

Notice & Agenda

Swift County Board of Commissioners

Tuesday, October 18, 2016

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
	1-5	(1) Minutes from the October 4, 2016 Regular Meeting
	6	(2) Minutes from the October 4, 2016 Closed Session
	7-8	(3) Consider approving the purchase of Microsoft Office Standard licenses with Software Assurance
	9-10	(4) Consider approving the appointment of a Custodian
11:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
11:05 a.m.		Commissioner and Board reports
11:25 a.m.		County Administrator report
11:25 a.m.		Citizens Comments
11:25 a.m.		Kurt Waldbillig, SCBH CEO and Dan Enderson, SCBH CFO
	None	USDA Funding Discussion
11:40 a.m.		Other Business
	11-13	Consider approving a revised position description for the County Attorney
	None	Discussion on County Owned property at 212 15 th St N
	None	Closed session to consider strategy for labor negotiations
		Consider approving a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)
		Closed session to consider strategy for labor negotiations
		Adjourn close session and return to open session
12:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES
October 4, 2016

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

Chairman Peter Peterson asked if there were any additions to the agenda. Administrator Pogge-Weaver requested the addition of the appointment of Wayne Knutson to the consent agenda and the reimbursement bond resolution prior to other business. Commissioner Rudningen requested the removal of the purchase of a pickup truck for the Highway Department from the consent agenda to other business.

10-04-16-01 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the agenda with the changes noted. Motion carried unanimously.

10-04-16-02 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Minutes from the September 27, 2016 Special Meeting, (2) Approval of a premises permit application for gambling for Benson Hockey Association for the Swift Falls Bar located at 203 Danelz Ave, Benson (Swift Falls), MN 56215, (3) Appointment of Wayne Knutson to a 4 year term as County Assessor running until January 1, 2021. Motion carried unanimously.

10-04-16-03 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Commissioner warrants as follows: Revenue: \$109,823.91; Solid Waste: \$37,220.56; Road and Bridge: \$335,047.03; County Ditches: \$494.20; Welfare & Family Services, \$91.26 which includes the following bills over \$2,000: Anoka County Human Services, \$2,000.00; Ascherman Oil, \$3,165.32; CLIFTONLARSONALLEN LLP, \$7,600.00; Computer Professionals Unlimited Inc., \$9,967.48; Duinick Inc., \$57,062.70; Esri, \$3,283.85; Geyer Recycling, \$5,691.67; Goff Public, \$5,206.20; Kris Engineering, \$5,000.00; MN Dept. of Employment & Economic Development, \$5,138.00; Pflipsen Trucking LLC, \$17,868.32; Prairie Five Rides, \$3,500.00; Riley Brothers Companies, \$250,175.85; Royal Tire Inc., \$5,180.64; Safe Assure Consultants Inc., \$6,868.68; The Schneider Corporation, \$16,098.49; Simplex Grinnell, \$4,070.80; Swift County Monitor News, \$2,156.25; TrueNorth Steel, \$4,986.92; University of Minnesota, \$19,021.26; Villard Implement Co., \$3,353.89; Waste Management Of Northern Minnesota, \$9,088.86; and Yellow Medicine County Jail, \$5,879.42. Motion carried unanimously.

Representative Tim Miller, House District 17A, gave a legislative review and answered questions from the board.

Region 4 Wildlife Manager Dave Trauba requested certification for acquisition of property by the Minnesota DNR as part of the Marsh Lake Restoration project.

10-04-16-04 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the request. Motion carried unanimously.

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

Attorney Olson requested approval of county policies related to data practices.

10-04-16-05 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the policies. Motion carried unanimously.

Parks, Drainage, and Wetlands Supervisor Mike Johnson requested approval of the proposed 2017 ditch assessments.

10-04-16-06 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the 2017 ditch assessments. Motion carried unanimously.

Administrator Pogge-Weaver requested approval to proceed with Wold Architects and Engineers for full architectural and engineering consulting services related to the building project at the Historic Courthouse, Countryside Public Health, and Human Services.

10-04-16-07 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the resolution. Motion carried unanimously.

Administrator Pogge-Weaver further requested approval of a resolution establishing procedures relating to compliance with reimbursement bond regulations under the internal revenue code.

10-04-16-08 Commissioner Fox introduced and Commissioner Rudningen seconded the following resolution and moved its adoption:

RESOLUTION NO. 10-04-16-08

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the Board of Commissioners (the "Board") of Swift County, Minnesota (the "County"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the County for any project expenditure paid by the County prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the County (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The County heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The County's bond counsel has advised the County that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of County project costs first made by the County out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the County to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Board hereby authorizes the County Administrator to make the County's Declarations or to delegate from time to time that responsibility to other appropriate County employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the County reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the County, or its authorized representatives under this Resolution, not make Declarations in cases where the County doesn't reasonably expect that reimbursement bonds will be issued to finance the subject project costs, and the County officials are hereby authorized to consult with bond counsel to the County concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Board shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the County has made Declarations.

3. Reimbursement Allocations. If the County is acting as the issuer of the reimbursement bonds, the designated County officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the County's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the County for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted on October 4, 2016, by the Board of Commissioners of Swift County, Minnesota.

CERTIFICATION

The undersigned, being the duly qualified and acting County Administrator of Swift County, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the County, which Resolution relates to procedures of the County for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the County (the "Board") at a regular meeting of the Board held on October 4, 2016. The Board meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Board are regularly held. Commissioner Fox moved the adoption of the Resolution, which motion was seconded by Commissioner Rudningen. A vote being taken on the motion, the following members of the Board voted in favor of the motion to adopt the Resolution:

Fox, Hendrickx, E. Pederson, P. Peterson, and Rudningen

and the following voted against the same:

None

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Board which would in any way alter or amend the Resolution.

/s/ Michel J. Pogge-Weaver
County Administrator
Swift County, Minnesota

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting County Administrator of Swift County, Minnesota (the "County"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the County as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Swift Board of Commissioners to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the County.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

The renovation, reconstruction, correction of deferred maintenance, addition to, and other facility projects at the following county owned facilities:

- Swift County Courthouse, 301 14th St N, Benson, MN 56215

- Swift County Human Services Building, 410 21st St S, Benson, MN 56215
- Countryside Public Health, 201 13th St S, Benson, MN 56215

3. The County reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the County reasonably expects that \$6,378,825 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: October 4, 2016.

/s/ Michel J. Pogge-Weaver
County Administrator
Swift County, Minnesota

Administrator Pogge-Weaver further requested approval of a PERA Phased Retirement Option application for Harry Hohman.

10-04-16-09 Commissioner Rudningen moved and Commissioner Fox seconded to approve the request for phased retirement. Motion carried 4-1 with Commissioner E. Pederson opposing.

Assistant County Engineer Paul Petrick requested approval of the purchase of a pickup truck for the Highway Department.

Commissioner Rudningen moved to approve the purchase of a pickup truck from Nolan Baker Ford for \$31,617.00. Motion failed for lack of a second.

10-04-16-10 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the purchase of a pickup truck from Valu Ford for \$28,804.27. Motion carried 4-1 with Commissioner Rudningen opposing.

Board and Committee Reports were given as follows: Commissioner Edward Pederson reported on DAC and Historical Society. Commissioner Rudningen reported on Prairie Lakes Youth and Emergency Services Radio Board. Commissioner Hendrickx reported on SPCC, AMC METs Workgroup, AMC Governance Committee, and RDC. Chairman Peter Peterson reported on HRA and Prairie Five. Commissioner Fox reported on Hospital Finance Committee, SPCC, Swift County Fair Appreciation Meal, SCBH, Pomme de Terre Watershed, and Fatal Crash Review.

Administrator Pogge-Weaver updated the board on labor negotiations, County Administrator position description creation by Sharon Klumpp, and his resignations from the hospital and library boards.

The Board recessed for a short break at 10:50 AM.

The Board reconvened at 10:55 AM.

10-04-16-11 Commissioner Fox moved and Commissioner Rudningen seconded to move to closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03). Motion carried unanimously.

Returned to open session at 11:32 AM.

10-04-16-12 Commissioner Rudningen moved and Commissioner E. Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:33 AM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Amanda Ness, Clerk of the Board

DRAFT

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
October 4, 2016

Date convened: Tuesday, October 4, 2016

Time Convened: 10:55 AM

Time adjourned: 11:32 PM

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

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver and Amanda Ness

Purpose: To consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)

Chairman Peter Peterson called the executive session to order at 10:55 AM with all members present as well as County Administrator Mike Pogge-Weaver and Amanda Ness. The Board discussed labor negotiation strategies.

The board took no actions at the meeting.

10-04-16-1-ExS Commissioner Rudningen moved and Commissioner Fox seconded to adjourn. Motion carried.

Executive Session adjourned at 11:32 AM

WITNESSED:

Peter Peterson, Chair

ATTEST:

Amanda Ness, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
October 18, 2016

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 the purchase of Microsoft Office Standard licenses with Software Assurance	
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 County uses a number of different versions of Microsoft Office which has caused compatibility issues and training issues since each version can run very different from the next. As part of the 2016 budget the County Board approved funding to move to a single version of office with software assurance so all users can be on the current version of office. The County sought a quote from CDW-G. The price for 70 licenses is \$33,369.00. The pricing come off the state and local government bid contract and will be no different between vendors so the County only sought 1 quote.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: None

Review/Recommendation

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

QUOTE CONFIRMATION



DEAR ROB LEE,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HKLS537	9/27/2016	HKLS537	5851068	\$33,369.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Office Standard - license & software assurance Mfg. Part#: 021-05339-3 Electronic distribution - NO MEDIA Contract: CDW-G GSA Schedule (GS-35F-0195J)	70	370675	\$476.70	\$33,369.00

PURCHASER BILLING INFO		SUBTOTAL	\$33,369.00
Billing Address: COUNTY OF SWIFT COURTHOUSE 301 14TH ST N BENSON, MN 56215-2202 Phone: (320) 843-3160 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		GRAND TOTAL	\$33,369.00
		DELIVER TO Shipping Address: COUNTY OF SWIFT COURTHOUSE 301 14TH ST N BENSON, MN 56215-2202 Phone: (320) 843-3160 Shipping Method: ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Martin Klimis	(866) 444-6110	martkli@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager
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Request for Board Action

BOARD MEETING DATE:
October 18, 2016

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 the appointment of a Custodian	
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 County has a vacant Custodian position due to a recent resignation. The County interviewed 4 individuals for the position. The candidate that staff is seeking to hire has 11 years of experience in cleaning. Staff is requesting board approval to hire this individual at step 5. Board approval is required since this is a hire occurring higher than step 1.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: None

Review/Recommendation

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

Mike Pogge-Weaver
Swift County Administrator



301 14th St N
P.O. Box 207
Benson, MN 56215

Phone (320) 314-8399
Fax (320) 843-2275

e-mail:
mike.poggeweaver@co.swift.mn.us

September 29, 2016

Melissa Naig
269 15th Lane NE
Benson, MN 56215

Re: Conditional Offer of Employment

Dear Mrs. Naig:

This letter is a written follow-up to our employment conversation on September 29, 2016 and pleased you are considering this conditional offer of employment as a full-time custodian with Swift County. This conditional offer of employment is contingent on successfully passing a background investigation and County Board of Commissioner's approval.

If this offer is accepted, your first day as a full-time custodian will be Monday, October 31, 2017. Please report to the Courthouse at 8:00 AM. This position is a full-time, non-exempt, hourly position. Subject to formal county board approval on, you will start on Grade 6 – Step 5 which is \$15.59 per hour. This is in conformity with the agreement between Swift County and AFSCME Local 2538. Your direct supervisor will be the Swift County Administrator. You will be on probation for the first year of employment. You will receive wage adjustments and benefits following the collective bargaining agreement between Swift County and AFSCME Local 2538. As a full-time employee you are eligible for full paid-time-off. Enclosed is a summary of Swift County benefits.

We look forward to having you join the Swift County team. Please acknowledge your acceptance of this offer by signing below and returning this document to me no later than October 7, 2016.

Candidate Acceptance: I hereby accept the offer of employment with Swift County as stipulated above.

Signature: _____

Melissa Naig

Date

10-7-16

Cordially,

County Board Approval:

A handwritten signature in black ink, appearing to read "Mike Pogge-Weaver", written over a horizontal line.

Mike Pogge-Weaver
Swift County Administrator

Peter Peterson
Swift County Board Chair

Date

cc: Personal File
Payroll



Request for Board Action

BOARD MEETING DATE:
October 18, 2016

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 revised position description for the County Attorney	
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 board to review position descriptions for elected officials.
BACKGROUND/JUSTIFICATION: The County Attorney Olson has requested revisions to her position description with the County and are shown on the attached position description. The county board is required to review the position descriptions for all 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 revised position description.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? The current position description was approved on April 19, 2016	

Budget Information

FUNDING: There is no impact to the County Budget.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approve	RECOMMENDATIONS: Approve
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 the State of Minnesota in all criminal and civil cases including adult gross misdemeanor, felony, and County misdemeanor cases, civil commitments, child support, all juvenile delinquency and CHIPS.

Drafts criminal and juvenile complaints; children in need of protection petitions and commitment petitions.

Attends hearings and bench or jury trials depending on the case.

Available to advise law enforcement officials twenty-four hours a day, seven days a week.

Prepares law enforcement officials, witnesses, social workers and others for trials and hearings.

Represents Swift County in childcare licensing, maltreatment appeals, and criminal and civil Minnesota Supreme Court and Court of Appeals cases.

Researches legal issues and prepares memos to the court; prepares court orders.

Reviews updates to the court from probations and social workers.

Advises Human Services as to Adult and Child Protection meetings.

Understand and coordinates government, court and criminal records to make proper charging or plea negotiations.

Supervises department staff.

Prepares and reviews County contracts.

Prepares and reviews annual budget.

Drafts and reviews county ordinances.

Educates the county 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.

County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

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.

Last Revised: 10/13/2016