

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, September 17, 2019

9:00 AM

**LEC Meeting Room – 301 14<sup>th</sup> St N, Benson, MN**

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:02 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from the September 3, 2019 Regular Meeting
	3-4	(2) Consider 2020 Ditch Special Assessments for approval on October 1, 2019
	5-6	(3) Consider approval County Wide Striping 2019
	7	(4) Consider approval for the annual weed spraying of a portion of the roadside ditches
	8	(5) Consider approval of two daycare grants
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:25 a.m.		<b>County Administrator report</b>
9:30 a.m.		<b>Citizens Comments</b>
9:40 a.m.		<b>Scott Collins, Environmental Services</b>
	9-11	Consider approving a Conditional Use Permit #5645 requested by David & Dennis Holt, 410 150 <sup>th</sup> Ave. NE, Murdock, MN 56271 (owner) for a conditional use permit for grading and filling. This permit is for the purpose of preventing erosion, which includes bank stabilization, control sediment and pollutants, and preserve existing vegetation.
	12-14	Consider approving a Conditional Use Permit #5647 requested by Jeffrey Mumm, 337 2 <sup>nd</sup> Ave., Newport, MN 55055 (owner) & Verizon Wireless LLC, 1635 E. Ponto Lk., Rd. NW, Backus, MN 56435 (Lessee) for constructing a wireless communication facility, which includes a 199' self-support lattice tower and associated ground equipment and fencing.
9:50 a.m.		<b>Catie Lee, Human Services</b>
		Monthly update
	15-16	Human Services Fiscal Summary Update
10:00 a.m.		<b>Kelsey Baker, Administrator</b>
	17-18	Consider approving Resolution 19-09-38 adopting preliminary Swift County 2020 Budget and Levy.
10:10 a.m.		<b>Other Business</b>
	19-31	Consider approving a classification and Compensation ongoing Maintenance Proposal with DDA Human Resources Inc.
10:25 a.m.		<b>Adjournment</b>

## **SWIFT COUNTY BOARD MINUTES**

### **September 3, 2019**

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

Chairman Hendrickx asked if there were any changes or additions to the agenda. Chairman Hendrickx had one change to add under other business Organizational Study quotes. There were no other changes.

**09-03-19-01** Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the agenda as amended. Motion carried unanimously.

Commissioner Rudningen requested to remove the approval of the tobacco license for Dollar General and Personnel Policy from the consent agenda to further discuss under other business.

**09-03-19-02** Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda items as amended: (1) Minutes from the August 20, 2019 Regular Meeting, (2) Approval of Acceptable Use Policy for Electronic Communications and Internet Use, Swift County Social Media Policy, Conflict of Interest Policy, Credit Card Policy and Tobacco-Free Policy. Motion carried unanimously.

**09-03-19-03** Commissioner E. Pederson moved and Commissioner P. Peterson seconded to approve the Commissioner warrants as follows: County General Revenue, \$31,776.07; Solid Waste Fund, \$28,592.03; Road and Bridge, \$12,102.45; County Ditches Fund, \$9,091.05; County Health Insurance, \$634.38; State Fund Agency, \$40.50; which includes the following bills over \$2,000: Ascherman Oil, \$3,803.84; Bolton & Menk, Inc., \$8,882.00; Dooley Petroleum, Inc., \$2,411.89; Geyer Recycling, \$6,099.33; Life Insurance Company of North America, \$2,145.65; Nelson, Kuhn & Nordmeyer Ltd, \$2,600.00; Amy Olson, \$4,698.00; Safe Assure Consultants Inc., \$7,432.02; Swift County DAC, \$2,157.60; Waste Management of WI-MN, \$12,913.81. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on HRA, Demolition Committee and Prairie Five Community Action Council meeting. Commissioner E. Pederson reported on Historical Society, Joint Ditch meeting and Computer Professionals Technology. Chairman Hendrickx reported on Demolition Committee, AMC MACSSA meeting, RDC and Community Perspective Committee meeting. Commissioner Fox reported on Joint Ditch meeting, Hospital Finance and Hospital meeting. Commissioner Rudningen reported on Prairie Lakes Youth Programs, Drug Task Force, Community Perspective Committee meeting and Citizen Advisory Committee for the Dean of MN Extension Program.

Administrator Kelsey Baker reported on the Community Perspective Committee meeting, Resignation of the Swift Falls Park Caretaker, Gravel Bids, Union Negotiations, Healthcare Consumerism Class and Organizational Study.

Chairman Hendrickx asked for citizen's comments. Mark Hughes asked about open meeting laws, squad cars, highway funds and building project.

Dan Enderson updated the Board on the Hospital Affiliation Recommendations.

Jennifer Frost and Vicki Syverson updated the Board on the Grow Building.

Administrator Kelsey Baker discussed the Organizational Study and requested approval for a contract with Jim Mulder for \$2,400.00.

**09-03-19-04** Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve a contract with Jim Mulder for \$2,400 for an Organizational Study. A lengthy discussion was held. Motion carried unanimously.

Sheriff John Holtz presented an issue on the Personnel Policy.

**09-03-19-05** Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve Personnel Policy 201.401– Policy Statement (D) Administration and Human Resources will work in partnership with Department Heads, Appointed and Elected officials to ensure that the most qualified candidates are interviewed and hired. To make the hiring process as streamlined as possible for each department to meet their unique hiring needs. Motion carried unanimously.

Commissioner Rudningen requests a denial for a Tobacco License to Dollar General #20787 (Kerkhoven).

**09-03-19-06** Commissioner Rudningen moved and Commissioner P. Peterson seconded to Deny a Tobacco License to Dollar General #20787 (Kerkhoven). Motion carried 4-1 with E. Pederson voting against.

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

The board reconvened at 11:02 AM.

Administrator Baker updated the board on the 2020 Budget.

Administrator Kelsey Baker requested approval of resolution 19-09-36 to change the date from December 4<sup>th</sup> to December 3<sup>rd</sup> for the 2019 Swift County Board of Commissioners meeting Schedule.

**09-03-19-07** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the resolution 19-09-36 to change the date from December 4<sup>th</sup> to December 3<sup>rd</sup> for the 2019 Swift County board of Commissioners meeting schedule at 5:00 PM. Motion carried unanimously.

Administrator Kelsey Baker requested approval of resolution 19-09-37 for setting the 2020 Truth in Taxation meeting for December 3, 2019 at 6:00 PM

**09-03-19-08** Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve resolution 19-09-37 setting the 2020 Truth in Taxation meeting for December 3, 2019 at 6:00 PM. Motion carried unanimously.

CliftonLarsonAllan, LLP Auditor, Doug Host, presented the 2018 Audit findings.

**09-03-19-09** Commissioner Fox moved and Commissioner E. Pederson seconded to approve the 2018 Audit presented by CliftonLarsonAllan. Motion carried unanimously.

**09-03-19-10** Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 12:10 PM.

WITNESSED:

\_\_\_\_\_  
Gary Hendrickx, Chair

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor/Drainage	REQUESTOR: Kim Saterbak/Mike Johnson	REQUESTOR PHONE: 320-843-4069/843-5341
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Proposed 2020 ditch assessments for your review for approval on October 1, 2019	
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: Attached are the proposed 2020 ditch assessments for your review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review
COMMENTS: n/a	COMMENTS: None

# 2020

## PRELIMINARY Ditch Assessments

Name of Ditch	2020 Ditch Assessment
County Ditch #7	5,000
County Ditch #9	500
County Ditch #10	5,000
County Ditch #14	15,000
County Ditch #16	5,000
County Ditch #19	5,000
Lat. A of Judicial Ditch #8	5,000
Lat. A of County Ditch #62	1,000
County Ditch #52	10,000
County Ditch #55	10,000
County Ditch #59	2,000
County Ditch #60	10,000
County Ditch #61	10,000
County Ditch #83	15,000
Joint County Ditch #18-SCK	100,000
Joint County Ditch #19-	30,000
Judicial Ditch #5	100,000
Judicial Ditch #15	1,000
Judicial Ditch #7	5,000
Judicial Ditch #8	50,000
	384,500.00



# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approval for County Wide Striping 2019	
AGENDA YOU ARE REQUESTING TIME ON: September 17, 2019	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Statute
BACKGROUND/JUSTIFICATION: County Wide Striping bids were opened on September 11, 2019	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

### Budget Information

FUNDING:	State, County
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### Review/Recommendation

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

### Board Action

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

# Swift County Highway Department

BID TABULATIONS: Annual Maintenance Striping

11:00 am - September 11th 2019

CONTRACTOR	BID
<b>Traffic Marking Service, Inc.</b>	<b>\$36,560.80</b>
<b>AAA StripingService Co.</b>	<b>\$36,904.28</b>
<b>Remaining 2019 Budget Amount</b>	<b>\$35,000.00</b>



# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approval for the annual weed spraying of a portion of the roadside ditches.	
AGENDA YOU ARE REQUESTING TIME ON: September 17, 2019	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The highway department bids out roadside weed spraying annually.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	See above

### Budget Information

FUNDING: County
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### Review/Recommendation

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

### Board Action

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



# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of 2 daycare grants					
AGENDA YOU ARE REQUESTING TIME ON: Regular board			ARE YOU SEEKING APPROVAL OF A CONTRACT? No		
IS THIS MANDATED? No			EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve the grant request		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Teresa Staton	506 14 <sup>th</sup> St. N Benson	12	\$855.75	Daycare curriculum	9/4/19
Rhonda Fennell	711 12 <sup>th</sup> St. N., Benson	15	\$2250	Outdoor toys, indoor toys, Craft supplies, curriculum supplies	9/4/19
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?			Click here to enter text.		

### Budget Information

FUNDING: Budget approval for these loans has been granted by the board.
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### Review/Recommendation

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



# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## 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 a Conditional Use Permit #5645 requested by David & Dennis Holt, 410 150th Ave. NE, Murdock, MN 56271 (Owner) for a conditional use permit for grading and filling. This permit is for the purpose of preventing erosion, which includes bank stabilization, control sediment and pollutants, and preserve existing vegetation.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? <b>No</b>
IS THIS MANDATED? <b>No</b>	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 7.1 Code of Ordinances, Shoreland Management District. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING:
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### Review/Recommendation

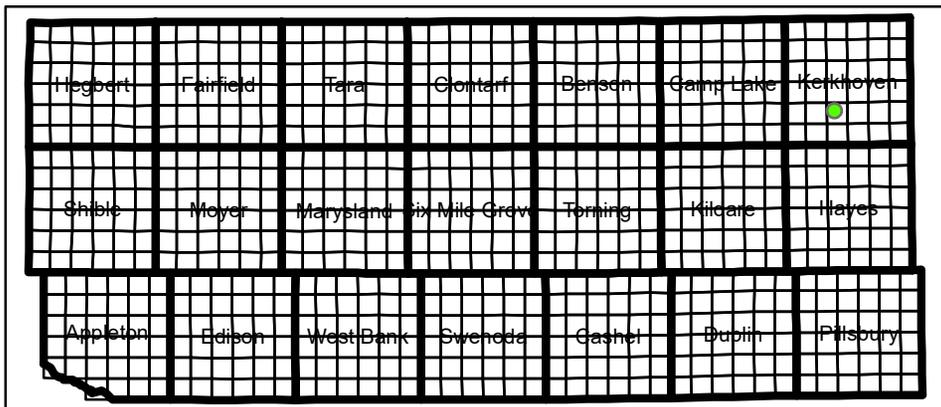
COUNTY ATTORNEY: <b>Danielle Olson</b>	COUNTY ADMINISTRATOR: <b>Kelsey Baker</b>
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

### Board Action

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

**Proposed Special Conditions**  
**David & Dennis Holt**  
**Conditional Use Permit #5645**

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by property owner within 30 days of presentations of the complaint. Copies of all complaints and responses addressed to him shall be submitted to Swift County Environmental Services.
3. Compliance with the preceding conditions shall be the responsibility of the property owner. Failure to comply with these conditions shall be cause for revoking this permit until conditions are corrected.
4. This Conditional Use Permit #5645 shall expire one year from the date of issuance if the permit is not utilized.
5. Granting of the conditional use permit shall be for the plans submitted with the initial application only.
6. Violations of any of the above-stated conditions may result in revocation of the conditional use permit.



Project: Conditional use permit request for grading and filling.  
 Owner: David & Dennis Holt  
 Legal: NW 1/4 of the NE 1/4 of Section 28, Twp-122, R-37, Kerkhoven Township, Swift County, MN.





# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## 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 a Conditional Use Permit #5647 requested by Jeffrey Mumm, 337 2nd Ave., Newport, MN 55055 (Owner) & Verizon Wireless LLC, 1635 E. Ponto Lk., Rd. NW, Backus, MN 56435 (Lessee) for constructing a wireless communication facility, which includes a 199' self-support lattice tower and associated ground equipment and fencing.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? <b>No</b>
IS THIS MANDATED? <b>No</b>	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING:
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### Review/Recommendation

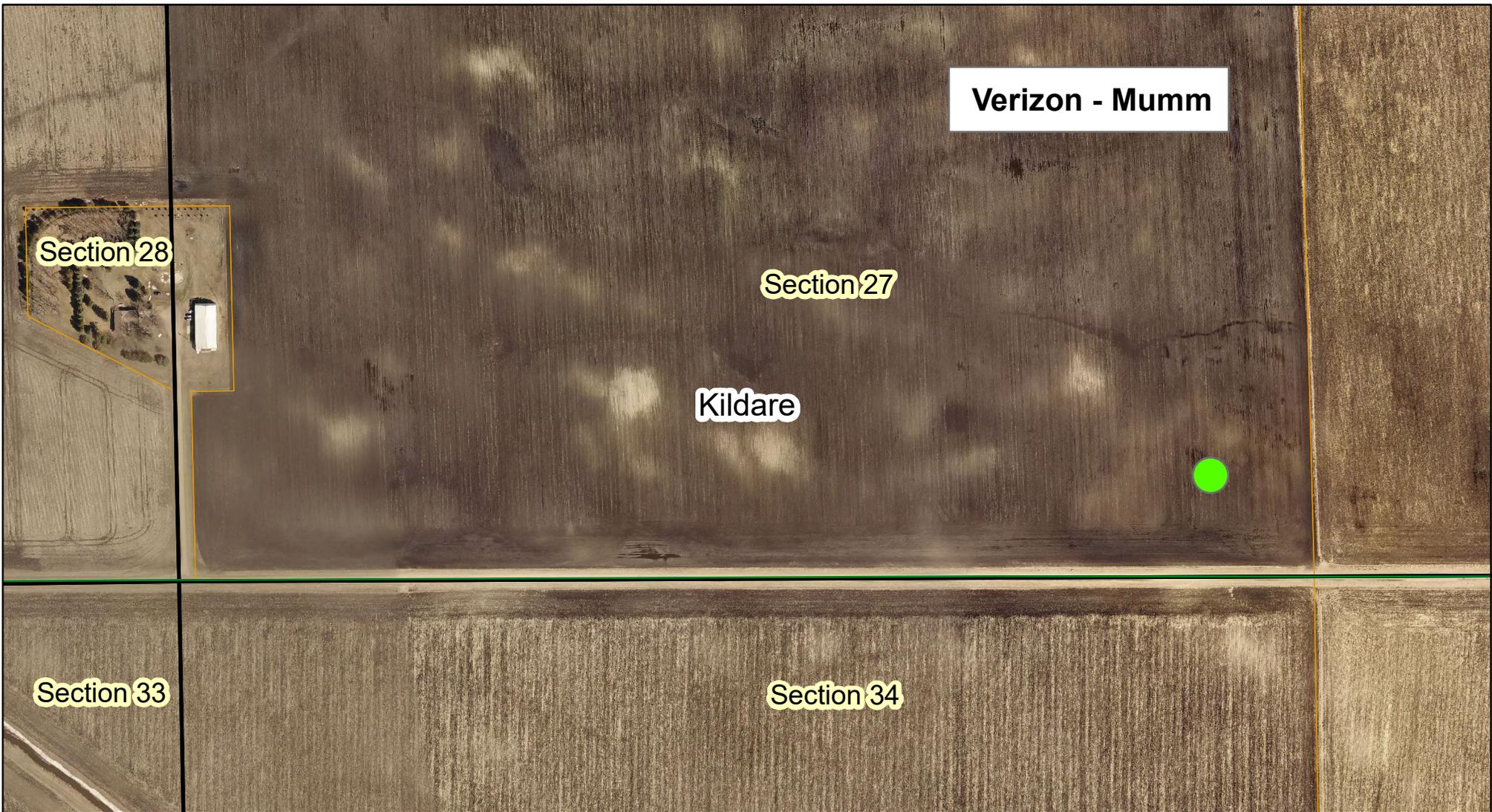
COUNTY ATTORNEY: <b>Danielle Olson</b>	COUNTY ADMINISTRATOR: <b>Kelsey Baker</b>
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

### Board Action

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

**Proposed Special Conditions**  
**Verizon Wireless**  
**Conditional Use Permit #5647**

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by the property owner within 30 days of presentation of the complaint. Copies of all complaints and responses addressed to the property owner shall be submitted to Swift County Environmental Services.
3. Granting of the conditional use permit shall be for the plans submitted with the initial plan only.
4. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman. Road setbacks and maintenance plans must also be submitted to the township chairman.
5. This Conditional Use Permit #5647 shall expire one year from the date of issuance if the permit is not utilized.
6. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.



**Verizon - Mumm**

Section 28

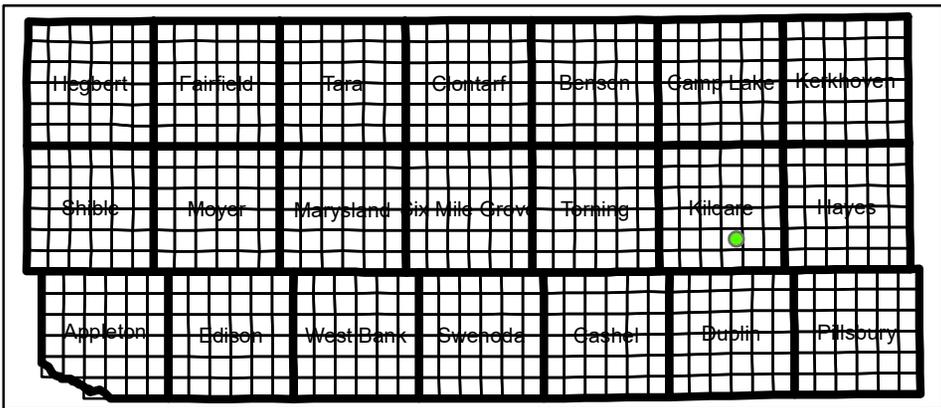
Section 27

Kildare



Section 33

Section 34



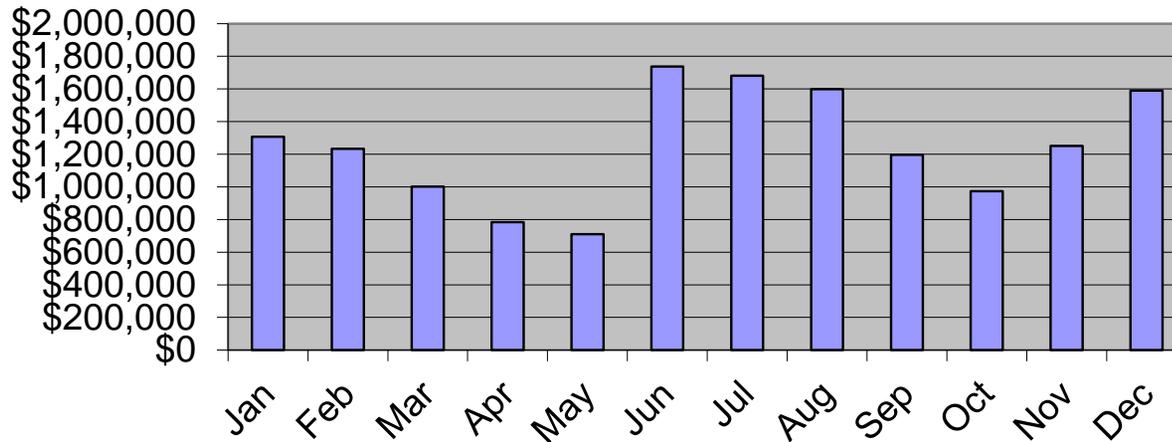
Project: Wireless Communication Facility: Tower & ground equipment & fencing  
 Owner: Verizon Wireless LLC - Jeffrey Mumm  
 Legal: Part of the SW 1/4 of Section 27, Twp-121, R-38, Kildare Township, Swift County, MN.





Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2010 - 2019											
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Average
Jan	\$ 1,116,112	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$ 2,559,803	\$1,306,830
Feb	\$ 1,069,918	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692	\$ 2,603,360	\$1,233,486
Mar	\$ 810,381	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416	\$ 2,416,328	\$1,001,991
Apr	\$ 732,868	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224	\$ 2,030,159	\$783,212
May	\$ 576,849	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329	\$ 2,385,140	\$709,227
Jun	\$ 1,244,642	\$ 1,460,435	\$ 1,218,863	\$ 1,145,907	\$ 1,361,018	\$ 1,187,485	\$ 1,476,200	\$ 2,165,333	\$ 2,745,303	\$ 3,377,509	\$1,738,270
Jul	\$ 1,349,636	\$ 1,142,375	\$ 1,113,725	\$ 1,094,712	\$ 1,165,952	\$ 1,217,022	\$ 1,483,669	\$ 2,160,790	\$ 2,842,236	\$ 3,246,109	\$1,681,623
Aug	\$ 1,237,374	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009	\$ 2,661,662	\$ 3,137,129	\$1,599,668
Sep	\$ 1,085,187	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293	\$ 2,409,864		\$1,195,808
Oct	\$ 878,408	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114	\$ 2,139,152		\$973,206
Nov	\$ 826,623	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571	\$ 3,278,552		\$1,251,853
Dec	\$ 1,279,178	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240	\$ 3,077,192		\$1,589,300
<b>Average</b>	<b>\$ 1,017,265</b>	<b>\$ 1,003,326</b>	<b>\$ 763,592</b>	<b>\$ 752,287</b>	<b>\$ 822,988</b>	<b>\$ 797,581</b>	<b>\$ 1,148,901</b>	<b>\$ 1,719,939</b>	<b>\$ 2,297,372</b>	<b>\$ 2,719,442</b>	

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





# Request for Board Action

BOARD MEETING DATE:  
September 17, 2019

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a resolution on the 2020 preliminary Budget and Levy for Swift County	
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 Board is required to approve preliminary levies and budgets prior to September 30. They are also required to set the TNT meeting by September 30.
BACKGROUND/JUSTIFICATION: Attached are resolutions setting preliminary 2020 budget and levy.  There is little change in the budget from what was presented on September 3 <sup>th</sup> , and the attached worksheet outlines each of the changes.  Approving the preliminary budget and levy will set the maximum levy for 2020. The board may still adjust the levy to a lower sum when the final budget is adopted in December.  The board needs to take action today and approve the resolution setting the 2020 budget and levy.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	2020 Budget

### Budget Information

FUNDING: These actions set the 2020 preliminary budget and levy for the County.
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### Review/Recommendation

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

**RESOLUTION 19-09-38  
ADOPTING PRELIMINARY SWIFT COUNTY  
2020 BUDGET & LEVY**

Motion by Commissioner \_\_\_\_\_

Seconded by Commissioner \_\_\_\_\_

WHEREAS, pursuant to Minnesota Statute 275.065, subdivision 1, the County's 2020 Preliminary Budget and Levy must be adopted by September 30, 2019; and

WHEREAS, the county Board recognizes that its levy may be adjusted to a lower sum at the time of final adoption in December, 2019.

THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby adopts its 2020 preliminary budget, dated September 3, 2019, and attached hereto as Appendix A.

BE IT FURTHER RESOLVED that the preliminary levy payable in 2020 be set as follows:

Gross Levy	\$	11,922,548
CPA	\$	594,280
<hr/>		
Total Final Net Levy	\$	11,328,268

Adopted on a \_\_\_\_ vote by the Swift County Board of County Commissioners the 3rd day of September 2019.

Swift County Board of Commissioners

\_\_\_\_\_  
Gary Hendrickx, Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker  
County Administrator and Clerk of the Board

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_

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# **Swift County, Minnesota**

## **Classification and Compensation Ongoing Maintenance Proposal September 3, 2019**

September 3, 2019

Kelsey Baker, County Administrator  
Swift County  
301 14<sup>th</sup> Street North  
PO Box 207  
Benson, MN 56215-0207

**RE: Maintenance Agreement**

Dear Ms. Baker:

Thank you for inviting DDA Human Resources to submit a proposal to provide professional services in a maintenance plan for your Classification and Compensation Structure at Swift County. We are very interested in continuing our work with you.

We recently helped conduct a market study and analyze your immediate needs. We believe a cost-effective method of entering an ongoing maintenance plan to prevent further wage gaps, maintain your current pay structure, update your job descriptions, maintain competitive pay, and create an ongoing partnership with a Human Resources Consultant to assist with other needs is an effective solution. I believe our firm will be an excellent match to the needs of Swift County both now and in the future.

- First, our firm is unique in our willingness to work with a variety of existing classification systems in place by our new clients. We do not require our clients to change their systems to match our system. We have done work with your SAFE system at Swift County and other entities and will maintain your system for you.
- Second, our team is made up of several former City and County Administrators and Human Resource Directors. DDA Human Resources provides consultation services for the Association of Minnesota Counties. Greg and Gary are former County Administrators and I worked in Employee Relations at Dakota County before becoming a City Administrator. We believe that we understand local governments and can customize our results to your specific needs.
- Third, we offer an alternative way to manage compensation systems that may work very well for Swift County. Instead of allowing changes and problems to accumulate over time which require a full-blown classification and wage review to correct, we substitute a program of **ongoing maintenance** designed to keep your system current and up to date perpetually. We are using this approach with other county clients who need to gradually phase in needed plan changes over several years. This may be a very good and cost-effective way for Swift County to maintain its compensation and classification structure, update job descriptions, and remain a competitive employer.
- Fourth, you would be joining other counties and cities already taking advantage of this system or moving towards a similar approach. Current clients that are either using or working towards an ongoing maintenance plan include: Freeborn County, Waseca County, Yellow Medicine County, Wadena County, and North St. Paul.

I will personally head our service team. Based on your needs and our pricing, we can provide the following services:

Ongoing Maintenance Plan for \$10,300 yearly, which includes a customized plan to be set by Swift County, but could include:

1. Update and rewrite job descriptions
2. Job Classification review
3. Annual market analysis with COLA adjustments
4. Assistance with Labor Negotiation Strategy
5. Benefit Study
6. Pay Equity
7. Manage Association of MN Salary Information
8. Human Resource Consultant Services as needed

In addition to our ongoing consultation and maintenance, per our conversation we would suggest the following plan to coincide with your union contracts and we would do the following work/year:

- A. Year 1: We would review current job descriptions, provide employees with Position Analysis Questionnaire, and interview employees and managers to rewrite and update all job descriptions. We would provide an annual market snapshot of benchmark communities and provide a suggested market adjustment to ensure your pay structure is in alignment with your pay philosophy. We can update all jobs in one year, or rotate 1/3 every year.
- B. Year 2: We would look at job classifications to ensure that the job descriptions are correct and reflect the proper classification. We would provide an annual market snapshot of benchmark communities and provide a suggested market adjustment to ensure that your pay structure is competitive. Each year you will receive a market analysis and a report indicating if any jobs are below the Board pay philosophy.
- C. Year 3: Work with Swift County on labor negotiation strategy and future budget implementations.

We would love to continue working with you, and I believe DDA has the flexibility to meet your needs now and in the future. Our staff and experience will help you build a better and durable compensation system for Swift County.

Sincerely,



Tessia Melvin, Management Consultant  
DDA Human Resources, Inc.  
3620 Northome Avenue  
Wayzata, MN 55391  
[tessia@daviddrown.com](mailto:tessia@daviddrown.com)

## OUR FIRM & QUALIFICATIONS

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Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful and up-to-date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner.

DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational studies and classification and compensation studies. We also staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all of the State's 87 counties. Since activating our compensation section in 2015, we have completed over 40 separate classification & compensation studies for clients ranging from cities with 4 employees to counties with 150 job titles and 500 employees.

All of our professional employees come to DDAHR from successful careers in city and county government. We think this practical experience sets us aside from other compensation consultants, and we know it helps us deliver a study that is not only technically sound but also practical, useful and understandable. We strive to deliver services the way you want to see them.

## OUR SERVICE TEAM

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DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consultants in key specialty areas. Here is the Team we have assembled for your project:

### **Dr. Tessia Melvin – Project Team Leader**

Tessia will be the lead on this project and be your primary contact. Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past two years, Tessia has served as lead analyst on 17 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government in Minnesota. As a City Administrator in Maple Plain, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. She was directly responsible for human resources and internal and external communications. Working in Dakota City, Tessia provided leadership training, managed their performance management system and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration at Hamline University with an emphasis on city development and planning.

### **David Drown, MBA – Technical Support**

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your new compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

## **Elizabeth Blakesley – Clerical Support**

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

## **SUPPORTING TEAM MEMBERS (*Our Bench*)**

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### **Melanie Ault**

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

### **Roxanne Chmielewski**

Roxanne has over 32 years of experience as Human Resources Director for three Minnesota Counties with the last twenty years managing the Human Resources and Labor Relations functions for Sherburne County, a metro ring county with over 600 employees and ten bargaining units. She retired in 2015 and continues to work as a consultant to several counties and cities in Minnesota. Roxanne remains committed to providing local government with professional and effective HR expertise. This commitment was recognized by her peers as she received the Outstanding HR Professional of the Year award from the MN Counties Human Resource Management Association in 1998 and again in 2011. She also received the Make a Difference award from the National Public Employer Labor Relations Association in 2012.

### **George Gmach**

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

## **REFERENCES – CLASSIFICATION AND COMPENSATION STUDIES**

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Scott Duddeck, Interim City Manager  
**City of North St. Paul**  
scott.duddeck@northstpaul.org  
651-747-2421

Scott Higgins, County Coordinator  
**Martin County**  
scott.higgins@co.martin.mn.us  
507-238-3126

Candace Pesch, HR Director  
**Freeborn County**  
Candace.pesch@co.freeborn.mn.us  
507-377-5241

Kristina Kohn, HR Director  
**Fillmore County**  
kkohn@co.fillmore.mn.us  
507-377-5241

Sara Folsted, Administrator  
**Rice County**  
sfolsted@co.rice.mn.us  
507-332-6100

Jim Elmquist, Administrator  
**Dodge County**  
jim.elmquist@co.dodge.mn.us  
507-635-6239

## OUR PHILOSOPHY AND OUR APPROACH TO COMPENSATION

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“Our employees are our greatest asset.” You have heard this cliché a thousand times in business, yet it is a cliché that happens to ring true, especially in the government sector. Government is in the service delivery business, and quality service requires quality employees. And to keep good employees you have to pay them fairly. An effective compensation system will help you attract and retain talented employees. Likewise, a bad compensation system will generate turnover and make it harder to recruit quality replacements.

So, naturally, we all want a “good” compensation system. But we also live in a world of limited resources. Indeed, government is always expected to do more with less, and payroll expenses are the largest component of your budget, and elected officials are expected to be prudent with tax payer dollars. So, all this means that a community’s pay philosophy always has to strike a reasonable balance between your desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. That is often not easy!

We try to help you achieve a “good” compensation system finding the right balance between four (4) sometimes completing goals:

- Maintaining compensation and benefits at an appropriate level achieving competitiveness with other comparable agencies and private companies to attract and retain qualified workers.
- Following the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on problem solving, know-how, responsibility and working conditions.

- Balancing compensation and benefit desires with available resources.
- Assuring the study process appears open and fair to all employees, managers and its unions.

Achieving the right balance is seldom achieved by imposing a standard off-the-shelf solution. Instead we listen, hear and respond accordingly. To control costs to you, we will work smart and employ technology to manage time – both yours and ours. We will establish a dedicated file on the “cloud” through which we can easily share documents, and regularly employ on-line meeting services to reduce travel time.

We will do our best to deliver to you a quality service package, completed efficiently, on time and at a good value.

## **PROPOSED PROCESS TO MEET YOUR NEEDS**

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We have discussed your current system and recent market study results. Your current system is a Springsted SAFE system that has been periodically updated for pay equity compliance. The County has 64 full-time positions and has part-time and full-time – some of whom are represented by unions/labor agreements. You are seeking a consultant to maintain your current system, maintain a competitive pay structure, review, update, and rewrite job descriptions, and meet Minnesota Pay Equity requirements.

Here is how we plan to work with you.

### **Introduction and Project Orientation**

Our first task with you is to meet and make sure we all understand the expectations and the process of this study:

- We will conduct an Initial Project Meeting with the County staff and management team, as directed by the County Board, to discuss the immediate needs, project scope and timeline of projects for the next three years.
- We will discuss the type of written materials to be used and provided to managers, supervisors and employees. Our process includes a great deal of communication therefore we will discuss the Project Team’s preferred communication style with employees. In addition, we will provide explanatory material to help define our methodology. All our clients are unique, and our approach to achieving end results will match your organization.
- We will discuss any related details that are identified by the Board.

### **Job Description Review and Updating**

Our second major task is to make sure that you have job descriptions that fully and accurately describe the actual job duties and requirements:

- We will assist you in evaluating your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements.
- If job descriptions are found to be incomplete or inaccurate, we will lead the process to collect the required information and revise or rewrite them. That process usually works like this:

- A position analysis questionnaire (PAQ) is distributed to all employees and their supervisors, asking them to outline all of the important requirements for and duties of the job, including education, experience, licensing, etc.
- Based upon the information on the PAQs, the job description for each position is updated or rewritten using a standard format selected by you.
- Employees and supervisors are asked to review the new job descriptions, and there is a controlled process to appeal the descriptions before they are finalized.
- Job descriptions are finalized and approved.

## Job Classification

Our third task is to score and classify your jobs. Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

- We will use your current system or transition to our job evaluation tool (JET) methodology to evaluate all city jobs on six criteria:
  - Qualifications      What level of education and experience is required?
  - Decision Making      What level of decisions does this position make?  
What is the impact of these decisions on the organization?
  - Problem Solving      Does this position require leadership, make policy, establish strategy?  
What is the nature of problem solving in this job?  
Are problems technical, interpersonal, or managerial?
  - Relationships      What are the internal and external working relationships?  
Is team work required? Is the job dealing with customers?  
Is this job positioned to impact morale, culture and reputation?
  - Effort      What level of mental and physical effort is required?  
Is the job subject to physical and mental fatigue? How frequently?
  - Conditions/Hazards      What are the environmental working conditions?  
Is the risk of injury or illness? Is a lot of travel required?  
Does the position involve demanding interactions with the public?
- We will assign each position is assigned a numeric score, which reflects the relative importance of the job to the organization.
- We will work with the Project Team to organize jobs with similar point totals into a series of Grades.
- We will provide staff with materials to communicate results to employees.

## Wage/Labor Benchmarks and Market Pricing

- Each year, we will collect wage/labor statistics from comparable (benchmark) entities as needed to maintain and update your pay structure to ensure that it balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

- We will identify any concerns with the County’s current benefits package and develop a targeted survey to address specific areas of concern. Every three years we will conduct a benefit analysis, if warranted.

## ONGOING SUPPORT

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**We will customize our approach to meet the needs of Swift County, but our agreement will include:**

- For any new jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report to the County every three years or when otherwise required.
- If desired, we will handle data input of County wage data into the LMC salary system.
- We will provide budget support by:
  - Suggesting an adjustment to your Pay Plan for the coming year, based upon COLA and market factors.
- We will make an annual presentation to the County Board on the status of your compensation system.

**Annual Cost:        \$10,300**

**DDA HUMAN RESOURCES, INC.**  
**ONGOING COMPENSATION PLAN MANAGEMENT AGREEMENT**

This AGREEMENT is made and entered into by and between Swift County hereinafter referred to as "Client," and DDA Human Resources, Inc., 5029 Upton Ave South, Minneapolis, MN 55410 hereinafter referred to as "Consultant."

**RECITALS**

- A. The Consultant is experienced in preparing compensation and classification studies and in providing ongoing compensation plan maintenance support services; and
- B. The Client has recently completed comprehensive update of its compensation plan and wishes to enter into an agreement for ongoing maintenance support services.

**1. Scope of Services**

- a. Consultant agrees to provide ongoing compensation plan maintenance services to the Client as outlined in Addendum A of this agreement.
- b. If the Client desires to change or amend the scope of services, the parties agree to negotiate the terms of the changes and the Consultant shall deliver to the client an addendum to this agreement.

**2. Compensation and Terms of Payment**

- a. The annual fee for services provided is outlined in Addendum A, and/or as modified by subsequent Addendum(s).
- b. The Consultant will invoice the Client for 50% of the annual fee no earlier than February 1 of each year, and the remaining 50% of the annual fee no earlier than August 1 of each year. Invoices are due and payable within 30 days.

**3. Condition of Payment**

All services provided by Consultant pursuant to this Agreement shall be performed to the satisfaction of the Client, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment may be withheld for work found by the Client to be unsatisfactory, or performed in violation of federal, state and local laws, ordinances, rules or regulations. If Consultant and the Client disagree, any controversy or claim arising out of or relating to this Agreement shall be settled between the parties by mediation. Each party shall pay its own costs resulting from the utilization of the mediation process. The fees and costs charged by the American Arbitration Association shall be borne equally by the parties.

**4. Term of Agreement**

This Agreement shall automatically renew annually unless terminated by either party.

**5. Authorized Agents**

The Client and Consultant shall appoint an authorized agent for the purpose of administration of this agreement. The Consultant is notified of the authorized agent of the Client as follows:

Kelsey Baker, County Administrator  
Swift County  
301 14<sup>th</sup> Street North  
PO Box 207  
Benson, MN 56215-0207  
Kelsey.baker@co.swift.mn.us

The Client is notified of the authorized agent for the Consultant as follows:

Tessia Melvin  
DDA Human Resources, Inc  
5029 Upton Ave South  
Minneapolis, MN 55410  
tessia@daviddrown.com

**6. Subcontracts**

Consultant may subcontract a portion of the work to be performed under this Agreement, but the Consultant shall remain responsible for any and all work products. Consultant shall ensure and require that any subcontractor agrees to and complies with all the terms of this Agreement. Any subcontractor of Consultant used to perform any portion of this Agreement shall report to and bill Consultant directly. Consultant shall be solely responsible for the breach, performance or nonperformance of any subcontractor.

7. **Force Majeure**

Client and Consultant agree that Consultant shall not be liable for any delay or inability to perform this Agreement, directly or indirectly caused by or resulting from strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Consultant and the Client.

8. **Termination**

This Agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice to the Authorized Agent of the Consultant or Client. A termination of this Agreement shall not relieve the Client of its obligations to pay Consultant for all services rendered and reimbursable expenses incurred prior to the effective date of termination.

9. **Independent Contractor**

It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of copartner, joint ventures, or an association with the Client and Consultant. Consultant is an independent contractor and neither its employees, agents, subcontractors nor representatives shall be considered employees, agents or representatives of the Client. Except as otherwise provided herein, Consultant shall maintain, in all respects, its present control over the means and personnel by which this Agreement is performed. From any amounts due Consultant, there shall be no deduction for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Consultant.

10. **Notices**

Any notices to be given under this agreement shall be given by email to the address stated herein, and to the authorized agent of the Company at the email address stated herein.

11. **Controlling Law**

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

12. **Successors and Assigns**

The Client and Consultant, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the Client nor Consultant shall assign, sublet, or transfer any interest in this agreement without prior written consent of the other.

13. **Changes**

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

14. **Insurance**

The Consultant shall procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in Minnesota.

- a) Statutory Workers' Compensation Insurance.
- b) Comprehensive Automobile Liability Insurance covering owned, non-owned and hired automobiles with a combined limit of \$1,000,000 for each accident or occurrence.
- c) Professional Business Liability Insurance on the Consultant's and Consultant's employee services in this Agreement with a limit of \$2,000,000 per occurrence and \$4,000,000 aggregate.

15. **Indemnification**

The Client and the Consultant each hereby agree to indemnify, defend and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively "Damages") which the other may suffer or be subjected to as a consequence of any act, error, material misstatement or omission of the indemnifying party in connection with any information provided, or the performance or non-performance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party.

Notwithstanding the foregoing, no party shall be liable to the other for Damages suffered by the other which are the consequence of: (a) events or conditions beyond the control of the indemnifying party, (b) actions of the indemnifying party which were reasonably based upon facts and circumstances existing at the time and known to the indemnifying party at the time service was provide; or (c) errors made by the indemnifying party due to its reliance on facts and materials provide to the indemnifying party by the indemnified party.

**16. Severability**

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

**17. Entire Agreement**

It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Client and Consultant relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

**Client**

**DDA Human Resources, Inc.**

By \_\_\_\_\_

By \_\_\_\_\_  
Tessia Melvin

Date \_\_\_\_\_

Date \_\_\_\_\_

**Exhibit A**  
**Scope of Services & Compensation**  
**Ongoing Compensation Plan Maintenance**

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly-updated compensation plan perpetually up to date and aligned with market conditions.

**Standard Plan Services**

- Consultant will review, update and reclassify as necessary one-third of job descriptions annually, or as determined by Project Team.
- Consultant will complete a market analysis of wages for these same jobs with benchmark jurisdictions and suggest changes to pay plan system as necessary to remain in tune with the market.
- Consultant will provide client with market data on benefits offered by comparable jurisdictions and suggest changes as warranted.
- For any new jobs or jobs with changes in job duties, consultant will write or rewrite the job description and classify the job for proper placement in the compensation system.
- Consultant will complete and submit a pay equity report to the State on behalf of the Client every three years or more often when required.
- If desired, consultant will handle data input of wage data into the LMC salary system.
- Consultant will assist Client in annual budget preparations.
  - Consultant will recommend an adjustment to your Pay Plan for the coming year, based upon COLA, market and other factors.
  - Consultant will prepare up to two analysis of the budget impacts of step increases, alternatives for wage adjustments, etc.
- Consultant will make an annual presentation to the elected body on the status of Client's compensation system.

**Price Schedule**

First Year 2020: \$10,300  
Second Year 2021: \$10,300  
Third Year 2022: \$10,300

Additional Services: Clients contracting for Plan Maintenance Services will receive a 20% reduction in hourly rates for additional services not included in Standard Plan.

<i>Position</i>	<i>80% Standard Fee</i>
Lead Consultant	\$160
Technical Support	120
Clerical Support	80