

Notice & Agenda

REVISED

Swift County Board of Commissioners

Tuesday, March 1, 2016

9:00 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>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the February 16, 2016 Meeting
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:30 a.m.		Mary Amundson, Land Records Director
	3-8	Consider approving a proposal from Alternative Micrographics Imaging (AMI) to scan the remaining documents to complete the digitizing of all real estate records
		Other Business
	9-18	Discussion by the Benson Sportsman's Club to use County property for a public shooting range
	None	Strategic Plan Update
10:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

February 16, 2016

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Auditor Kim Saterbak, and Amanda Ness.

Chairman Peter Peterson asked if there were any additions to the agenda. Administrator Pogge-Weaver noted that the Strategic Plan update meeting was going to be held in the afternoon.

02-16-16-01 Commissioner Rudningen moved and Commissioner Fox seconded to approve the agenda with the additional meeting noted. Motion carried unanimously.

02-16-16-02 Commissioner Edward Pederson moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the February 2, 2016 Regular Meeting, and (2) Approval of a resolution for MN Grant in Aid for the Appleton OHV Park. Motion carried unanimously.

02-16-16-03 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Commissioner warrants as follows: Revenue: \$54,237.33; Solid Waste: \$17,495.84; Road and Bridge: \$436,087.61; Human Services: \$360.78; County Ditches: \$6,261.00; and Upper MN Watershed: \$173.88 which includes the following bills over \$2,000: Commerford Construction Inc., \$5,608.50; Computer Professionals Unlimited Inc., \$6,307.330; Craig's Inc., \$2,760.08; Kandiyohi County Sheriff's Dept., \$10,481.75; L.G. Everist, Inc., \$15,371.13; Pflipsen Trucking LLC, \$10,337.34; Soil Conservation Office, \$12,500.00; Appleton Township Treasurer, \$19,938.92; Benson Township Treasurer, \$27,548.46; Camp Lake Township Treasurer, \$16,483.56; Cashel Township Treasurer, \$17,037.59; Clontarf Township Treasurer, \$10,245.43; Dublin Township Treasurer, \$23,600.05; Edison Township Treasurer, \$17,429.82; Fairfield Township Treasurer, \$21,571.68; Hayes Township Treasurer, \$24,417.08; Hegbert Township Treasurer, \$15,230.93; Kerkhoven Township Treasurer, \$24,286.90; Kildare Township Treasurer, \$15,904.81; Marysland Township Treasurer, \$16,899.43; Moyer Township Treasurer, \$15,703.40; Pillsbury Township Treasurer, \$26,237.38; Shible Township Treasurer, \$15,379.29; Six Mile Grove Township Treasurer, \$14,275.85; Swenoda Township Treasurer, \$17,232.36; Tara Township Treasurer, \$18,026.88; Torning Township Treasurer, \$35,768.94; West Bank Township Treasurer, \$22,007.24; Waste Management of Northern Minnesota, \$6,560.28; and West Payment Center, \$2,584.24. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Hendrickx reported on 6W Corrections Interviews, Swift and Assertive, Woodland Centers, and a Prison Update. Chairman Pete Peterson reported on 6W Corrections, and Countryside Public Health. Commissioner Fox reported on Well-Being Committee, Woodland Centers, Woodland Centers HR Committee, Pomme de Terre River, and Restorative Practices. Commissioner Edward Pederson reported on Swift and Assertive and SWCD. Commissioner Rudningen reported on Well-Being Committee and a Regional Extension Advisory Meeting.

Administrator Pogge-Weaver updated the board on the regional legislative meetings tomorrow, a community meeting regarding the prison on February 24th at 6:00 PM, and AMC legislative meetings on March 10th and 11th.

Chairman Peterson asked for citizen's comments. There were none.

Parks, Drainage, and Wetlands Supervisor Mike Johnson requested that a public hearing be set regarding a petition for outlet in County Ditch #52.

02-16-16-04 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve setting

the public hearing for April 5, 2016 at 9:00 AM with Jim Weidemann as the viewer. Motion carried unanimously.

County Highway Engineer Andy Sander requested the approval of the purchase of a new skid steer off the state bid.

02-16-16-05 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the purchase of a 2016 Skid Steer for \$46,193.00. Motion carried unanimously.

Engineer Sander further requested authorization for Mn/DOT to pave past the right of way on county connections during their Kerkhoven to Benson TH 12 mill and overlay project and bill the county \$35,800.13.

02-16-16-06 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve authorizing Mn/DOT to pave past the R/W on the county connections. Motion carried unanimously.

HRA Director Vicki Syverson requested approval of the Demolition Committee's program format.

02-16-16-07 Commissioner Hendrickx moved and Commissioner Edward Pederson seconded to approve the Demolition Committee's format as presented. Motion carried unanimously.

Administrator Pogge-Weaver requested approval of revisions to Section 3.02 of the SCBH bylaws regarding appointments.

02-16-16-08 Commissioner Fox moved and Commissioner Hendrickx seconded to approve revisions to the bylaws. Motion carried 4-1 with Commissioner Rudningen opposing.

02-16-16-09 Commissioner Rudningen moved and Commissioner Hendrickx seconded to recess until 1:00 PM. Motion carried unanimously.

The board reconvened at 1:00 PM to discuss updates to the Strategic Plan. No action was taken by the board.

The meeting adjourned at 2:52 PM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
03-01-2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Land Records	REQUESTOR: Mary Amundson	REQUESTOR PHONE: 320-843-3377
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a proposal from Alternative Micrographics Imaging (AMI) to scan the remaining documents to complete the digitizing of all real estate records	
AGENDA YOU ARE REQUESTING TIME ON: 03-01-2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Swift County needs to complete the scanning of all real estate records for implementation into the Doc Pro Real Estate recording system and establishing an online (I Doc) retrieval option. Requesting approval of proposal with Alternative Micrographics Imaging (AMI – current scanning vendor) for scanning remaining books, tract indexes, grantor/grantee books etc. to complete digitizing of all real estate records. Quote was revised due to Tyler Technologies coming out with a Historical Index module to accommodate the tract indexes.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: Money from Technology fund will be used for the project. Original contract was in the amount of \$68,288.25. To date we have paid AMI \$43,978.01, which leaves remaining from that original contract \$24,310.24. The proposed amount for this part II scanning project is \$33,092.66. (Additional amount of \$8,782.42)

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: At the end of 2014, the recorder Equipment account had a balance of \$115,704 in it. There are sufficient funds to cover this expenditure.



Alternative Micrographics Imaging
#12011 Hwy 71 N.E.
Spicer, MN 56288
Phone: 320-796-2599

Swift County Land Records
301 14th St N # 3 Benson,
MN 56215
County Recorder, Mary Amundson

Recorders Project PART II – Revised 2-1-2016

Tract Index and various other books – ON-SITE in Benson MN

The following proposal will outline the conversion of bound paper documents to a digital format. The proposal will cover all aspects of the conversion including *chain of custody, inventory procedures, post processing and final quality control check.*

Swift County would like to convert Abstract Books, Torrens books, several books of various titles including; Miscellaneous Record Books (1), Mechanics Lien Book (1), Lien record (1), Old Age Assistance (1), Cemetery Deeds (1), Federal and State Tax Lien Book (1), Farm Name Record (1), Torrens Grantor (1), Torrens Grantee (1), and books on film including; Grantor/Grantee (34 books on film), Patent Books (2), Sheriff's Certificate of Foreclosure (1 book), Bond Record (2), Railroad List (1), Deeds (63), Misc. (10), ^{Mortgages} Meetings (69), Surveyor Record Book (1), to digital assets for the importation into their Tyler technologies "Historical document and Document Vault" - ECM solution. A cursory survey of their analog holdings found the following count of books: ABSTRACT BOOKS are too large for high speed scanning and will have to be scanned on the book scanner. Many books are available to scan from film.

Index by: for Book Vault index by book name, book type

The county would also like to have an estimate for the completion of the work completed on-site at the Records Office in Benson Minnesota. This will require mobilization of both staff and equipment. This proposal covers on-site (customer's location) for all book scanning and off-site (AMI location) for oversized plat maps. See notes below if you choose to complete the Plat Maps at your (on-site) location.

AMI follows a strict chain of custody standard. Only SKR group employees are used for the conversion of the assets. No assets are converted by outside companies.



Alternative Micrographics Imaging
#12011 Hwy 71 N.E.
Spicer, MN 56288
Phone: 320-796-2599

An inventory of the film will be taken upon arrival.

The bound books will be scanned at the customer's site using our book scanner. They will not be dismantled in any way. They will be scanned page by page, front to back. Please note: book scanning takes much more time per page than high speed scanning. There should be little to no pre-prep for book scanning.

After scanning, the books will be indexed with the following information.

- For Book Vault use Book Name, Record Type

Alternative Micrographics will assign a project manager for this project. The project manager will work with the Swift County Project manager to ensure communication and work progress goals are met. The project manager will also coordinate pickup and delivery schedules, as well as the return of the digital assets. A project setup fee may be assessed depending on customer database and data transfer requirements.

The project will begin once all elements of the project have been planned out and coordinated with Swift County. The total project is estimated to take 5 to 6 months to complete. This project is fairly straight forward in nature. We feel that preplanning is an essential part of a successful imaging project. We would like to include our Project Manager for any and all preplanning meetings to ensure open communication. Any changes to the scope of project or the data requirements of the project will be addressed at that time.

Sincerely,

Sincerely

James Meder
Director of Sales, SKR Group

Barb Peterson
CFO



Alternative Micrographics Imaging
#12011 Hwy 71 N.E.
Spicer, MN 56288
Phone: 320-796-2599

***** PLEASE NOTE: *****

For your peace of mind, your source documents are stored and the conversion work is done at our secure facility. Your source documents are transferred to and from your location by SKR Group employees. A time estimate for completion of the project is given at the time of receipt of assets. SKR Group reserves the right to change these prices if the specifications of these jobs change.

We bill weekly for work done. Payment for any balance still due is due upon receipt of the finished product. We do quality control as part of the project; your completed project is kept in our system for 90 days if corrections become necessary.

The final costs of this project - including, but not limited to prep, imaging and indexing - will be determined by actual document count at the completion of this project.

Please note we try our best to be accurate with our estimated costs and image counts. Errors in math or in estimated images cannot be guaranteed. Actual image counts and actual labor costs determine final prices. Our standard labor rate per hour is: \$23.95. This is the rate used to determine estimated costs per image.

PLEASE NOTE: THE COSTS ABOVE DO NOT INCLUDE THE FOLLOWING:

1. Inventory Control: Creating an inventory of all files picked up for conversion.
2. Final disposition - our last visit from Veteran Shredding came in at \$.12 per pound.
3. On Site work.

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****Agreement to Engage Services****

Swift County agrees to engage the services of SKR Group for the purposes of off-site document management under the above terms and conditions:

Agreed to this _____ day of _____, 2016

For Swift County:

Name and Title

Signature

For SKR Group:

Name and Title

Signature

Swift County Recorder's Office

Pricing and Analysis Page

On-Site Scanning of Bound Books & Pinned Oversized Books on Book Scanner.

(Does not include costs for indexing. Indexing will be completed off site at AMI. See indexing estimate below.)

- 1. Scanner Setup:**
 - a. **Setup Book Scanner on site and perform adjustments. Include transportation and tear down - \$1800.00**
- 2. Scanning: \$9,429.03**
 - a. **Tract Index Books: Scanning approximately 14,592 pages/images @ \$0.39 per image = \$5,690.88**
 - b. **Various Other Books: Scanning approximately 9,585 pages/images @ \$0.39 per image = \$3,738.15**
- 3. On-site staffing (one AMI Staff member) & transportation costs:**
 - a. **Daily Labor costs: On site labor rate of \$26.00 per hour/per employee.**
 - i. 10 hour work day equals \$260.00. For this estimate we are calculating a 10 hour work day with a ½ hour lunch, Qty 2 - 15 minute breaks and 1.5 hour travel time round trip.
 - ii. Overtime is calculated at the rate above times one and a half or \$39.00 per hour.
 - b. **Total On-site labor costs projected:**
 - i. **Pinned Book Scanning: approximately 2000 images per day.**
 1. Total Pinned Book Pages = 24,200.
 - a. 24,200 image divided by 2000 images per day = 12 days.
 - ii. On-site labor 12 days @ 10 hours per day (including travel time) = 120 labor hours @ \$26.00 per hour = \$3,120.00
- 4. Daily travel, per diem and miscellaneous costs:**
 - a. **Daily Travel to Benson MN – Daily trip charge from Spicer to Benson - 80 mile round trip at \$0.565 per mile = \$45.20 per day.**
 - b. **Dailey per diem expense per employee is \$25.00 to cover meals, snacks and miscellaneous travel expenses.**
 - c. **Total cost per day for travel, per diem and miscellaneous = \$70.20**
 - i. 12 day project = \$842.40
 - ii. This is a rough estimate based upon an un-confirmed time schedule.



Alternative Micrographics Imaging
#12011 Hwy 71 N.E.
Spicer, MN 56288
Phone: 320-796-2599

5. Total On-site Book Scanning:

- a. Logistics/Setup \$1,800.00
- b. On-site Scanning charges \$9,429.03
- c. On-site Labor (12 days) \$3,120.00
- d. Travel/Per Diem \$842.40
- e. Miscellaneous (8%) \$1,215.00
- i. Total book scanning on-site \$16,406.43

6. Offsite indexing of assorted Books and Film Scanning: 244 books

- a. 123,485 total pages/images
 - i. Offsite film scanning: 123,485 images @ .118 = \$14,571.23
- b. Cost per indexing is estimated to be: \$3.75 per book for Book Vault
 - i. 244 books @ \$3.75 = \$915.00
 - ii. Technical Fees = \$1,200.00
 - iii. Each book is to indexed by book name and type, not split by documents

7. Totals for scanning and indexing of assorted books:

- a. Scanning, logistics, labor, misc. = \$16,406.43
- b. Off-site film scanning = \$14,571.23
- c. Technical Fees = \$ 1,200.00
- d. Indexing = \$ 915.00
 - i. Total = \$33,092.66



Request for Board Action

BOARD MEETING DATE:
March 1, 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: Discussion by the Benson Sportsman's Club to use County property for a public shooting range	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Benson Sportsman's Club is requesting to utilize property the County owns at the intersection of Highway 9 and County Road 29 for a public shooting range. The property is locally known as the Abandoned Car Site. Attached is information from the Benson Sportsman's Club on their request.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: The current farm lease terminated at the end of 2015 with rents paid in 2015 of \$15,120. The club is not asking for any funding from the County for this project. No direct discussions on rent or purchase price have taken place up to this point.
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and discuss. No action requested; however, direction to staff would be helpful.
COMMENTS: None	COMMENTS: None

BENSON SPORTSMAN'S CLUB



02/23/2016

The purpose of Benson Sportsman's Club is to promote the education and safety of all shooting sports, and to ensure a safe and accessible public shooting range for the people of Benson and the surrounding communities of Swift County. As such the Benson Sportsman's Club proposes the following:

The Benson Sportsman's Club requests to utilize/rent/or purchase the property located at the intersection of highway 9 and county road 29 approximately 5 miles east from the City of Benson, referred to commonly as the "Abandoned Car Site" owned by Swift County. The property would be developed by the Benson Sportsman's Club and its supporters as a recreational multiuse firearms and archery range.

This would include the development of the following, a 300 yard firearms range located on the west side of the property. This range would incorporate a series of bullet catches at the following ranges. 25, 50, 100, 150, 200, 250, and 300 yds. These bullet catches would be approximately 6-8 feet tall. Target stands would be placed in front of the bullet catches and each bullet catch would have its own firing platform clearly marked and designated for that shooting distance. The firing lanes will lay south to north with the firing direction being north. A large berm 20-25 ft. in height will be constructed at the north end of the range to stop overflight and insure safety.

A portion of the site would also be developed as a shotgun trap range. This site would include a shooting line as well as a throw house. The trap range is set up in a manner that all shot stays within the boundaries of the property. Shot size will be limited to no shot larger than 7.5 shot to insure that the shot does not have the capability of leaving the site.

A portion of the site will be utilized to develop an archery range. This range will consist of arrow stops that will be positioned at distance intervals of 10, 20, 30, 40, 50, 60, 70, 80, and 100 yds. from the firing line. The firing lanes will lay south to north with the firing direction being north.

The Club would also be interested in the developing a building site on the property to be utilized as a meeting hall for BSC business. This structure would also be utilized as a rental facility for area events.

The hours of operation would be as follows, the site would be open to members of BSC from sunup to sundown year round with the following exceptions. The site would only be open from 1100-1500 during the regional firearms season generally beginning the first weekend of November and ending on the second weekend of November. The hours would also be adjustable as need be to insure safe operation of the range facility during agricultural practices in adjacent fields if need should arise.

Insurance for the facility would be carried by the Benson Sportsman's Club covering the activities of the club and its members while utilizing the facility. This would include coverage of sanctioned shooting activities sponsored by the club on the property, non-sanctioned shooting activities, and any building process to be undertaken at the facility. The Benson Sportsman's Club would accept all liability of operation of the site as a multi-use range facility.

Prepared by:

Ian D. Hodge	Mike Bates	Andy Abner	Ray Staton
BSC President	BSC Vice President	BSC Treasurer	BSC Sgt. at large

Tadd Egenes	Brandon Grimsley
BSC Sgt. at arms	BSC Secretary

BENSON SPORTSMAN'S CLUB



BYLAWS AND ARTICLES OF INCORPORATION

ARTICLE 1 – NAME

The name of the corporation shall be **Benson Sportsman's Club**

ARTICLE 2 – LOCATION

The location of the principal Corporate Office shall be located at:

Benson Sportsman's Club
C/O Ian D. Hodge
704 17th St. South
Benson, MN 56215

Records and financial statements shall be secured at the organization's place of business, and its registered agents. These documents include, but are not limited to, the Articles of Incorporation, By-laws, accounting records, and minutes of Board of Director meetings, Conditional Use Permit, City of Benson Lease, and special committees having authority to act for the corporation.

ARTICLE 3 – PURPOSE

The purpose of Benson Sportsman's Club is to promote the education and safety of all shooting sports, and to ensure a safe and accessible public shooting range for the people of Benson and its surrounding communities.

In addition, The Benson Sportsman's Club shall periodically organize and facilitate formal shooting events in order to encourage the development of marksmanship, safety, and good sportsmanship.

ARTICLE 4 – MEMBERSHIP

Membership is open to any legal resident of the United States who is at least eighteen (18) years old at the time his or her application, and is willing to abide by the provisions of Article VII. In addition, the applicant must be legally capable of possessing and using firearms.

Membership classifications:

Member: Member whose dues are paid for the current calendar year starting January 1 of the immediate year and ending on Dec 31 of the immediate year.

Associate Member: Any person under the age of 18 who still resides with a Member who is their parent, or legal guardian. Any spouse of a current Member, or any person under the age of 18 actively participating in MSHSL sponsored shooting competition.

Honorary Member: An Honorary Member is a member who, in the view of the Board of Directors, has made significant contributions to the vitality and success of the Benson Sportsman's Club. An Honorary Member is not expected to pay dues, but is granted membership for their contributions.

Any regular member can nominate an individual for honorary member status by submitting a proposal in writing to the Benson Sportsman's Club Secretary.

Dues, Fees, Assessments and Donations:

The Board of Directors determines the annual Regular membership dues and fees.

1. On occasion, a special assessment may be necessary in order to insure Benson Sportsman's Club continuance. In these circumstances, the Board of Directors shall, determine the level of need and establish an assessment amount.
2. Dues are set by the Board of Directors in the preceding calendar year and are payable prior to use at any time during the calendar year.

ARTICLE 5 – BOARD OF DIRECTORS

Composition: The Board of Directors, hereafter referred to as "The Board," shall consist of 6 elected members. The Board shall consist of the President, Vice President, Treasurer, Secretary, Sgt. at Arms, and Sgt. at Large.

Authority: The Board shall govern and be responsible for the management, business affairs, and property of The Benson Sportsman's Club. The Board shall fill the positions of elected and appointed officers. Board members as stipulated in these bylaws, and shall have the full power to, or require to be done, everything necessary and expedient for the promotion, protection, and the welfare of the Benson Sportsman's Club.

Voting: Any Board member may request items of business to be put on the agenda of any meeting. Each member of the Board shall be entitled to one vote on motions before the Board. A simple majority is required for a motion to be adopted. In the event of a tied vote the president shall give a second vote to break the tie.

Board Qualifications: Any individual who has been a member of the Benson Sportsman's Club for the last three consecutive years. Interested individuals should tender their request to the Secretary, at least thirty days prior to the annual election meeting. The election of Board members will be held annually three years after the clubs creation.

Tenure: All Board positions are two year terms. However, in order to insure continuity, approximately one half of the Board is elected each year.

Resignation: A Board member may resign at any time by providing the President written notification. The president will nominate a candidate or candidates to fill any Board vacancies. The candidate(s) will be elected by two-thirds vote of the entire board (quorum rules do not apply). The newly appointed Board member does not begin a new two year term, but completes the term of the individual replaced.

Quorum: The Board may not conduct the business of Benson Sportsman's Club unless four of its six members are present, with the exception noted in the paragraph above.

Dismissal: A director may be removed by two-thirds (2/3) vote of the remaining Board membership. Such action is taken when a Board member's behavior has been disruptive to the harmony of the club. In addition, a Board member shall be considered for dismissal if they do not attend a minimum of six (6) scheduled meetings in the period January through December.

Meeting Schedule: Regular Board meetings shall be held each month from January through December. The President can call special meetings at any time to address pressing issues. Any member of the Board can declare a special meeting or agenda item with written notification to the President. The President provides each Board member with an agenda ten (10) days prior to any regular meeting.

ARTICLE 6 – OFFICERS

The President, Vice-President, Secretary, Treasurer, Sgt. at Arms and Sgt. at Large, shall be the named officers of The Benson Sportsman's Club.

The member shall elect two (3) officers to a two (2) year term at their first meeting following the three (3) year inception date. The Vice President, Secretary, and Sgt. at Arms shall be elected in odd numbered years; while the President, Treasurer, and Sgt. at Large shall be elected in even numbered years.

The Board shall fill vacancies that occur between electoral meetings. The newly elected Board member will not serve a new term, but completes the replaced member's commitment. All new Board members appointed between electoral meetings are seated

thusly with the exception of President. Benson Sportsman's Club Vice-President will automatically assume the duties of President should that office become vacant.

VI-e Officer Duties and Responsibilities:

President:

- The President shall be the chief executive officer of the Benson Sportsman's Club, and, as such, determines that all orders and resolutions of the Board are implemented.
- With the approval of the Board, shall sign and deliver in the name of the corporation those mortgages, bonds and deeds pertaining to the operation of the corporation.
-

Vice President

- By request, absence, or disability of the President the Vice- President shall perform the duties of the President.

Secretary

- The Secretary is responsible for documenting all Board and shareholder meetings. In addition, he or she shall periodically review with the Board the minutes generated.
- Serves as the organizations archivist concerning all official Benson Sportsman's Club documents.
- Responsible for maintaining an accurate database of Benson Sportsman's Club members

Treasurer

- The Treasurer functions as the organization's chief financial analyst.
- The treasurer reports to the Board monthly Benson Sportsman's Club *profit and loss* position.
- Reports the corporations' financial position at the annual electoral meeting.
- Analyzes for Board review the monthly shooting reports submitted by the *trap, skeet, and sporting clays* committees.

Sgt. at Arms

The Sgt. at Arms shall be responsible for the oversight of governing of all meetings.

The Sgt. at Arms shall call all meetings to order.

Sgt. at Large

The Sgt. at Large shall attend and represent the board in conjunction with the President, or other appointed board member all meetings involving business outside of Board meetings.

The Sgt. at Large shall represent the interest of the members and insure the wise use of Benson Sportsman's Club assets.

ARTICLE 7 – DISPUTE RESOLUTION

Any individual shall have his or her membership rights and privileges terminated upon the determination by the Board that the member has:

1. Demonstrated behavior contrary to the principles and purposes of Benson Sportsman's Club.
2. Violated Benson Sportsman's Club rules regarding the use, operation, and maintenance of the facility.
3. Committed an act, which will reflect negatively upon Benson Sportsman's Club and its members.

No termination vote can occur until the individual is given details of the charges in writing. That detailing must occur at least fifteen (15) days prior to the Board considering the circumstances of the case. The member shall be asked to attend the Board meeting in order to accord them a full hearing. The member shall be notified of the Board's decision within ten (10) days.

ARTICLE 8 – AMENDMENTS

Amendments are approved by the Board, and ratified by a simple majority vote at the annual electoral meeting.

Any Regular member in good standing may introduce amendments by submitting his or her proposal in writing to Benson Sportsman's Club Secretary. The member will be notified of the outcome within fifteen days (15) of the Board's decision.



Midwest Medical Examiner's Office

14341 Rhinestone Street NW, Ramsey, MN 55303

Phone: 763-323-6400 ♦ Fax: 763-323-6479

A. Quinn Strobl M.D. Chief Medical Examiner

Anne Bracey M.D. ♦ Michael Madsen M.D.

Accredited by



February 8, 2016

Dear Commissioners:

The purpose of this report is to present a summary of medical examiner involvement for deaths occurring in Swift County during the year 2015.

Fifty-one deaths were investigated in 2015. Of these, 15 were registered hospice deaths and 31 cremations were approved. Jurisdiction was assumed in nine cases. Five autopsies were performed.

All deaths requiring an autopsy were classified as accident. Of these, four were due to motor vehicle crashes. Two incidents involved alcohol: a 58-year-old man lost control of his pickup truck and was ejected and a 44-year-old man lost control of his sports utility vehicle. Of the other two, a 59-year-old male driver, with extensive medical history, left the roadway and crashed and a 79-year-old man was trapped in his overturned vehicle in hot weather. Lastly, a 42-year-old woman used someone else's oxycodone and alcohol.

One death classified as accidental did not require an autopsy: a 103-year-old woman died of injuries sustained in a fall from standing height.

No death in Swift County was classified as homicide.

It is a privilege to serve as medical examiner for Swift County. Thank you for the opportunity to continue to work with you and the law enforcement professionals of your community. We look forward to the coming year and to contributing to the ongoing health and safety of your residents.

Sincerely,

A. Quinn Strobl, MD
Swift County Chief Medical Examiner

AQS:vlb

cc: Sheriff John Holz



Medical Examiner Statistics For: Swift

January 1st through December 31st

	2011	2012	2013	2014	2015
Homicide	0	0	0	0	0
MVA Accident	0	0	0	0	4
Natural	0	0	0	0	3
Non MVA Accident	0	0	0	0	2
Reportable, Declined	0	0	0	1	42
Total Cases:	0	0	0	1	51
Autopsies					
Complete	0	0	0	0	5
Total Autopsies:	0	0	0	0	5
Hospice	0	0	0	0	15
Cases Declined *	0	0	0	1	42
Scene Visits	0	0	0	0	3
Anthropology	0	0	0	0	0
Neuropathology Exams	0	0	0	0	0
Cardiac Pathology Exams	0	0	0	0	0
Cases With Histology	0	0	0	0	1
Cases With Toxicology	0	0	0	0	5
Lodox Imaging Performed	0	0	0	0	2
Unidentified Bodies	0	0	0	0	0
Unclaimed Bodies	0	0	0	0	0
Exhumations	0	0	0	0	0
Corneal Donations	0	0	0	0	1
Tissue Donations	0	0	0	0	0
Cremations	0	0	0	1	31
Non-Reportable	0	0	0	0	0

* Includes all Jurisdiction types other than "Assumed"