

**SWIFT COUNTY REGULAR BOARD MINUTES
SEPTEMBER 3, 2024**

Chairman P. Peterson called the meeting to order at 9:00 AM. The Pledge of Allegiance was recited.

All members were present.

Also present: Administrator Tesa Tomaschett, County Attorney Danielle Olson, Auditor-Treasurer Katie Foley, County Engineer Tyler Baumchen, Parks, Drainage, Wetlands Supervisor Kody Fossum, HRA/RDA Director Leanna Larson, Sheriff John Holtz, Chef Deputy Sheriff Mike Hoffman, Trista Nelson, and members of the public.

Chairman P. Peterson asked for citizen comments. Sheriff Holtz addressed the board about his retirement announcement at the August 20, 2024 board meeting and decided to rescind his retirement. Tim Nagler addressed the board on how great it is to work with Chief Deputy Mike Hoffman and support him as sheriff.

Administrator Tomaschett requested to remove item (d) Consider approving Resolution No. 24-09-39: Reappointing County Assessor for a 4-year term from the consent agenda.

Commissioner E. Pederson moved, and Commissioner Rudningen seconded to approve the agenda by removing item (d) Consider approving Resolution No. 24-09-39: Reappointing County Assessor for a 4-year term from the consent agenda. The motion carried unanimously.

- Consider approving the August 20, 2024, board minutes.
- Annual update of 2024-2025 Data Policy and Inventory-updated with new staff.
- Consider approving a daycare grant for Jean Ahrndt to replace toys and purchasing of additional educational play equipment, enhance outdoor play space, and increase safety. The grant request is for \$2500.

Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the consent agenda. The motion carried unanimously.

Commissioner Warrants are as follows:

693,606.29	County General Revenue
29,119.03	Solid Waste Fund
40,080.33	County Road & Bridge
41,385.90	County Ditches Fund
16.80	County health insurance

<u>Vendor Name</u>	<u>Amount</u>
Albany Recycling Center	2,409.12
Ascheman Oil	22,747.82
Bouwman/Barry	2,000.00
Brennan Construction of MN Inc.	544,069.79
Dooley Petroleum, Inc.	2,384.07
Geyer Recycling	6,800.00
Glacial Plains Cooperative	3,019.74
HP Inc	2,017.78
I & S Group, Inc.	7,352.25
John Deere Financial	2,441.93
Pioneerland Library System	39,275.00
Safe Assure Consultants Inc	8,854.65
Soil Conservation Office	18,625.00
Stephanie L Bruss, Psy.D., PLLC	2,625.00
Van Heuveln General Contracting Inc	103,588.96
Van Heuveln Inc/K	4,275.15

Waste Management Of WI-MN	10,982.40
55 Payments less than 2000	20,739.69
Final Total:	804,208.35

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

It was brought to the Commissioners' attention that there was a correction to First Stop Health Billing to be \$16.80 instead of \$1066.80. Commissioners E. Pederson and Rudningen acknowledged the change and approved it.

Housing and Redevelopment Authority Director Leanna Larson requested approval from the board for a loan request for KJ Properties, LLC. Kathleen Jost (KJ Properties LLC) owns the building and land that currently operates H&H Veterinary Clinic in Benson, MN. CareVet recently purchased the business from Kathleen, but she owns the building. Kathleen has plans and contractors in place to build a new facility next to the existing site. The site is located in a flood plain; however, Kathleen is working with FEMA for a letter of map revision. She will purchase flood insurance for the construction period until she receives approval from FEMA.

The total loan request from Swift County is \$111,453. The RDA loan committee met on June 17, 2024, and recommended to approve the loan with a 5-year term, 15-year amortization at 7.50% interest. Swift County would hold a second collateral position, after Viking Bank. The funds would be used strictly for equipment and fixtures.

Project Funding-

- Total Project Cost: \$1,890,343
- Viking Bank: \$1,236,000
- Care Vet: \$250,000
- KJ Properties: \$292,890
- Swift County: \$111,453

This project will retain thirteen jobs and create three new jobs. This project would have an increase on the local tax base. Construction is scheduled to begin in mid September.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve loan request for KJ Properties, LLC. as it is presented. The motion carried unanimously.

Administrator Tomaschett requested approval from the board for a new hire Maintenance Worker II (Highway) start at a Grade 10 Step 2.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve starting the new hire Maintenance Worker II (Highway) at a Grade 10 Step 2. The motion carried unanimously.

Health and Human Service Director Catie Lee requested approval from the board for Resolution No. 24-09-38 Establishing Personnel Administration System for Swift County. Swift County is in the process of withdrawing from the Minnesota Merit System and part of the requirements are for us to adopt the County Personnel Act Minn. Stat 375-56-375.71.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to approve Resolution No. 24-09-38 Establishing Personnel Administration System for Swift County. The motion carried unanimously.

HHS Director Lee requested approval from the commissioners for Policy 224 Swift County Equal Opportunity

and Affirmative Action. This is a requirement of exiting Merit and replaces the previously approved Merit EEOAA Policy.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve Policy 224 Swift County Equal Opportunity and Affirmative Action. The motion carried unanimously.

HHS Director Lee provided the board with an update on the department and the progress of the building project. Lee also provided the board with the July Financial Summary.

County Engineer Tyler Baumchen is seeking direction and approval on how and where funds should come from to pay Ditch Assessments.

Commissioner E. Pederson moved, and Commissioner Rudningen seconded to take the Ditch Assessment money out of the Highway Reserves Fund. The motion carried unanimously.

Item (g.) Consider approving Resolution No. 24-08-36, Appointment of Swift County Sheriff. Due to the recent change from Sheriff Holtz Commissioner Mahoney rescinds his motion that was made at the August 20, 2024 meeting. Commissioner E. Pederson rescinds his second as well.

County Attorney Danielle Olson discussed with the board her salary and having a wage increase larger than the 4.5% COLA increase in 2025. The Attorney's current wage is \$120,295. 2025 salary with the 4.5% COLA increase will be \$125,705. Olson is requesting \$135,000.

County Attorney Olson and Assistant County Attorney Frank Gustafson presented an update to the board.

Administrator Tomaschett reviewed her findings of the 2025 Preliminary Budget. We are short \$494,676. Departments are ok using their reserve to help them through the year.

Commissioner Mahoney reported on the Renewable Energy Meeting. Commissioner E. Pederson had no meetings to report on. Commissioner Rudningen reported on the Prairie Lakes Youth Program, Renewable Energy, and HRA-RDA meetings.

Commissioner Hendrickx reported on the AMC Strategic Planning Retreat and the Prairie Waters Meeting. Chairman P. Peterson reported on the Prairie Five Meeting.

Administrator Tomaschett reported on the Merit Meeting, Renewable Energy, and Recycling Center bid opening.

Commissioner Mahoney asked about the elections that were posted in the newspaper and what steps are being taken. The County Attorney Olson reported that there has been a petition filed and there is a Hearing on September 5th to get the Benson School District candidate back on the ballot and the City of Kerkhoven back on the Ballot.

For Other Business, the board discussed the AMC Fall Policy Conference.

Administrator Tomaschett presented and asked for the board's recommendations for the new County Seal Embosser. The board agrees to move forward with what the legal side suggests for a Seal for the Records/Land Records Office.

Chairman P. Peterson adjourned the meeting at 10:43 AM.

WITNESSED:
P. Peterson, Board Chair

ATTEST:
Tesa Tomaschett, County Administrator
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