bids/quotes for investment purchases; monitors deposits in designated depositories to determine level of collateralization needed to secure deposits; prepares investment and cash balance reports for County Board or departments as required or requested. Supervises and oversees processes required for daily operations such as daily deposit preparation and balancing receipts; verifies payment abstracts against issued checks to determine accuracy of payments; reconciles bank statements monthly to determine accurate bank and account balance; reviews Trial Balance reports with staff to determine Fund Balances; prepares various reports and gather information for annual audit; makes deposits on a timely basis. Prepares legal birth/death/marriage records for constituents; assists genealogists with vital record searches; attends training sessions and trains staff on procedures and changes in processes due to new law requirements; processes marriage applications and notary filings. Prepares annual department budget for submission to the Administrator and County Board; reviews budget reports monthly to determine income and expenses; orders forms and supplies as needed; assists with mail processing for all County Departments; prepares monthly usage reports for departments; provides taxpayer/customer service by phone, email or at the front counter.

Knowledge, Skills and Abilities

Thorough knowledge of organization and department policies, practices, procedures, departmental legal guidelines, recommendations, best practices, ordinance and laws; Comprehensive knowledge of the principles, methods and practices of accounting; thorough knowledge of the principles underlying the laws, ordinances and regulations governing the operations of the Treasurer's Office; thorough knowledge of modern business management and office practices; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to plan and supervise the work of others; comprehensive skill operating standard office computer equipment and applicable hardware and software; ability to establish and maintain effective working relationships with County officials, associates and the general public.

Education and Experience

Associates/Technical degree with coursework in business management, finance or government accounting, or related field and moderate experience, or equivalent combination of education and experience.

County Treasurer

Dept/Div: *Treasurer*

FLSA Status: *Exempt*

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires using hands to finger, handle or feel, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Semi-annual State Association training (ongoing)

Valid driver's license in the State of Minnesota.

201.402 – Determination of Open Position

- (A) Departments Heads shall notify the County Administrator when a vacancy exists. Such notification will include a recommendation for replacement and any changes in the applicable position description. The current position description for the vacant position shall be reviewed and updated if necessary by the Department Head. Changes to the position description shall be submitted to the County Administrator for final approval. County Board Action is not required for the updating or revision of position descriptions unless the position is a Department Head or Director level position or a change in pay grade.

If the position is an existing and funded position, then the County Administrator may authorize the recruitment for that position. If the position is not an existing and funded position or if changes to the position description is needed then such request shall go to the appropriate Board.

201.415 – Position Descriptions

- (A) To maintain consistency between positions within the County and to comply with Comparable Worth standards found in Minnesota Statute, position descriptions shall be maintained countywide by the County Administrator in the following manner:
- (1) The current position description for the vacant position shall be reviewed and updated if necessary by the Department Head. Changes to the position description shall be submitted to the County Administrator for final approval. County Board Action is not required for the updating or revision of position descriptions unless the position is a Department Head or Director level position or a change in pay grade. If a change in grade is warranted with the revision then in all cases they shall be forwarded to the Personnel Committee for review and recommendation before going to the full board for final approval.
 - (2) Revisions to position descriptions for existing and filled positions shall follow the procedures set out in 201.416 (Comparable Worth Policy).
 - (3) Any position that warrants a supplemental position description (e.g. Social Workers), the supplemental position description shall be treated as part of the main position description and shall follow the same approval process as all other position descriptions.
 - (4) All current position descriptions (and supplemental position descriptions) shall be maintained on the County's internal website. Official copies of all position descriptions shall be on file in the County Administrator's office.

201.416 – Comparable Worth Policy

(A) Scope of Policies And Procedures

Purpose:

These policies and procedures express the Swift County Board of Commissioners' intent to maintain a County-wide plan which conforms to Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.

The following policies and procedures are based on the "2013 Employee Classification and Compensation Study" which was done in conjunction with Springsted Incorporated's "SAFE System" and accepted by the Swift County Board.

(1) Classifications of Newly Created Positions

Classifications of newly created positions will be evaluated in the following manner:

- (a) A job description will be developed for the position by the Department Head and submitted to the Administration department.

After the job description is completed, the grade for this position will be determined by the Department Head and the County Administrator and submitted to the Personnel Committee for approval. As a part of that determination, the Department Head will complete a form recommending the levels of the various factors. If the Personnel Committee agrees with the answers and the grade levels recommended by the SAFE System, the recommendation will be forwarded to the County Board for approval.

(2) Existing Positions

- (a) Existing positions will be eligible for one reevaluation during a twelve-month period. The completed reevaluation form must be turned into the Administration Department by April 30th to ensure completion, of the reevaluation in July prior to establishing the budget for the following year.
- (b) Single incumbent position - one individual is in the classification and wished either for the position to be rated at a higher (or lower) grade level to correspond with the recent changes in the major job functions. This type of reevaluation may or may not include a change in title.
- (c) Two or more incumbents in the position - there is more than one individual in the position. An reevaluation could either be presented by the entire group or by an individual within the group to have the grade level of the position raised or lowered to correspond with the recent changes in the major job. A request could be made that the level of the position not change and instead an individual, based on the work tasks, be assigned to

a different position title which may or may not result in a different grade level assignment.

(3) Classification Changes Initiated by the Personnel Committee

The Personnel Committee, when it deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the Supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for its approval.

(4) Basis for Reevaluations

The Department Head and/or County Administrator will only initiate completing and reaching a consensus on a Job Evaluation Request for Reconsideration Form for an existing position that contains a 25% cumulative change in major job functions from those described in the current job description.

Reevaluations that could result in a higher classification of a position based on new tasks that have been added within the past year may be denied because the Department Head may be instructed to create a new job description and post that job after Board approval of the new position.

Accumulative change of 25% in major job functions does not guarantee a change in score resulting in either an increase or decrease in grade level.

(5) Annual Reevaluations Process

The following rules will govern the reevaluations process:

(a) Reevaluations will be accepted from employees, supervisors, department heads or the County Administrator on or before April 30th of each year, no late reevaluations will be accepted.

(b) Reevaluations must be presented on the forms that are developed and available from the Administration department. Additional sheets may be added as necessary to support the changes requested in the reevaluation.

(c) It will be necessary for the employee to present the reevaluation to his or her immediate supervisor for review as well as to the head of the department. Both the Supervisor and the Department Head will be required to be in full agreement on the reevaluation. If the Department Head and/or Supervisor and employee are not in full agreement the reevaluation can be submitted to the County Administrator to make an initial determination as to whether or not it will be formally reviewed. The Personnel Committee will review all reevaluations that are submitted in full agreement.

The Personnel Committee's or the County Administrator's decision on the reevaluation of a grade classification of a position will be based on whether or not the evidence presented supports the request as well as whether or not the request is reasonable based upon individual hierarchy factors as well as the overall hierarchy of the County.

Following approval of the County Board, any resulting changes in salary or grade classification will be effective upon the pay-period following approval. However, it is important to note that the salaries of union members cannot be changed without the agreement of the union and changes must comply with the provisions of the union contract.

All individuals will be notified in writing within 30 days of the outcome of their reevaluation and the impact, if any, that it will have on their salary.

(B) Salary Changes as a Result of Comparable Worth Grade Level

The following shall guide changes in pay grade levels unless superseded by language in a collective bargaining agreement.

(1) RECLASSIFICATIONS

Except as has already been stated with regard to new positions, the following rules will govern salary changes resulting from reclassifications:

(a) As Swift County moves to a single compensation plan, adjustments from this point forward are directed at maintenance of pay equity and competitive pay between similar type organizations as Swift County that creates equity between all positions in the County.

(b) Anniversary dates shall be recognized as the date of hire unless said employee's position has been reclassified during his/her employment with Swift County for other than Comparable Worth reasons or the union contract provides for a different date. Any Comparable Worth grade level reclassification of positions would not affect an employee's anniversary date.

(2) Salary on Reclassification to a Higher Grade

An employee whose position is reclassified to a higher grade shall receive a pay adjustment that is the minimum of the new salary range or an amount equal to four percent (4%) higher than the current salary and placement onto the next highest step, whichever is greater. No salary increase shall be granted which would place the employee's rate of pay above the maximum of the authorized salary range for the new (reclassified) position. The employee's eligibility for step increases will not change upon the reclassification.

(3) Salary on Reclassification to a Lower Grade

An employee whose position is reclassified to a lower grade shall be placed in that new salary range at the employee's existing rate of pay. An employee whose rate of pay is above the maximum of the salary grade, due to a reclassification to

a lower grade, shall receive one-half (½) of the uniform cost of living adjustment granted by the County Board to other employees whose salaries fall within their assigned grades. The employee's eligibility for step increases will not change upon the reclassification.

(4) Salary on Promotion

An employee promoted to a classification in a higher salary range shall receive a pay adjustment that is the minimum of the new salary range or an amount equal to four percent (4%) higher than the current salary and placement onto the next highest step, whichever is greater. No salary increase shall be granted which would place the employee's rate of pay above the maximum of the authorized salary range for the new (promoted) position. An additional increase may be granted to the promoted employee if such additional increase is recommended by the Department Head, the promotion involves more than one grade change, and the recommendation is approved by the County Board. The employee's eligibility for step increases will not change upon the promotion.

(5) Salary on Demotion – Voluntary & Disciplinary

For a voluntary or disciplinary demotion, the employee's pay shall be reduced to a point within the salary range for the classification of the new (demoted) position as determined by the County Board. Employees demoted for disciplinary reasons shall, at a minimum, receive a reduction in salary in an amount equal to at least four percent (4%) of the applicable grade for the position. In no event, shall a demoted employee's rate of pay remain above the maximum of the authorized salary range of the classification to which the employee was demoted. The employee's eligibility for step increases will not change upon the demotion.

(6) Salary for Employees Working Out-Of-Class

Employees who are appointed to a position in a higher classification for at least sixteen (16) consecutive working days shall receive a temporary pay adjustment for all time worked in the higher classification. This temporary pay adjustment shall be equal to the pay he or should would have received in the event that he/she had been promoted to the position. When the employee reverts to the employee's previous position, the employee's salary shall be readjusted to its previous level unless otherwise provided. This section shall not apply to employees who are filling in for an incumbent employee who is on vacation. The employee's eligibility for step increases will not change while working out-of-class.

Swift County, Minnesota

Performance Evaluation for: Swift County - County Administrator

Name: _____

Department: _____

Original Hire Date: _____

Position Hire Date: _____

Evaluation Period: _____ to _____

Performance Scale and Rating Descriptions

Scale Description

4	<u>Exceptional Performance</u> : Employee consistently performs above the established performance standard for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments.
3	<u>Exceeds Standards</u> : Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that is above the established standards. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses the job knowledge, skills, and abilities required to successfully complete all assigned tasks efficiently and effectively.
2	<u>Meets Standards</u> : Employee maintains performance level in accordance with the established standard for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.
1	<u>Needs Improvement</u> : Employee is not meeting some of the performance standards established for some of the elements. Counseling may be necessary. Employee may need further training. Employee may be lacking some of the required knowledge, skills and abilities required to perform some tasks to established standards.
0	<u>Below Standards</u> : Employee does not meet the performance standards established for the elements required of this position. Corrective measures are necessary. Employee needs additional training. Employee lacks the required knowledge, skills and abilities and is unable to perform the tasks required of the position.

SUPERVISORS: For ratings of Exceptional Performance, Needs Improvement or Below Standards you must provide explanation in the Supervisor Comment Section.

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Coordinates with department heads to formulate organizational goals; develops and recommends policies and programs to the Board; determines content and prepares and presents Board agendas and reports; serves as primary staff advisor to the County Board.						
Measurement Standards:						
Supervisor Comments:						
Directs and manages human resource functions of the County; evaluates and documents employee performance issues; directs, manages and evaluates the performance of department heads; establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods.						
Measurement Standards:						
Supervisor Comments:						
Coordinates the development and implementation of the annual County Budget and I's corresponding goals, objectives and priorities; oversees County purchasing; service agreements and contracts; assists the County Auditor in planning and						
Measurement Standards:						
Supervisor Comments:						
Responds and resolves difficult and sensitive citizen/community inquiries and complaints; explains and justifies County programs.						
Measurement Standards:						

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Supervisor Comments:						
Serves as official County spokesperson and responds to media inquiries; prepares and issues press releases.						
Measurement Standards:						
Supervisor Comments:						
Represents the County in all labor negotiations and disputes.						
Measurement Standards:						
Supervisor Comments:						
Stays abreast of trends and innovations in the field of county management, administration and service provision; participates in professional organizations and local service organizations as assigned by the County Board; serves on standing						
Measurement Standards:						
Supervisor Comments:						
Measurement Standards:						

Swift County, Minnesota

Evaluation of Essential Duties and Responsibilities

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
Supervisor Comments:						

Total Score: 0
Number of Performance Factors: 0
Average Score:

Customer Service

Name: _____

Evaluation Period _____ to _____

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
How effectively does the employee communicate with external customers and citizens? Internal customers?						
Measurement Standards:						
Supervisor Comments:						
Does the employee address external citizen and customer concerns/complaints in a timely manner? Internal customers?						
Measurement Standards:						
Supervisor Comments:						
Does the employee appropriately direct customer telephone calls or inquiries to the correct department to ensure needs are addressed?						
Measurement Standards:						
Supervisor Comments:						
Does the employee notify co-workers and supervisors, when appropriate, of customer concerns to keep them aware and informed?						
Measurement Standards:						
Supervisor Comments:						

Customer Service

Name: _____

Evaluation Period _____ to _____

(Check appropriate box)

	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
When working with internal and external customers, is the employee respectful, courteous and cooperative?						
Measurement Standards:						
Supervisor Comments:						
Does the employee seek ways to improve customer service delivery and/or satisfaction?						
Measurement Standards:						
Supervisor Comments:						
Does the employee actively seek or inquire regarding customer service training opportunities?						
Measurement Standards:						
Supervisor Comments:						

Total Score: 0
Number of Performance Factors: 0
Average Score: _____

Mutually Established Goals

Name: _____

The employee and the supervisor worked together to establish goals for this evaluation period. The completion column will indicate if the goal was accomplished and the comments section will explain results if the goal was completed or indicate why the goal was not completed.

Evaluation Period _____ to _____

(Check appropriate box)

Goal	Completed Yes/No	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:	Achieve 6 minutes						
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							
	Yes <input type="checkbox"/> No <input type="checkbox"/>						
Measurement Standards:							
Supervisor Comments:							

Evaluation Period _____ to _____

(Check appropriate box)

Goal	Completed Yes/No	Below Standards	Needs Improvement	Meets Standards	Exceeds Standards	Exceptional Performance	Score
	Yes No						
Measurement Standards:							
Supervisor Comments:							
	Yes No						
Measurement Standards:							
Supervisor Comments:							
	Yes No						
Measurement Standards:							
Supervisor Comments:							

Total Score: 0
Number of Performance Factors: 0
Average Score:

Mutually Established Future Goals

Name: _____ Evaluation Period _____ to _____

The employee and the supervisor shall work together to establish goals and the standards of measurement for achievement of those goals for the next evaluation period.

Evaluation Period _____ to _____

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

Goal:	
Measurement Standards:	

I have discussed this performance evaluation with the employee: _____
Supervisor's Signature

I have read and discussed this performance evaluation with my supervisor: _____
Employee's Signature

Summary

Name: _____ Evaluation Period _____ to _____

Essential Duties Average Score:	_____	* 30%	_____
Customer Service Average Score:	_____	* 20%	_____
Mutually Established Goals Average Score:	_____	* 50%	_____
Total Performance Rating:	0.00		0.00

Overall Performance Comments:

Employee Comments:

I have read and discussed this performance evaluation with my supervisor:

_____	_____
<i>Date</i>	<i>Employee's Signature</i>
_____	_____
	<i>Print Name</i>

I have discussed this performance evaluation with the employee:

_____	_____
<i>Date</i>	<i>Supervisor's Signature</i>
_____	_____
	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Department Director's Signature</i>
_____	_____
	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Division Manager's Signature</i>
_____	_____
	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>Human Resources Signature</i>
_____	_____
	<i>Print Name</i>

Approved by:

_____	_____
<i>Date</i>	<i>County Administrator's Signature</i>
_____	_____
	<i>Print Name</i>

Information

Employee Information

Name: _____
Address: _____
Home Phone: _____
Cell Phone: _____

Emergency Contact Information

Name: _____
Address: _____
Relationship: _____
Phone: _____

Certificates/Licenses

Certificate/License _____
Expiration Date _____

A copy of the certificate/license should be attached

Review of Job Classification

Has the job description been reviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the job description need revision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was a copy of the job description provided to employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employee's Signature

Print Name

Date



Request for Board Action

BOARD MEETING DATE:
November 17, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion of proposed changes to the FLSA	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County is required to follow FLSA requirements
BACKGROUND/JUSTIFICATION: Recently, the U.S. Department of Labor ("DOL") unveiled a proposed rule that will, if enacted, raise the minimum salary threshold required to qualify for exemption from the Fair Labor Standards Act's ("FLSA") minimum wage and overtime requirements. The proposal seeks to increase the current minimum salary requirement for the executive, administrative, professional, and certain computer employee exemptions from \$455 per week (\$23,660 per year) to \$970 per week (\$50,440 per year). The minimum salary level for exemption threshold would be increased on an annual basis after the new regulations become effective, under the DOL's proposal. The DOL projects that, if enacted, 4.7 million workers will be affected by these changes. For the County the following positions are potentially impacted by this change including: Emergency Management Director, Maintenance Supervisor, Plant Supervisor, Parks and Drainage Supervisor, Social Worker, Veteran Service Officer, Restorative Justice Coordinator, and Financial Assistance Supervisor II. The attached page details the current County Pay Plan for 2016. The areas in yellow meet the proposed minimum salary level for exemption under FLSA while the white areas do not. While the County has discretion on how to handle positions that are in a grade that splits between non-exempt and exempt salary levels, it seems that moving all positions in a grade that splits between non-exempt and exempt salary levels seem logical. This is just a discussion item at this point and no action is necessary until such time that DOL officially makes the change to FLSA.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: If the change is approved by DOL, the County could be required to pay overtime on effected positions. The exact fiscal impact is difficult to calculate at this point in time.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and discuss. No action requested.
COMMENTS: None	COMMENTS: None

2016	Hourly Rate									
Grade	1	2	3	4	5	6	7	8	9	10
6	\$ 13.85	\$ 14.27	\$ 14.69	\$ 15.14	\$ 15.59	\$ 16.07	\$ 16.53	\$ 17.03	\$ 17.55	\$ 18.08
7	\$ 14.68	\$ 15.13	\$ 15.57	\$ 16.06	\$ 16.52	\$ 17.02	\$ 17.53	\$ 18.06	\$ 18.59	\$ 19.16
8	\$ 15.56	\$ 16.03	\$ 16.51	\$ 17.01	\$ 17.52	\$ 18.05	\$ 18.58	\$ 19.14	\$ 19.71	\$ 20.31
9	\$ 16.49	\$ 16.99	\$ 17.50	\$ 18.03	\$ 18.56	\$ 19.12	\$ 19.70	\$ 20.30	\$ 20.89	\$ 21.53
10	\$ 17.49	\$ 18.02	\$ 18.55	\$ 19.11	\$ 19.68	\$ 20.28	\$ 20.88	\$ 21.51	\$ 22.16	\$ 22.82
11	\$ 18.53	\$ 19.09	\$ 19.66	\$ 20.26	\$ 20.86	\$ 21.50	\$ 22.14	\$ 22.80	\$ 23.49	\$ 24.19
12	\$ 19.65	\$ 20.25	\$ 20.84	\$ 21.48	\$ 22.12	\$ 22.78	\$ 23.47	\$ 24.17	\$ 24.89	\$ 25.64
13	\$ 20.83	\$ 21.46	\$ 22.10	\$ 22.76	\$ 23.45	\$ 24.15	\$ 24.87	\$ 25.62	\$ 26.38	\$ 27.18
14	\$ 22.08	\$ 22.74	\$ 23.43	\$ 24.13	\$ 24.85	\$ 25.60	\$ 26.36	\$ 27.15	\$ 27.96	\$ 28.81
15	\$ 23.41	\$ 24.11	\$ 24.83	\$ 25.58	\$ 26.34	\$ 27.12	\$ 27.94	\$ 28.79	\$ 29.65	\$ 30.53
16	\$ 24.81	\$ 25.56	\$ 26.32	\$ 27.10	\$ 27.92	\$ 28.77	\$ 29.63	\$ 30.51	\$ 31.42	\$ 32.37
17	\$ 26.30	\$ 27.08	\$ 27.89	\$ 28.73	\$ 29.60	\$ 30.48	\$ 31.39	\$ 32.34	\$ 33.30	\$ 34.31
18	\$ 27.87	\$ 28.71	\$ 29.58	\$ 30.46	\$ 31.37	\$ 32.32	\$ 33.27	\$ 34.28	\$ 35.30	\$ 36.36
19	\$ 29.56	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25	\$ 34.25	\$ 35.27	\$ 36.34	\$ 37.43	\$ 38.55
20	\$ 31.32	\$ 32.26	\$ 33.22	\$ 34.22	\$ 35.24	\$ 36.31	\$ 37.39	\$ 38.52	\$ 39.68	\$ 40.86
21	\$ 33.19	\$ 34.19	\$ 35.22	\$ 36.28	\$ 37.36	\$ 38.49	\$ 39.64	\$ 40.82	\$ 42.06	\$ 43.31
22	\$ 35.19	\$ 36.25	\$ 37.33	\$ 38.46	\$ 39.61	\$ 40.79	\$ 42.02	\$ 43.28	\$ 44.57	\$ 45.91
23	\$ 37.30	\$ 38.42	\$ 39.57	\$ 40.76	\$ 41.99	\$ 43.24	\$ 44.54	\$ 45.88	\$ 47.26	\$ 48.67
24	\$ 39.54	\$ 40.72	\$ 41.95	\$ 43.21	\$ 44.50	\$ 45.84	\$ 47.22	\$ 48.63	\$ 50.08	\$ 51.59
25	\$ 41.91	\$ 43.17	\$ 44.46	\$ 45.80	\$ 47.18	\$ 48.59	\$ 50.04	\$ 51.54	\$ 53.09	\$ 54.68

The area in yellow meets the proposed new minimum salary threshold required to qualify for exemption from the Fair Labor Standards Act's ("FLSA") minimum wage and overtime requirements.

Impacted Exempt Positions

Department	Title	Grade
Emergency Management	Emergency Management Director	13
Highway	Maintenance Supervisor	14
Environmental Services	Plant Supervisor	14
Parks	Parks and Drainage Supervisor	14
Human Services	Social Worker	14
Veterans Services	Veteran Service Officer	14
Restorative Justice	Restorative Justice Coordinator	15
Human Services	Financial Assistance Supervisor II	15

Title and Pay Grade				
Points	FLSA	Department	Title	Grade
100	Non-Exempt	Administration	Custodian	6
100	Non-Exempt	Human Services	Office Support Specialist	6
150	Non-Exempt	Veterans Services	Office Manager	8
153	Non-Exempt	Extension	Office Manager	8
155	Non-Exempt	Human Services	Account Technician I	8
170	Non-Exempt	Sheriff	Communication and Corrections Officer	9
173	Non-Exempt	Environmental Services	Administrative Assistant	9
178	Non-Exempt	Sheriff	CCO/Records and Civil Process Specialist	9
178	Non-Exempt	Highway	Maintenance Worker III	9
178.5	Non-Exempt	Environmental Services	Maintenance Worker III	9
183	Non-Exempt	Attorney	Legal Assistant /Office Manager	10
188	Non-Exempt	Auditor	Deputy Auditor	10
190	Non-Exempt	Assessor	Property Technician	10
190	Non-Exempt	Treasurer	Chief Deputy Treasurer	10
198	Non-Exempt	Land Records	Chief Deputy Land Records	10
200	Non-Exempt	Human Services	Case Aide/Family Support and Educator	10
203	Non-Exempt	Human Services	Eligibility Worker	10
208	Non-Exempt	Human Services	Information Systems Specialist, Sr.	10
220	Non-Exempt	Highway	Engineer Technician	11
225	Non-Exempt	Highway	Mechanic	11
230	Non-Exempt	Attorney	Legal Assistant/Victim Witness Coordinator	11
230.5	Non-Exempt	Parks	Parks and Drainage Technician	11
233	Non-Exempt	Human Services	Child Support Officer	11
235	Non-Exempt	Assessor	Appraiser	11
235	Non-Exempt	Highway	Highway Accountant	11
240	Non-Exempt	Land Records	GIS Specialist	12
243	Non-Exempt	Administration	HR Assistant/Assistant to the Administrator	12
250	Non-Exempt	Information Technology	Technical Support Specialist	12
263	Non-Exempt	Human Services	Support and Collections Specialist	12
265.5	Non-Exempt	Highway	Senior Engineering Technician	12
265.5	Non-Exempt	Human Services	Lead Eligibility Worker	12
270	Exempt	Emergency Management	Emergency Management Director	13
280	Non-Exempt	Assessor	Deputy Assessor	13
295	Non-Exempt	Sheriff	Deputy	13
297.5	Non-Exempt	Highway	Shop Foreman	13
302.5	Exempt	Highway	Maintenance Supervisor	14
305	Exempt	Environmental Services	Plant Supervisor	14
307.5	Exempt	Parks	Parks and Drainage Supervisor	14
323	Exempt	Human Services	Social Worker	14
325	Exempt	Veterans Services	Veteran Service Officer	14
360	Exempt	Restorative Justice	Restorative Justice Coordinator	15
367.5	Exempt	Human Services	Financial Assistance Supervisor II	15
375	Exempt	Land Records	GIS Coordinator	16
370.5	Exempt	Human Services	Fiscal Supervisor	16
375	Exempt	Sheriff	Correctional Communication Supervisor	16
395	Exempt	Land Records	Land Records Director	16
415	Exempt	Environmental Services	Environmental Services Director	17
418	Exempt	Highway	Assistant County Engineer	17
440	Exempt	Sheriff	Chief Deputy	17
450	Exempt	Treasurer	County Treasurer	18
455.5	Exempt	Human Services	Social Services Supervisor	18
470	Exempt	Attorney	Assistant County Attorney	18
485	Exempt	Information Technology	Information Technology Director	18
490	Exempt	Assessor	County Assessor	18
545	Exempt	Auditor	County Auditor	20
590	Exempt	Sheriff	County Sheriff	21
630	Exempt	Human Services	Community Social Services Director	21
650	Exempt	Attorney	County Attorney	22
760	Exempt	Highway	County Engineer	24
815	Exempt	Administration	County Administrator	25

Impacted positions in yellow.