

**SWIFT COUNTY BOARD MINUTES
AMENDED
FEBRUARY 6, 2024**

Chairman P. Peterson called the meeting to order at 9:01 AM. The Pledge of Allegiance was recited.

All members were present.

Also present: County Administrator Tesa Tomaschett, Trista Nelson, Parks, Drainage, and Wetland Supervisor Kody Fossum, and County Engineer Tyler Baumchen.

Citizen comments, Dean Rood addressed the board about the changing of the State Flag.

Administrator Tomaschett informed the board that due to technology issues, the attachment for item (f) Approve Avera McKennan Contract for Mental Health Civil Commitment Beds and Services did not attach to the board packet in the Consent Agenda. Administrator Tomaschett called Health and Human Services Director Catie Lee to see if item (f) could be removed and added to the next board meeting. Catie Lee confirmed that it can be removed and added to the February 20th, 2024 board meeting.

Commissioner E. Pederson had a question about item (i) Consider Approving Abdo Financial Solutions' change order to contract for a 60-day extension wondering if the cost would stay the same. Administrator Tomaschett clarified that the cost of Abdo is based on the workload that they do.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to remove item (f)

from the Consent Agenda and approve the agenda. The motion carried unanimously.

- Consider approving the January 16, 2024, board minutes.
- Consider approving the January 30, 2024, Special Joint Board Meeting Minutes.
- Consider appointing Thomas Claussen to the RDA Board.
- Human Services On-Call Policy #3.503.
- Approve 2024 Custodial Contract for Nicole Norby.
- Approve Amendment to PrimeWest Health Behavioral Health Participation Agreement.
- Consider approving Resolution No. 24-02-17 Designation of Independent Registered Municipal Advisor for 2024.
- Consider Approving Abdo Financial Solutions' change order to contract for a 60-day extension.

Commissioner Rudningen moved, and Commissioner E. Pederson seconded to approve the Consent Agenda. The motion carried unanimously.

Commissioner Mahoney asked about the Boat Center and what that was for. Administrator Tomaschett advised that the Law Enforcement received a grant to purchase a mud boat for \$22,800.00 from the State DNR to purchase and \$5,200.00 would come out of the County's funds. Parks, Drainage, and Wetlands Supervisor Kody Fossum informed the board that Law Enforcement reached out to him being he is in charge of the aquatic invasive species grant dollars to use that money to pay for the remainder of the purchase of the mud boat so it didn't have to come out of reserves.

Commissioner warrants are as follows: Revenue: \$307,502.79; Solid Waste Fund: \$47,974.19; County Road and Bridge: \$32,359.47; Human Services: \$75.00; Debt Service: \$2,000.00; County Ditches Fund: \$1,644.97; County health insurance: \$1,285.15; Tax Collections Fund: \$32.39; State Fund: \$2,933.67; which includes the following bills over \$2,000. Abdo Financial Solutions, LLC.: \$18,160.00; Anoka County Treasury Office: \$2,000.00; Bouwman/Barry: \$2,000.00; CEE VI Drug & Gang Task Force: \$58,044.00; CliftonLarsonAllen, LLP.: \$15,015.00; Comm of MMB, Treas. Div.: \$2,933.67; Counties Providing Technology: \$8,138.00; Craig's, Inc.: \$29,276.00; Dahlberg Sales, Inc.: \$7,845.50; Election Systems & Software, Inc.: \$4,682.00; FLEXsource, LLC.: \$2,748.00; Geyer Recycling: \$6,800.00; Gustafson/Frank: \$2,715.92; Houston Engineering, Inc.: \$3,180.00; M-R Sign Company, Inc.: \$2,521.90; MN Sheriff's Association: \$5,079.01; MNCCC Lockbox: \$9,000.00; Northern Lights Trail Snowmobile Club: \$19,502.00 Northland Trust Services: \$2,000.00; Office Of MNIT Services: \$9,267.50; Pomp's Tire Service: \$2,929.92; Rinke Noonan: \$24,147.00; Schulmerich Carillons: \$9,070.00; SeaChange Printing & Marketing Services: \$4,027.23; Soil Conservation Office: \$6,125.00; South O'Town Repair: \$2,789.79; Southwest Minnesota Workforce Council: \$2,815.00; Stevens County Sheriff: \$2,000.00; Trittech Software Systems: \$48,285.55; Upper MN Valley RDC: \$18,706.39; Waste Management of WI-MN: \$9,716.13; West Central Communications: \$5,678.61; Wold Architects & Engineers: \$14,130.00; Ziegler, Inc.: \$2,271.03.

Commissioner E. Pederson pointed out that on the warrants some have a description of what the warrants are for and some just have numbers. He stated it is nice to have a description.

Commissioner Rudningen moved, and Commissioner Hen-

drickx seconded to approve the Commissioner warrants and review Auditor warrants. The motion carried unanimously.

Parks, Drainage, and Wetlands Supervisor Kody Fossum brought back to the board and requested approval of the drafted Final Hearing Notices for Group 3 and County Ditch No. 8 Re

Establishment of Records for the agreed date of March 6th 2024, at 11:00 AM m the

Commissioners' Board Room at the Swift County Courthouse. Fossum did make the board aware that County Ditch No. 23 did get added to the script for the correct wording of the motion so Fossum asked that whoever makes the motion to include County Ditch No. 23.

Mr. Chairman Peterson, I Commissioner Hendrickx move to approve the draft final hearing notices for County Ditch No. 8, 10, 13, 16, 19, 23, 24, 52, 58, 58 Lat A, 60, 61, 62, 62 Lat. A, Judicial Ditch No. 5 and the Re-Establishment of Records for CD No. 8, with noticing and that the swift county drainage authority finds the benefiting lands not substantive to form a Joint Drainage Board for County Ditch No. 8, 10, 16, 13, 23 and 58 Lat A and direct the county administrator and drainage inspector to coordinate to issue the final hearing notices consistent with the requirements of Statutes, chapter 103E.

I Commissioner Rudningen second the motion. The motion carried unanimously.

Fossum requested approval from the board for the Appleton OHV Archeological Survey Submission request for qualifications (RFQ). The State updated its Federal Recreational Trail Program (FRTP) funding that depending on the site location you have to do an archeology study and for the particular location an archeology study needs to be done. Fossum has contacted engineering firms that are approved contractors with the MnDOT Cultural Resources Unit following these grant procedures to get RFQs. There were six total that they reached out to for bids but only received two bids back. KLJ came back with a bid of \$29,948.80 and Westwood came back with a bid of \$102,000.00. Fossum asked for approval for the lowest bid of \$29,948.80 with KLJ.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve KLJ with a bid of \$29,948.80 to do the Appleton OHV Archeological Surveying. The motion was Carried unanimously.

County Engineer Tyler Baumchen requested approval from the board for a New Motor Grader. Baumchen received two quotes, one from Ziegler Cat for \$442,450.00 with a trade-in value of \$110,500.00 bringing the total cost to \$331,950.00, and the other from RDO John Deere Equipment Co. for \$424,916.91 with a trade-in value of \$105,000.00 bringing the total cost to \$319,916.91. The motor graders get exchanged every eight years. Baumchen recommended going with the lower bid of \$319,916.91 with John Deere. The price is over the budgeted amount but since the last purchase, the price for motor graders has increased to over \$100,000.00.

Commissioner Rudningen asked Baumchen what the guys who would be operating the motor grader would prefer and Baumchen said they prefer the Ziegler Cat but would be satisfied with the John Deere as well.

Commissioner Hendrickx moved, and Commissioner E. Pederson seconded to approve the lower bid of \$319,916.91 with RDO John Deere Equipment Co. The motion carried unanimously.

Dan Enderson gave the board an update on the District Hospital Board. The District Hospital Board met in June of 2023 and had a more recent meeting on January 29, 2024. They did the organizational portion of the meeting and members' positions stayed the same for Chair, Vice Chair, and Secretary and the board stayed the same as it was in 2023. Other issues discussed with the operating lease agreements between CentraCare for the hospital side and Cara for the senior living. Them entities were to create a Local Advisory Board. CentraCare created that board. The District Hospital Board will meet twice a year and there was a discussion to reduce the size of the board from nine members down to six members. The year went as expected, lease payments were made and debt payments were made.

Sheriff John Holtz requested approval from the board to start a part-timer Deputy at step 6. The part-time deputy has 18 years of experience, extensive training in sexual assaults, violence, domestic violence, child abuse, infant and child deaths forensic interviews on the overdose fatality review team, on death investigations, and part of the search warrant team.

Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve part-time Deputy starting at step 6. The motion carried unanimously.

Administrator Tomaschett presented to the board the Swift County Agricultural Inspector's Annual Report and Workplan Summary and requested approval.

Commissioner Mahoney moved and Commissioner E. Pederson seconded to approve the Swift County Agricultural Inspector's Annual Report and Workplan Summary. The motion carried unanimously.

Environmental Services Director Scott Collins requested approval for Maintenance Worker 111 to start at Step 3 due to

having prior experience.

Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve Environmental Service Maintenance Worker III to start at Step 3. The motion carried unanimously.

Administrator Tomaschett requested approval of Resolution No. 24-02-18 Authorizing agreement with the remonumentation surveyor for research and surveying required under the public land survey system preservation grant program. This project will only happen if we are awarded the grant funds to do so. We are currently working with O'Malley and Kron Land Surveyors to submit the application. The application needs to be submitted by a certified land surveyor.

Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve Resolution No. 24-02-18 Authorizing agreement with the remonumentation surveyor for research and surveying required under the public land survey system preservation grant program. The motion carried unanimously.

Administrator Tomaschett presented an update on the ETO meeting about the finance structure to the board. ETO recommends that the position goes back to Auditor-Treasurer versus Finance Manager. If this change is approved, the current applicants for Finance Manager will be called and given a chance to apply for Auditor-Treasurer. This structure change was recommended by Abdo in our evaluation. At this time, all election duties will stay with the Public and Property Service Director.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to rescind the action from the June 6th 2023, board meeting to keep the title Finance Manager. The motion carried unanimously.

Commissioner Rudningen moved, and Commissioner Mahoney seconded to approve the ETO's recommendation to change the Finance Manager title back to Auditor-Treasurer and the drafted job descriptions presented. The motion carried unanimously.

The board recessed at 10:10 AM. The Board reconvened at 10:18 AM.

Commissioner Rudningen reported on the Prairie Lakes Youth Program, ETO meeting, Pioneerland Library, Ditch Hearing, Technology Committee, Pipeline, and Emergency Service Radio Board meetings. Commissioner Hendrickx reported on PrimeWest. Commissioner E. Pederson reported on the DAC, ARPA, CPT, Historical Society, Chimes Operations Committee, and the Pipeline meetings. Commissioner Mahoney reported on the ETO, ARPA, Woodland Centers, Ditch Hearing, Industrial Wind Turbine Farms, and Pipeline meetings. Chairman P. Peterson reported on Prairie Five and HRA meetings.

Administrator Tomaschett reported on Abdo Financial Solution, ETO, ARPA, Emergency 911, Technology meetings, and Land Records Grants

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to close the meeting to evaluate the performance of an individual who is subject to its authority pursuant to Minnesota Statute 13D.05, Subd 3 for a scheduled annual performance review of County Administrator Tesa Tomaschett.

Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn the closed session and return to open session at 11:27 AM. The motion carried unanimously.

The regular session recessed to a closed session at 10:48 AM.

The meeting reconvened to regular session at 11:27 AM.

It was noted by Chairman P. Peterson that Administrator Tomaschett had a favorable one-year performance review in the closed session. The board took no action.

Chairman P. Peterson asked for a motion to approve Resolution No. 24-02-19 Employment agreement with County Administrator Tesa Tomaschett for wage adjustment. Administrator Tomaschett clarified that the salary of \$115,648.00 was her starting wage and at the beginning of 2024 she did get the 4.5% COLA and that \$124,488.00 is the step increase.

Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve Resolution No. 24-02-19 Employment agreement with County Administrator Tesa Tomaschett for wage adjustment. The motion carried unanimously.

For other business the board discussed the State Flag. Commissioner Hendrickx stated that this issue is more of a state issue and not a county issue. Commissioner E. Pederson and Commissioner Rudningen agreed. The board advised the public to contact the State Representative Paul Anderson.

The board meeting adjourned at 11:41 AM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Tesa Tomaschett, County Administrator

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