

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, May 7, 2013

9:00 AM

Swift County Board 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.

<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>
9:03 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes April 16, 2013
	3	(2) Minutes April 30, 2013
	4-5	(3) Consider approving a renewal of a combination Liquor License “on and off sale” for Honebrink LLC dba Brink’s Beer Joint Bar and Grill
	6-7	(4) Consider approving offer of employment for Tyler Krienke in the Parks, Draining and Wetland Department as a Part Time Help.
9:04 a.m.		<b>Auditor warrants reviewed</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:20 a.m.		<b>County Administrator report</b>
9:25 a.m.		<b>Citizens Comments</b>
9:25 a.m.		<b>Presentation by Mary Fischer, Southern Prairie Community Care</b>
9:45 a.m.		<b>Environmental Services Director Scott Collins</b>
	8-10	Consider approving a Conditional Use Permit #4285 for establishing a non-farm dwelling for Joe & Jessica Wrobleski
	11-13	Consider approving a Conditional Use Permit #4286 for the purchase of 40 acres of land by Pheasants Forever & then transferring it to the MN DNR.
	14-16	Consider approving a Conditional Use Permit #4282 for pipeline block valve removal & replacement & modifications to pumps for Kinder Morgan Cochin, LLC.
10:00 a.m.		<b>County Engineer Andy Sander</b>
	17-19	Consider awarding contract for the 2013 gravel processing
	20-21	Consider approving payment of \$101,093.00 on auditors warrants of ROW acquisition costs for CSAH 17 projects
10:10 a.m.		<b>Sheriff John Holtz</b>
	22-23	Consider approving offer of employment for Tony Lenz in the Sheriff’s Department as a Part Time Communication and Corrections officer
	24	Discussion on proposed Dept. of Corrections 2911 rules
10:30 a.m.		<b>Swift County RDA Director Jennifer Frost</b>
	25-26	Consider approving RLF Loan Application - Alex Everson of ACE Ag, Inc
		<b>Other Business</b>
	27-28	2014 Budget Discussion
11:15 a.m.		<b>Adjournment</b>

# SWIFT COUNTY BOARD MINUTES

## March 19, 2013

Chairman Fox called the meeting to order with all members present.

**03-19-13-01** Commissioner Klemm moved and Commissioner Rudningen seconded to approve the agenda as updated. Motion carried.

**03-19-13-02** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of March 5, 2013. Motion carried.

**03-19-13-03** Commissioner Klemm moved and Commissioner Rudningen seconded to approve the appointment of County Administrator, Michel Pogge-Weaver, as the Clerk of the County Board. Motion carried.

**03-19-13-04** Commissioner Peterson moved and Commissioner Klemm seconded to approve the Commissioner Warrants as follows: Revenue: \$166,104.14; Solid Waste: \$26,994.57; Road and Bridge: \$48,889.82; Ditch: \$87.85; and Tax Collections Agency, \$1,252.72 which includes the following bills over \$2,000: American Solutions for Business, \$2,844.96; Ascheman Oil, \$3,183.70; Center Point Energy Minnegasco, \$5,940.94; St Cloud City, \$2,054.93; CPUI, \$4,793.85; Rich Cook, \$2,595.00; Craig's Inc, \$2,792.65; Dooley Petroleum, \$4,686.89; Hewlett Packard Co, \$2,112.72; Johnson Feed, Inc, \$4,172.94; Kris Engineering, \$3,814.71; Macqueen Eng. \$3,437.97; Maney Inter. Of Alex., \$3,578.32; Marsden Bldg Maint, \$4,140.34; Nolan Baker Ford, \$54,684.96; Pflipsen Trucking, \$9,260.88; Pioneerland Library System, \$28,312.50; SW Initiative Foundation, \$3,000.00; Swift Co Treasurer, \$16,406.42; Waste Mngment of No Mn, \$10,965.25; and Widseth Smith Nolting, \$8,028.00. Motion carried.

Board and Committee Reports were given as follows: Commissioner Fox reported on Woodland Centers, Pomme de Terre River Association, and Chippewa River Association. Commissioner Klemm reported on RDA. Commissioner Peterson reported on SCSWB, 6W Corrections, and CPHS. Commissioner Rudningen reported on Interview Committee and Orientation of Human Services. Commissioner Hendrickx reported on 6W Corrections, Woodland Centers, Interview Committee, and Round Table Leadership Meeting.

Administrator Pogge-Weaver updated the County Board on the Auditor position and the finalists. He also updated the Board on the long term and short term disability insurance and the fact that it would be going out on bids. He also noted that he had received a letter from FibroMinn stating where the ash product is going. He also reported that he had attended a School Bullying Meeting.

Regular Agenda:

Sheriff John Holtz met with the County Board.

**03-19-13-05** Commissioner Hendrickx moved and Commissioner Rudningen seconded to accept the resignation of Kimberly Pierce effective March 25, 2013, and to thank her for her years of service. Motion carried.

**03-19-13-06** Commissioner Peterson moved and Commissioner Klemm seconded to approve the hiring of Kristin Molden as a full time Communications and Corrections Officer effective April 1, 2013, and to approve the advertisement for a part time Communications and Corrections Officer. Motion carried.

Sheriff Holtz also reported that he had signed an agreement between Peart & Associates Inc and Swift County for security services at the Hospital and for prisoner transportation.

**03-19-13-07** Commissioner Peterson moved and Commissioner Hendrickx seconded to increase the Restorative Justice Coordinator position to 32 hours per week and approve the increase of \$17,454.04 to come from the Reserve Fund. Motion carried.

**03-19-13-08** Commissioner Hendrickx moved and Commissioner Rudningen seconded to pass the Resolution approving the Region 6W Family Homeless Prevention and Assistance Program. Motion carried.

**03-19-13-09** Commissioner Peterson moved and Commissioner Rudningen seconded to approve increasing the bounty for gopher to \$5.00 subject to the majority of the Townships agreeing. This would be effective April 1, 2013. Motion carried.

**03-19-13-10** Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the Pomme de Terre River Association Joint Powers Agreement. Motion carried.

**03-19-13-11** Commissioner Rudningen moved and Commissioner Peterson seconded to approve the goals for the County and the Administrator as presented. Motion carried.

**03-19-13-12** Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

WITNESSED:

\_\_\_\_\_  
Joe Fox, Chair

ATTEST:

\_\_\_\_\_  
Michel Pogge-Weaver, County Administrator

**SWIFT COUNTY BOARD MINUTES**  
**April 30, 2013**

Chairman Fox called the meeting to order at 4:03 PM with all members present.

County Administrator Pogge-Weaver discussed with the board that Mrs. Saterbak was able to start with the County earlier than originally anticipated. Due to this, he requested that the Board rescind the appointments they made at their April 16<sup>th</sup> meeting for the County Auditor and interim County Auditor positions and appoint Mrs. Saterbak to the Auditor position effective May 1, 2013.

**04-30-13-01** Commissioner Klemm moved and Commissioner Rudningen seconded to rescind resolutions 04-16-13-05 ad 04-16-13-06. Motion carried unanimously.

**04-30-13-02** Commissioner Rudningen moved and Commissioner Hendrickx seconded to appoint Kimberly Saterbak to the position of County Auditor effective May 1, 2013. Motion carried unanimously.

Human Services Director Deanna Steckman advised the board that one of her social workers is likely leaving for a similar position in another county. Due to this, she requested approval from the board to begin advertising for the position if it would become vacant. Commissioner Hendrickx asked when she would start advertising for the position and Mrs. Steckman advised the board that she would only begin the hiring process if the position would become vacant.

**04-30-13-03** Commissioner Hendrickx moved and Commissioner Peterson seconded to approve advertising for a social worker if a current position would become vacant. Motion carried unanimously.

**04-30-13-04** Commissioner Peterson moved and Commissioner Klemm seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 4:07 PM.

WITNESSED:

\_\_\_\_\_  
Joe Fox, Chair

ATTEST:

\_\_\_\_\_  
Michel Pogge-Weaver, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a renewal of a combination Liquor License "on and off sale" for Honebrink LLC dba Brink's Beer Joint Bar and Grill	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Liquor licenses for establishments outside of municipalities are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Honebrink LLC is requesting renewal of their combination Liquor License "on and off sale" at Brink's Beer Joint Bar and Grill located at 203 Danelz Ave.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None

### Board Action

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



Minnesota Department of Public Safety

Alcohol and Gambling Enforcement

444 Cedar Street, Suite 222

St. Paul, MN 55101

651-201-7507 • TTY 651-282-6555 • Fax 651-297-5259



RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control • (3.2% Licenses exempt)

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S. 3 to report any license cancellation.

License Code CTCMBS License Period Ending 6/30/2013 ID# 28090
City/County where license approved. Swift Co

Licensee Name Honebrink LLC
Trade Name Brinks Beer Joint Bar & Grill
Licensed Location address 203 Danelz Ave
City, State, Zip Code Benson, MN 56215
Business Phone 320/842-8000

LICENSE FEES: Off Sale \$ 300.00 On Sale \$ 1000.00 Sunday \$ 300.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

- 1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature [Signature] DOB 9/15/1980 SS# 473-04-1188 Date 3/27/13
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature \_\_\_\_\_ Date \_\_\_\_\_
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature [Signature] Date 4-3-2013
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature [Signature] Date 4-3-13
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations (criminal/civil). Report violations on back, then sign here.



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Swift County Parks	REQUESTOR: Michael Johnson	REQUESTOR PHONE: 320-843-5341
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Part Time Summer Help	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Seasonal part time help no benefits for work Parks & Drainage Office	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: Salary paid out of budget
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

### Board Action

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

Michael Johnson  
Jim Pfeifer

***Parks, Drainage & Wetlands***

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Phone (320) 843-5341  
Fax (320) 843-3543



1000 15<sup>th</sup> Street South  
P.O. Box 241  
Benson, MN 56215

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*e-mail: mike.johnson@co.swift.mn.us*  
*e-mail: jim.pfeifer@co.swift.mn.us*

May 7, 2013

Mr. Krienke,

Swift County is pleased to offer you the position of Part Time Help for the 2013 season. This is a temporary seasonal position with no benefits as described in the County's Personnel Policy. Your hourly rate will be \$10.00 per hour. All hours worked in excess of eight (8) hours per day or forty (40) hours per week will be paid at a rate of one and one half times the base rate. This position will begin in June and go through August, 2013.

This offer is contingent upon County Board approval at their May 7, 2013 meeting.

Sincerely,

Michael Johnson  
Swift County Parks, Drainage and Wetlands Supervisor

Offer approved by the County Board:

Offer accepted by

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Joe Fox, Chairman

MRJ/mrj



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: Approval of Conditional Use Permit #4285 for establishing a non-farm dwelling for Joe & Jessica Wrobleski.	
AGENDA YOU ARE REQUESTING TIME ON: 9: 45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 4.3 Code of Ordinances, Agricultural District #2 for non-farm residential dwelling. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Planning Commission will consider approval on May 6, 2013 with special conditions.	

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve as conditioned
COMMENTS: n/a	COMMENTS: None

### Board Action

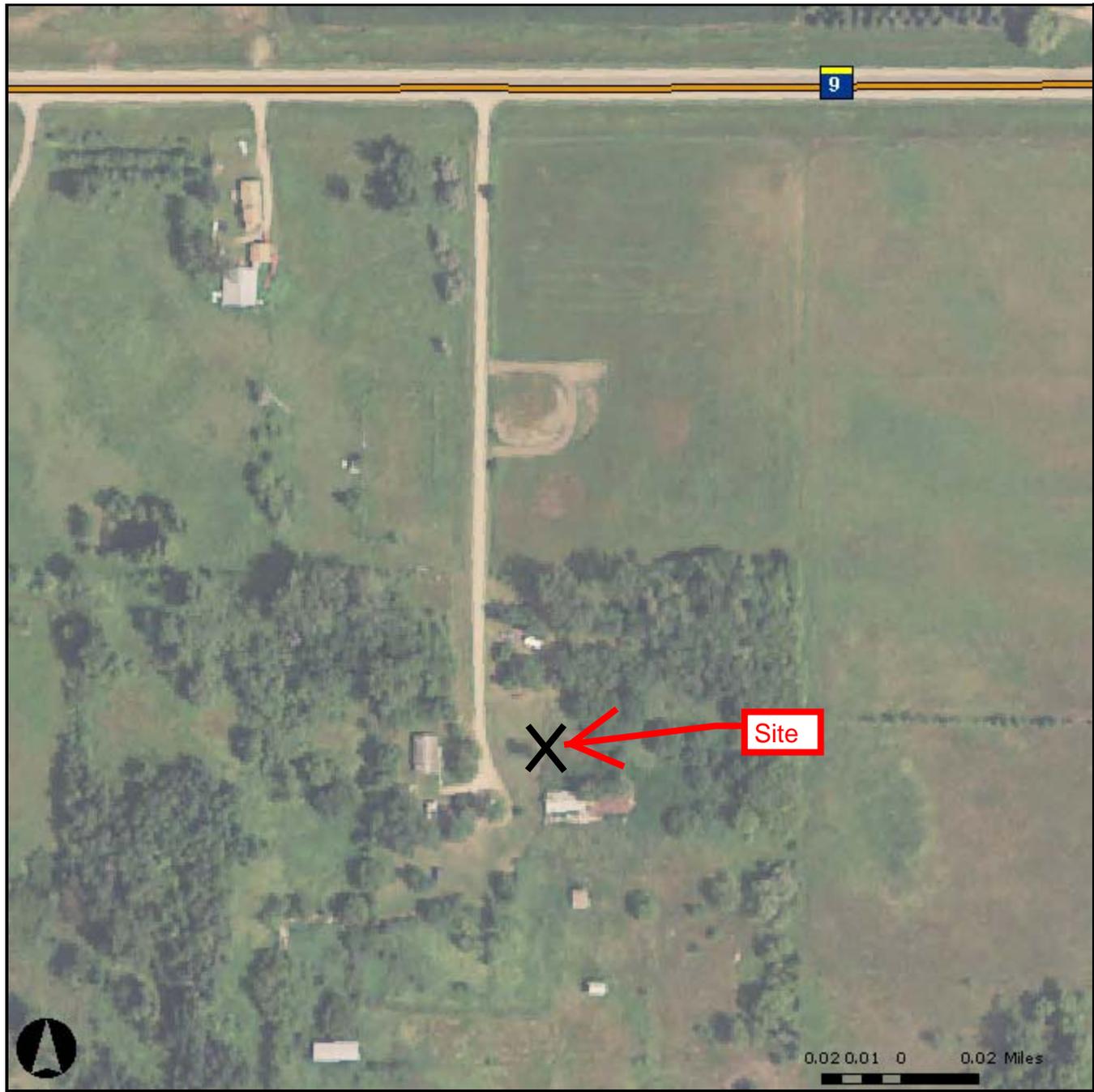
Motions ___ J. Fox ___ G. Hendrickx ___ G. Klemm ___ P. Peterson ___ E. Rudningen	
Action	Vote

**Proposed Special Conditions**  
**Joe & Jessica Wroblewski**  
**Conditional Use Permit #4285**

1. In order to insure compliance, the Swift County Planning Commission and/or Swift County Board of Commissioners may require the conditional use applicant to have made investigations and inquiries regarding the zoning district in which they are applying. The applicant must be aware of all agricultural activities that are identified in the Swift County Zoning Ordinance, such as, but not limited to: feedlots, commercial feedlots, poultry operations, gravel and mineral excavation mining, road development, junk yards and non-farm dwellings.
2. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
3. The property owner must address all complaints, problems or concerns regarding public health, safety and welfare within 30 days of presentation of the complaint. Copies of all complaints and responses addressed to applicant shall be submitted to Swift County Environmental Services.
4. All onsite sewage treatment systems must be in compliance with all Minnesota Pollution Control Agency (MPCA) rule #7080 codes and regulations.
5. Granting of the conditional use-permit shall be for the plans submitted with the initial application only.
6. This Conditional Use Permit #4285 shall expire one year from the date of issuance if the permit is not utilized.
7. Violation of any of the above-stated conditions may result in revocation of the conditional use-permit.

# Map

## Non-farm dwelling for Joe & Jessica Wrobleski



### Section Labels

### Roads

- Alley
- CSAH
- City

### Roads (continued)

- County
- State
- Township
- US
- Railroad

### Lakes

- 2010 FSA
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: Approval of Conditional Use Permit #4286 for the purchase of 40 acres of land by Pheasants Forever & then transferring it to the MN DNR.	
AGENDA YOU ARE REQUESTING TIME ON: 9:45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 8.8 Code of Ordinances, Agriculture District #2, by MN DNR to purchase land. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Planning Commission will consider approval on May 6, 2013 with special conditions.	

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve as conditioned
COMMENTS: n/a	COMMENTS: None

### Board Action

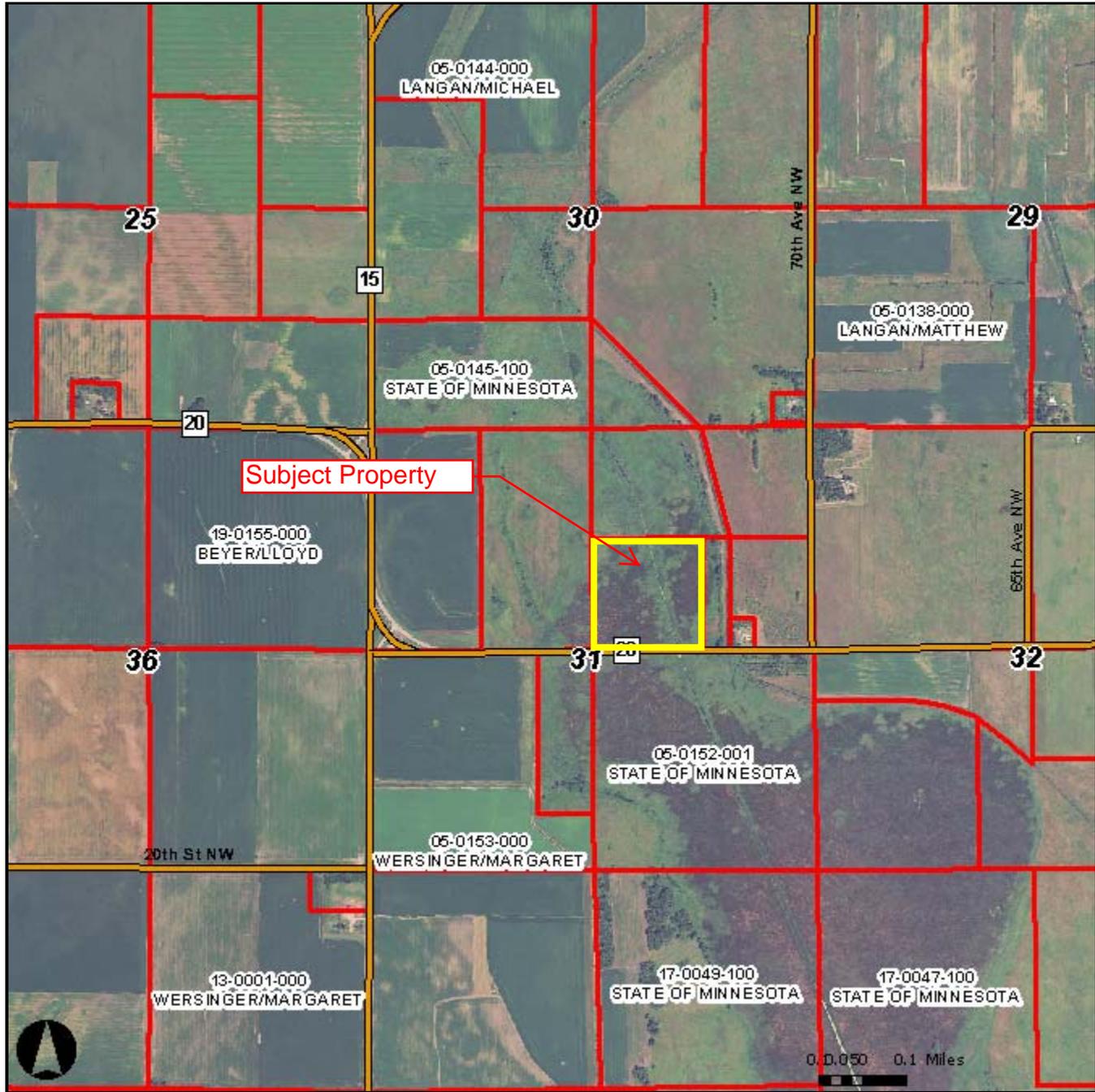
Motions ___ J. Fox ___ G. Hendrickx ___ G. Klemm ___ P. Peterson ___ E. Rudningen	
Action	Vote

**Proposed Special Conditions**  
**Pheasants Forever**  
**Conditional Use Permit #4286**

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 applicant within 30 days of presentations of the complaint.
3. Granting of the conditional use permit shall be for the plans submitted with the initial application only.
4. State of Minnesota – Department of Natural Resources shall allow for the right-of-way for the purpose of maintenance and/or utilities.
5. MN Department of Natural Resources and/or property owner will permit groundwork within its purchase area needed to mitigate potential adverse impacts arising from an increase in the water level and will not negatively impact neighboring landowners. If negative impacts are encountered, MN Department of Natural Resources agrees to pay for all remedial action in a manner approved by the Swift County Board of Commissioners.
6. Weed control is the responsibility of the landowner and must be controlled in a manner that meets the approval of the Swift County Agriculture Inspector. If approval is not met, the Swift County Agriculture Inspector will control the weeds at the landowner's expense.
7. This Conditional Use Permit #4286 shall expire one year from the date of issuance if the permit is not utilized.
8. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

# John Reardon/ Pheasants Forever/ DNR

## Map



### Section Labels

### Roads

- Alley
- CSAH
- City
- County

### Roads (continued)

- State
- Township
- US
- Railroad
- Parcels

### Lakes

- Lakes
- MunicipalBoundaries
- 2010 FSA
- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: Approval of Conditional Use Permit #4282 for pipeline block valve removal & replacement & modifications to pumps for Kinder Morgan Cochin, LLC.	
AGENDA YOU ARE REQUESTING TIME ON: 9:45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit, Urban Development District, as it is a change in existing commercial use. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Planning Commission will consider approval on May 6, 2013 with special conditions.	

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve as conditioned
COMMENTS: n/a	COMMENTS: None

### Board Action

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

**Proposed Special Conditions**  
**Kindred Morgan**  
**Conditional Use Permit #4282**

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable FAA rules and regulations as they may apply to the project.
3. The permit holder shall comply with all applicable environmental rules and regulations as they may apply to the project.
4. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by applicant's personnel within 72 hours of presentation of the complaint. Copies of all complaints and responses addressed to them shall be submitted to Swift County Environmental Services.
5. Granting of the conditional use permit shall be for the plans submitted with this initial plan only.
6. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman and the Swift County Highway Engineer. Road setbacks and maintenance plans must also be submitted to the Swift County Highway Engineer.
7. This Conditional Use Permit #4282 shall expire one year from the date of issuance if the permit is not utilized.
8. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.



BENSON TERMINAL  
STATION #18

12

30th Ave SW



Minnesota

- Cochin Pipeline
- Station
- Temporary Workspace

0 200 400 Feet 1:4,800



**KINDER MORGAN**

**BENSON TERMINAL STATION**  
T 121 N, R 40 W, Section 1  
Swift County, Minnesota  
Cochin Reversal Project





# Request for Board Action

BOARD MEETING DATE:  
May 7th, 2013

## 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: Award Contract for the gravel processing	
AGENDA YOU ARE REQUESTING TIME ON: 10:00 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Annual crushing of CL-5 for gravel roads	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

### Budget Information

FUNDING: State and Local Sources
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approved as to form	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

### Board Action

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

# Swift County Highway Department

**BID TABULATIONS: County Wide Gravel Processing**

April 15, 2013

CONTRACTOR	BID
<b>COMMERFORD GRAVEL</b>	<b>\$75,300.00</b>
<b>CENTRAL SPECIALTIES INC.</b>	<b>\$84,000.00</b>

County-Wide Job No. Gravel Processing  
County State Aid Highway - County Road

STATE OF MINNESOTA

COUNTY OF Swift

CONTRACT  
HIGHWAY CONSTRUCTION

This agreement, made this 7th day of May, 2013, between the County of Swift in the State of Minnesota, party of the first part, hereinafter called the county, and Commerford Gravel, Inc. of Danvers, MN 56231 party of the second part, hereinafter called the contractor. Witnesseth, that the contractor, for and in consideration of the payment or payments herein specified and by the County to be made, hereby covenants and agrees to furnish all materials (except such as is specified to be furnished by the County), all necessary tools and equipment and to do and perform all the work and labor in the construction of (County State Aid Highway - County Road) Job No. County-Wide Gravel Processing, located as shown on approved plans between County-Wide and, for the price and compensation set forth and specified in the proposal signed by the Contractor and hereto attached and hereby made a part of this agreement, said work to be done and performed in accordance with the Plans, Specifications, and Special Provisions therefor on file in the office of the County Auditor of said County, which Plans, Specifications, and Special Provisions are hereby made a part of this agreement.

The contractor further covenants and agrees that he will commence work on or before \_\_\_\_\_, 20\_\_\_\_, and will have same completed in every respect to the satisfaction and approval of the County, on or before July 31, 2013.

IN WITNESS WHEREOF, The said County has caused these presents to be executed and the contractor, ha hereunto subscribed \_\_\_\_\_ name\_\_\_\_\_.

Dated at Benson, Minnesota, this 7th day of May, 2013.

County of Swift

By \_\_\_\_\_  
Chairman County Board, and

County Administrator ~~XXXXXXXXXXXX~~

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contractor

Approved as to form and execution this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Attorney



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: To make payment \$101,093.00 on auditors warrants on 05-10-13 for all Right of Way costs associated with the . SP 076-617-011 and SP 076-617-012	
AGENDA YOU ARE REQUESTING TIME ON: 10:00 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Right of Way must be acquired to receive FHWA Funds
BACKGROUND/JUSTIFICATION: Federal and State rules require acquisition of right of way for project to proceed	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

### Budget Information

FUNDING: State and Federal Sources
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: Normally this type of expenditure would be reviewed as part of the Commissioner Warrants. However, in this case, we stand the chance of losing federal funds if we don't move on finalizing the purchases now. With this in mind, I am recommending approval at this time.

### Board Action

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

SP 076-617-11 & SP 076-617-12  
CSAH #17 BRIDGE REPLACEMENT & 2.50 MILES GRADING/BASE/BIT. & SHOULDERING

<u>VENDOR/PAYEE</u>	<u>AMOUNT</u>
Rita Larson	1,650.00
Jason & Emily Bendel	1,320.00
Dale & Lillian Bartelheimer	9,159.00
Gary J. Fragodt	4,971.00
Rodney & Maryann Fragodt	4,971.00
John Oddan	7,425.00
Riverview Farms Partnership	7,425.00
Bernard & Theresa Tvedt	1,114.00
Gerald Aarhus	2,723.00
Lawrence Jr. & Venoie Jacobs	1,980.00
Sherman & Anne Olson	15,799.00
Thomas & Janae Olson	3,713.00
Torgelson Family Trust	3,713.00
Jesse & Jodi Hughes	15,840.00
Adam & Julie Hughes	13,036.00
Glenn Erickson	3,713.00
Bausman Appraisals	1,575.00
Chippewa County Recorder	46.00
Swift County Recorder	920.00
TOTAL RIGHT-OF-WAY COSTS:	<u><u>101,093.00</u></u>



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Sheriff	REQUESTOR: John Holtz	REQUESTOR PHONE: 320-314-8350
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of an offer of employment for Tony Lens in the Sheriff Department as a part-time Communications and Corrections Officer.	
AGENDA YOU ARE REQUESTING TIME ON: 10:10 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The position will fill one of two current vacancies in the department.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: Funding for the position is part of the approved 2013 budget
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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

Swift County Sheriff's Department  
301 14<sup>th</sup> Street North  
Benson, MN 56215

**CONDITIONAL OFFER OF EMPLOYMENT**

**Position Offered:** Part Time Communications and Corrections

**Classification:** Part time, non exempt

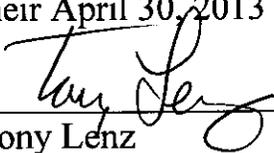
**Compensation:** \$16.80/hour

**Benefits:** Vacation, sick and Holiday leave  
Life Insurance  
Health Insurance is available as outlined in the LELS  
Local #10 Union Contract

**Contingencies:** Successful completion of 12 month probationary period

**Provisional Start Date:** May 15, 2013

This offer is contingent upon Swift County Board of Commissioners approval at their April 30, 2013 meeting.

  
\_\_\_\_\_  
Tony Lenz

\_\_\_\_\_  
Joe Fox  
Swift County Board of Commissioners

5/1/13  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Sheriff	REQUESTOR: John Holtz	REQUESTOR PHONE: 320-314-8350
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion on proposed Dept. of Corrections 2911 rules	
AGENDA YOU ARE REQUESTING TIME ON: 10:10 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 2911 rules are required to be followed as part of operating the county jail
BACKGROUND/JUSTIFICATION: The MN Department of Corrections has issued revised 2911 rules as it pertains to the operation of jail facilities. The major impact to the County will be a requirement that the county have both a dispatcher and a correctional officer on duty at all times. Currently the County only has one individual on duty overnights that covers both dispatching and jail duties. If these rules are implemented we will need to hire two Correctional Officers to cover overnights.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: The cost of a correctional officer is approximately \$63,000 per year. We will likely need two individuals to have proper coverage at a cost of approximately \$126,000 per year. This cost is not included in the current budget.
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

### Board Action

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



# Request for Board Action

BOARD MEETING DATE:  
5/7/2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: RDA	REQUESTOR: Jennifer Frost	REQUESTOR PHONE: 320-842-4769
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Presentation of Swift County RLF Loan Application - Alex Everson of ACE Ag, Inc.	
AGENDA YOU ARE REQUESTING TIME ON: 10:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes – approval of loan application
IS THIS MANDATED? No	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Loan Committee meets on 5/2/2013 and recommendation will be provided at meeting. Public Loan Application attached for review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?      Loan committee meets 5/2/2013; primarily lender is Heritage Bank of Pennock.	

### Budget Information

FUNDING:      Swift County Revolving Loan Fund request in amount of \$75,000 (Available to Lend SCRLF equals ~\$340,000. Approval would leave ~\$265,000 in available funds)*
*only include Swift County RLF – does not include RDA fund or CNH MIF funds repaid to date.

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Not yet reviewed	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

### Board Action

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

## Public Loan Application Information



**Date:** 3/29/13

**Applicant Name:** Alex Everson

**Business Name:** ACE Ag, Inc.

**Business Address:** NEW

**City:** Murdock **State:** MN **Zip Code:** 56271

**Home Address:** 634 Clara Ave (biz mail) **City:** Murdock **State:** MN **Zip Code:** 56215

**Phone #:** 320-368-0154

**Email:** aceag1@hotmail.com

**Business Description:** Ag Equipment and Truck Service and Repair

**1. How much money is needed?**

\$75,000 (requesting \$65,000 with contingency of \$10,000, if needed) Project total quoted with construction contingencies \$250,000 - \$270,000.

**2. How will the loan be used?**

Purchase of land, some equipment and construction of a shop in Murdock at Van Norman Ave and S. Hollis St.

**3. What will the loan do for the business?**

The loan will fill gap for purchase of materials and construction of new shop in Murdock, MN. New shop will allow for visibility and easy access. (Currently shop is a rented farmer's facility where access is limited and visibility is poor) This new shop will also allow us to hold larger vehicles, more vehicles/equipment and become an asset of the business if I someday sell.

**4. How much business equity is available?**

\$35,000-\$45,000

**5. List other sources of money available to you.**

\$140,000-\$150,000 loan – Heritage Bank, Pennock, and \$35,000-\$45,000 in equity

**6. Could you obtain this loan from a bank? \_\_\_\_ Yes  No**

This is the gap between my equity and what the bank will do on the project.

**7. Which vendors will supply the purchased materials?**

Costal Steel Structures, Freetly Electric, Haats Masonry, Fernholz Construction

**8. How will the loan be repaid?**

Through revenues earned by the business.

**9. Who will provide collateral and what will the collateral be?**

ACE Ag, Inc. will provide the collateral. It will be a blanket 2<sup>nd</sup> position behind the bank on the new shop and machinery, equipment and tools. Personal guarantee will also be provided.

**10. When is the loan needed?**

May 2013 (Close will be coordinated and contingent on final bank approval)

**11. When can repayment begin?**

90 days following disbursement to allow for shop to be completed.

**12. How many loan payments will be made? 180 monthly payments**



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: 2014 Budget Discussion	
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: On May 7th I will have an introductory discussion with the board related to the 2014 budget process. Attached is a copy of the planned budget schedule. At the meeting I will have highlights of key expenses that I am currently anticipating in 2014. Additionally I will provide scenarios related to various proposed levies and their tax impacts to a typical single family home and 160 acre farm.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

### Board Action

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

## Swift County 2014 Budget Calendar

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May 7, 2013	Initial Budget Workshop with Board
May 7, 2013	Administration begins working on initial Budget Worksheets
May 20, 2013	Last day of the 2013 Legislative Session
June 4, 2013	Budget Update with the with Board related to Legislative Impacts
June 11, 2013	Budget Kickoff Meeting and Budget Forms Out to Department Heads
July 1, 2013	Budget Forms due to Administrator
July 15-30, 2013	One on One meetings between Department Heads and Administrator
August 2013	Health Insurance Rate Notice from SW/WC Service Cooperative
August 20, 2013	Review Department Budgets with Board
September 3, 2013	Last Regular Meeting to set preliminary 2014 Levy
September 15, 2013	Deadline to set preliminary 2014 Levy
December 3, 2013	Last Regular Board Meeting to set final 2014 Levy
Early December 2013	TNT Meeting
December 15, 2013	Deadline to set final 2014 Levy and Budget