

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, July 5, 2016

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. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:03 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from the June 21, 2016 Meeting
	3	(2) Minutes from the June 21, 2016 Board of Equalization Meeting
	4-8	(3) Consider approving the purchase of a pickup for Environmental Services
	9-10	(4) Consider approving a resolution declaring our intent to retain a CPA firm
	11	(5) Consider approval of tobacco licenses for the following businesses: Prairie Pub – Clontarf Liquor Store
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
9:05 a.m.		<b>Mike Johnson, Parks and Drainage Supervisor</b>
	12-16	Public hearing to consider a request for an outlet in Swift County Ditch #60 with possible action
9:15 a.m.		<b>Commissioner and Board reports</b>
9:35 a.m.		<b>County Administrator report</b>
9:40 a.m.		<b>Citizens Comments</b>
		<b>Other Business</b>
	17-19	Swift Planning Grant Request by City of Appleton
	20-24	Consider approving Data Release Forms and Access Agreement to grant Pictometry CONNECTExplorer access
10:15 a.m.		<b>Adjournment</b>

## **SWIFT COUNTY BOARD MINUTES**

### **June 21, 2016**

Chairman Peter Peterson called the meeting to order at 5:30 PM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Auditor Kim Saterbak, Liz Auch, and Amanda Ness.

Chairman Peter Peterson asked if there were any changes to the agenda. There were none.

**06-21-16-01** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda as presented. Motion carried unanimously.

**06-21-16-02** Commissioner Fox moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the June 7, 2016 Regular Meeting, (2) Approval of Swift County Agricultural Inspector's Annual Report and Workplan Summary, (3) Approval of a premises permit application for gambling for Benson Hockey Association for the Brink's 104 Club located at 380 190<sup>th</sup> Ave NE, Sunburg, MN 56289, and (4) Approval of an Absentee Ballot Board Resolution for the 2016 Primary Election. Motion carried unanimously.

**06-21-16-03** Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$141,194.57; Solid Waste: \$31,964.27; Road and Bridge: \$26,728.31; Human Services: \$343.56; County Health Insurance: \$436.00; and State Fund Agency: \$19.50 which includes the following bills over \$2,000: Comm of MMB, Treas Div, \$2,461.50; Dooley Petroleum, Inc., \$15,489.23; Johnson Controls, \$6,721.00; Kandiyohi County Sheriff's Dept., 4,318.99; Lake Country Scale Works Inc., \$5,000.00; Nolan Baker Ford Sales, \$57,931.37; Pflipsen Trucking LLC, \$12,941.24; Pioneerland Library System, \$31,021.75; Pro Action Safety & Sales, \$5,261.02; Swift County Monitor News, \$2,586.88; Waste Management of Northern Minnesota, \$8,967.56; West Central Communications, \$2,548.25; and Yellow Medicine County Jail, \$2,151.14. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Pete Peterson reported on a meeting with SCBH and Countryside Public Health. Commissioner Fox reported on the Well-Being Committee, Restorative Practices, Woodland Centers, Chippewa River Watershed, and Private Industry Council. Commissioner Edward Pederson reported on a meeting with the SCBH and Soil & Water Conservation District. Commissioner Rudningen reported on Emergency Services Radio Board and Glacial Ridge Scenic Byway. Commissioner Hendrickx reported on NACO CLI Conference, Woodland Centers, 6W Corrections, Revolving Loan Fund, and Private Industry Council.

Administrator Pogge-Weaver updated the board on a meeting with Goff Public, the budget kickoff meetings, a meeting with the SCBH, a meeting with the Appleton Clinic, and a regional broadband meeting.

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

Lynn Sebek and Bruce Freske of the US Fish and Wildlife Service requested for consideration certifying for acquisition of an easement for Wildlife Habitat Protection on lands located in NW ¼ of the SW ¼, Section 16, Camp Lake Township by the US Fish and Wildlife Service.

**06-21-16-04** Commissioner Rudningen moved and Commissioner Fox seconded to approve the easement. Motion carried unanimously.

Countryside Public Health Administrator Liz Auch presented an update on public health including a history of Countryside, statewide comparisons, and the safe communities program.

RDA Director Jennifer Frost presented an Economic Development Tax Abatement request from Do-Mat's Family Foods for the development of their new retail facility in Benson, MN and the possible consideration to set a public hearing on said request. The board took no action on the request.

Administrator Pogge-Weaver presented a letter from Briggs and Morgan stating that they are bonding counsel for the SCBH and that if the County wanted legal advice they would need to seek it elsewhere.

**06-21-16-05** Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 7:03 PM.

WITNESSED:

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Michel Pogge-Weaver, Clerk of the Board

DRAFT

**SWIFT COUNTY BOARD OF ASSESSMENT AND EQUALIZATION MINUTES**  
**June 21, 2016**

County Auditor Kim Saterbak called the meeting to order at 7:05 PM with all members present as well as County Administrator Mike Pogge-Weaver, Darla Schwendemann, Melanie Putz, and Amanda Ness. At the start of the meeting no members of the public were in the audience.

The County Board of Equalization members took an oath to fairly and impartially review market values and equalize as fairly as possible all values in the County.

Commissioner Hendrickx nominated Peter Peterson as Chair.

**06-21-16-01** Commissioner Rudningen moved nominations cease and move the nomination of Peter Peterson as chair. Commissioner Fox seconded the motion. Motion carried unanimously.

Commissioner Peterson took over the meeting as Chairman and asked the board for nominations for Clerk.

Commissioner Fox nominated County Auditor Kimberly Saterbak as Clerk.

**06-21-16-02** Commissioner Rudningen moved nominations cease and move the nomination of Kimberly Saterbak as clerk. Commissioner Hendrickx seconded the motion. Motion carried unanimously.

Darla Schwendemann and Melanie Putz of the County Assessor's Office presented the board with information regarding work occurring in the Assessor's office along with the 2016 values assessed for taxes payable in 2017 and responded to questions.

**06-21-16-03** Commissioner Hendrickx moved and Commissioner Rudningen seconded to accept the final property values. Motion carried unanimously.

Chairman Peterson asked for citizen comments. There were none.

**06-21-16-04** Commissioner Hendrickx moved and Commissioner Rudningen seconded to adjourn the Board of Assessment and Equalization Meeting. Motion carried unanimously and the meeting adjourned at 7:21 PM.

WITNESSED:

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Kimberly Saterbak, County Auditor



# Request for Board Action

BOARD MEETING DATE:  
July 5, 2016

## 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: Purchase a pick up for Environmental Services	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Purchase a new vehicle for Environmental Services. This truck will serve the Plant Manager, Sentence to Serve and necessary for facility.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: 2016 Budget – Vehicle Purchase
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Not submitted for review.	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: n/a

==>

Dealer: F58515

2016 F-150

Page: 1 of 2

Order No: 1111 Priority: E4 Ord FIN: QE667 Order Type: 5B Price Level: 650

Ord PEP: 101A Cust/Flt Name: SWIFT COUNTY PO Number:

RETAIL

RETAIL

W1E F150 4X4 CREW \$36455

7000# GVWR

145" WHEELBASE

FRT LICENSE BKT NC

PQ RACE RED

SELECTSHIFT

C CLOTH 40/20/40

53B CLASS IV HITCH 95

G GRAY INTERIOR

AM/FM CD

101A EQUIP GRP 2255

.XL SERIES

TOTAL BASE AND OPTIONS 42370

.POWER EQUIP GRP

XL MID DISCOUNT (750)

.SYNC

XL DISCT CHRМ OR SPORT (500)

.CRUISE CONTROL

TOTAL 41120

.BOXLINK

\*THIS IS NOT AN INVOICE\*

99F 5.0L V8 FFV ENG 1595

\*TOTAL PRICE EXCLUDES COMP PR

446 ELEC 6-SPD AUTO

.265/70R-17 A/T

\* MORE ORDER INFO NEXT PAGE \*

X27 3.31 REG AXLE NC

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC09384

Scott  
Collins

\$ 36,540  
 - 7,400  
 -----  
 \$ 29,140

==>

Dealer: F58515

2016 F-150

Page: 2 of 2

Order No: 1111 Priority: E4 Ord FIN: QE667 Order Type: 5B Price Level: 650

Ord PEP: 101A Cust/Flt Name: SWIFT COUNTY PO Number:

RETAIL

RETAIL

23 GAL TANK

XL MID DISCOUNT

\$(750)

794 PRICE CONCESSN

XL DISCT CHRМ OR SPORT (500)

REMARKS TRAILER

TOTAL 41120

86A XL CHROME PKG 775

\*THIS IS NOT AN INVOICE\*

.CHROME BUMPERS

\*TOTAL PRICE EXCLUDES COMP PR

.FOG LAMPS

.17" SILVER ALUM

FLEX FUEL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1195

TOTAL BASE AND OPTIONS 42370

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC09384

VALU CHRYSLER  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Configuration Preview

Date Printed: 2016-06-17 5:16 PM VIN: Quantity: 1  
 Estimated Ship Date: VON: Status: BA - Pending order  
 FAN 1: 00EN3 City of Benson, MN  
 FAN 2:  
 Client Code:  
 Bid Number: TB7072  
 PO Number:

Sold to: VALU CHRYSLER (45015)  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Ship to: VALU CHRYSLER (45015)  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Vehicle: 2017 1500 TRADESMAN CREW CAB 4X4 (140 in WB 5 FT 7 IN box) (DS6L98)

	Sales Code	Description	MSRP(USD)
Model:	DS6L98	1500 TRADESMAN CREW CAB 4X4 (140 in WB 5 FT 7 IN box)	36,495
Package:	26B	Customer Preferred Package 26B	0
	EZH	5.7L V8 HEMI MDS VVT Engine	1,250
	DFK	8-Spd Auto 8HP70 Trans (Buy-US)	500
Paint/Seat/Trim:	PR4	Flame Red Clear Coat	0
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	MAF	Fleet Purchase Incentive	0
	AJY	Popular Equipment Group	705
	UA1	Uconnect 3.0	195
	NHK	Engine Block Heater	95
	LM1	Daytime Running Headlamps Low Beam	40
	AED	Chrome Appearance Group	595
	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB7072	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,195

Total Price: 41,070

Order Type: Fleet PSP Month/Week:  
 Scheduling Priority: 1-Sold Order Build Priority: 99  
 Customer Name:  
 Customer Address: USA  
 Instructions:

*\$31,340 Before any  
 Applicable Fees*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

VALU CHRYSLER  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Configuration Preview

Date Printed: 2016-06-17 4:54 PM  
 Estimated Ship Date:

VIN:  
 VON:

Quantity: 1  
 Status: BA - Pending order  
 FAN 1: 00EN3 City of Benson, MN  
 FAN 2:  
 Client Code:  
 Bid Number: TB7072  
 PO Number:

Sold to:  
 VALU CHRYSLER (45015)  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Ship to:  
 VALU CHRYSLER (45015)  
 205 HIGHWAY 9 SOUTH  
 MORRIS, MN 562671500

Vehicle: 2017 1500 SLT CREW CAB 4X4 (140 in WB 5 FT 7 IN box) (DS6H98)

	Sales Code	Description	MSRP(USD)	
Model:	DS6H98	1500 SLT CREW CAB 4X4 (140 in WB 5 FT 7 IN box)	40,995	
Package:	26G	Customer Preferred Package 26G	0	
	EZH	5.7L V8 HEMI MDS VVT Engine	1,250	
	DFK	8-Spd Auto 8HP70 Trans (Buy-US)	500	
Paint/Seat/Trim:	PR4	Flame Red Clear Coat	0	
	APA	Monotone Paint	0	
	*V9	Cloth 40/20/40 Bench Seat	0	
	-X8	Black/Diesel Gray	0	
Options:	4DH	Prepaid Holdback	0	
	4ES	Delivery Allowance Credit	0	
	MAF	Fleet Purchase Incentive	0	
	XFH	Class IV Receiver Hitch	345	
	NHK	Engine Block Heater	95	
	LM1	Daytime Running Headlamps Low Beam	40	
	5N6	Easy Order	0	
	4FM	Fleet Option Editor	0	
	4FT	Fleet Sales Order	0	
	174	Zone 74-Denver	0	
	4EA	Sold Vehicle	0	
	Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
	Bid Number:	TB7072	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0	
Destination Fees:			1,195	

Total Price: 44,420

Order Type: Fleet  
 Scheduling Priority: 1-Sold Order  
 Customer Name:  
 Customer Address:

PSP Month/Week:  
 Build Priority: 99

Instructions: USA

*\$33,901 Before any  
 Applicable Fees*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



# Request for Board Action

BOARD MEETING DATE:  
July 5, 2016

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the resolution for declaring our intent to retain a CPA firm.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Board approval of a resolution is required
BACKGROUND/JUSTIFICATION: The Office of the State Auditor is requiring counties to declare their intent. The resolution states that Swift County declares our intent to use a private audit firm. A copy of this resolution will be forwarded to the Office of the State Auditor for their files.	
PREVIOUS ACTION ON REQUEST / <a href="#">Click here to enter text.</a> OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Reviewed	RECOMMENDATIONS: <a href="#">Click here to enter text.</a>
COMMENTS: None	COMMENTS: None

# SWIFT COUNTY RESOLUTION

## DECLARING SWIFT COUNTY’S INTENT TO RETAIN A CPA FIRM TO PERFORM ITS ANNUAL FINANCIAL AUDIT

**WHEREAS**, Minnesota Statutes, section 6.481, subdivision 2 requires counties to have an annual financial audit; and

**WHEREAS**, Minnesota Statutes, section 6.481, subdivision 2 permits counties to “choose to have the audit performed by the state auditor, or may choose to have the audit performed by a CPA firm”; now, therefore;

**BE IT RESOLVED**, Swift County chooses to retain the services of a CPA firm that meets the requirements established in Minnesota Statutes, section 326A.05, for its annual financial audit.

Swift County Board of Commissioners

\_\_\_\_\_  
Peter Peterson, Chairman

ATTEST:

\_\_\_\_\_  
Michel J. Pogge-Weaver  
County Administrator and Clerk of the Board

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

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

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

# Request for Board Action

BOARD MEETING DATE:  
July 5 2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden/Kim Saterbak	REQUESTOR PHONE: 320-843-4069
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of tobacco licenses for the following businesses: Prairie Pub-Clontarf Liquor Store	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
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: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approved	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
July 6, 2016

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Public hearing to consider a request for an outlet in Swift County Ditch #60 with possible action	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda 9:00 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 103E.401 Mandates Public Hearing
BACKGROUND/JUSTIFICATION: Applicant wants to petition unassessed acres into CD #60	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? N/A	

### Budget Information

FUNDING: Applicant will pay appropriate costs
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was reviewed by the County Drainage Attorney	RECOMMENDATIONS: Review and take action
COMMENTS: n/a	COMMENTS: None

**BEFORE THE SWIFT COUNTY BOARD OF COMMISSIONERS  
ACTING AS DRAINAGE AUTHORITY FOR  
SWIFT COUNTY DITCH #60**

**AGENDA**

**Public Hearing for Outlet  
July 5, 2016, 9:00 a.m.  
Swift County Commissioners Room**

- I. Opening of Public Hearing – *Board Chairperson*
- II. Purpose of Hearing – *Kurt Deter*
- III. Record of Notice Requirements – *Mike Johnson*
- IV. Explanation and Presentation of Petition – *Petitioners*
- V. Public Comment and Questions
- VI. Viewers' Recommendations
- VII. Possible Action by Drainage Authority
  1. Approval of outlet if Drainage Authority has considered outlet capacity.
  2. If outlet is granted, outlet fee and benefits are determined.

**PETITION FOR OUTLET INTO SWIFT COUNTY DITCH #60**

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**NOTICE OF HEARING**

TO ALL PERSONS INTERESTED IN SWIFT COUNTY DITCH #60

YOU AND EACH OF YOU WILL PLEASE TAKE NOTICE that a petition for outlet has been filed with the Swift County Auditor requesting permission to outlet lands into County Ditch #60

YOU WILL FURTHER TAKE NOTICE that said petition was presented to the Swift County Board of Commissioners acting as Drainage Authority for Swift County Ditch #60 at the Swift County Courthouse in the city of Benson, Minnesota on the 17<sup>th</sup> of May 2016 and a Public Hearing date of the 5<sup>st</sup> of July 2016 at 9:00 AM in the Swift County Commissioners Room of the Swift County Courthouse and all persons interested in said ditch may appear, be heard and present arguments for or against the granting of said petition.



Kimberly Saterbak  
Swift County Auditor

**Petitioned Acres:**

NW ¼ of the SE ¼ and NE ¼ of the SW ¼ Section #12  
T120-N R-39W (Cashel)

If you have any questions or would like more information, please contact Mike Johnson at:

**Swift County Parks, Drainage & Wetlands**  
**Box 241**  
**Benson, MN 56215**

**320-843-5341**

BEFORE THE SWIFT COUNTY BOARD  
ACTING AS DRAINAGE AUTHORITY FOR  
SWIFT COUNTY DITCH #60  
SWIFT COUNTY, MN

Petition for an Outlet, Pursuant  
to Minnesota Statutes § 103E.401

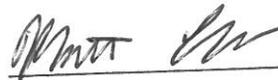
**WHEREAS**, Matt Claussen owns the NW ¼ of the SE ¼ & William Schlagel owns the NE ¼ of the SW ¼ Sec. #12 T120-N, R39-W (Cashel Twp.)

**WHEREAS**, Matt Claussen and William Schlagel are requesting an outlet for the above mentioned property into Swift County Ditch #60

**THEREFORE**, the petitioner respectfully requests the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. § 103E.401, subd. 4.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. § 103E.401, subd. 4 and describe and state in its order the property to be benefited by the drainage system and that an outlet fee and benefits to the property be determined.

Dated this 22<sup>th</sup> day of April, 2016



Matt Claussen



William Schlagel





# Request for Board Action

BOARD MEETING DATE:  
July 5, 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: Consider approving a Swift Planning Grant for the City of Appleton in the amount of \$10,000 for comprehensive planning work	
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: The City of Appleton has made application for a Swift Planning Grant in the amount of \$10,000 to continue work on updating their comprehensive plan. The City of Appleton has entered into a contract with the RDC in Appleton to complete a comprehensive plan in the amount of \$30,000.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: \$25,000 was set aside for the Swift Planning Grants in board discretionary funds.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



## Swift Planning Grants

Swift County wants to help cities and townships in our County to complete local planning activities. Your success is our success. We know that communities have lots of needs but may have a hard time paying for them. We listened to you and created a new fund to help subsidize the cost of our services to assist you with your requests.

### Eligibility

- Eligible entities for the Swift Planning Grant include all cities and townships in Swift County. \$25,000 has been earmarked for 2014 for the Swift Planning Grants.
  - An individual city or township can request up to \$10,000.
- Funds are available to complete comprehensive planning and strategic planning.
- Up to 50% of a project cost can be funded with a Swift Planning Grant.
  - Applicants can use and are encouraged to seek Hedgehog grants from the Upper Minnesota Valley Regional Development Commission to help fund the local match.
- One grant per project.
- One grant per eligible entity per year.
- Swift Planning Grants are reviewed and subject to approved by the Swift County Board of Commissioners.
- The Swift County reserves the right to update the eligibility guidelines at any time.

### Nature of Project

What type of project are you interested in?

Comprehensive Planning     Strategic Planning

### Contact Information

Community Name	CITY OF APPLETON
Contact Person	ROMAN A. FIDLER
Mailing Address	323 WEST SCHLIEMAN AVENUE
City/ State/ZIP	APPLETON, MN 56208
Work Phone	320-289-1363
Alt. Phone	320-808-8895
E-Mail Address	roman_56255@hotmail.com

**Project Details**

Please provide a brief description of the project you would like assistance with: \_\_\_\_\_

The City of Appleton will be working on a new Comprehensive Plan.

\_\_\_\_\_  
\_\_\_\_\_

**Estimated Project Cost**

Total Estimated Project Cost \$ 30,000.00

**Requested Amount from Swift Panning Grant** \$ 10,000.00

*(Maximum request: eligible entities may apply for 50% of the total project cost up to \$10,000.)*

Are the remaining project costs committed from the City or other entity? XX Yes  No

*(If Applicable)* Please list any other partners in the project and their financial commitment:

**Organization & Contact**

**Committed Amount**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature**

Roman A. Fidler, 

Authorized Signature

6/22/16

Date

Clerk/Treasurer

Authorized Signature Title



# Request for Board Action

BOARD MEETING DATE:  
07/05/2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: GIS (Land Records)	REQUESTOR: Rob Sommers	REQUESTOR PHONE: 320-314-8366
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving both (1) Data Release Forms vA and vB for the County's geospatial data, and (2) Access Agreement allowing Swift County to grant local governments/ agencies access to Pictometry CONNECTExplorer for a fee. Specifically consider adopting standard fee of \$500 per 5 users per year. (3) Listen to brief status report on GIS projects.	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? Not specifically, and County is the payee
IS THIS MANDATED? No, but County should have uniform policy	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: (1) Data Release Forms- GIS data is generally "public data." It will continue to grow and improve, and outside entities will be interested in having it. The goal was to create standard terms and conditions that protect Swift County's interests when this data is given out. The policies of nearby counties were looked at while drafting this. This form was designed to be simple and flexible enough to handle future policy changes. It is included for your review. In near future, fee amounts for various GIS data and services will need to be set. MN statutes (Ch. 13) have already been explored in this area. (2) Pictometry Online Services Access Agreement- Purchased with spring 2015 flight. 250 seats, 50 simultaneous users. Requires County to renew in 3 (now ~2) years, if it wishes to. Access provides a secure GIS for an organization, provides viewing of all the aerial imagery, and a way to display data layers specific to the organization (e.g. city sewer lines). Cities, school districts, SWCD, and others similar potentially qualify as "Authorized Subdivisions." The idea is cost sharing to recoup some costs. \$500 per package of 5 users per year. Contractors for the County as well as for these other entities could be granted temporary access as well. Fee presumably waived when the County is the client.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Tech Committee reviewed DRF, made no changes. Also came to \$500 package.

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approve as to form	RECOMMENDATIONS: Approve
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

# Swift County Geographic Information Data Release Form

DATA REQUESTED: []

IF APPLICABLE, PROJECT/PURPOSE: []

FEE CHARGED FOR DATA: [Format = Y/N, \$]

To receive the data, the interested entity must agree to the following terms and conditions. To do so, fill out in writing the bottom portion complete with signature. If applicable, the entity must also send a check in the amount listed above, payable to "Swift County" (Attn. GIS Coordinator, Courthouse, 301 14<sup>th</sup> St N, PO Box 207, Benson, MN 56215).

## TERMS AND CONDITIONS

1. If a project/purpose is listed above, the file(s) are being provided to you solely for the listed project/purpose. The file(s) shall not be used for any other project/purpose.
2. The file(s) being provided are not to be distributed to any entities outside of your organization, including outside entities that may be subcontracted through you. Third party entities must sign a separate Data Release Form.
3. The file(s) are understood to be potentially incomplete/inaccurate with regards to the information they contain, both geometric and attributed. Swift County, its employees and contractors, and other related entities shall be held harmless for any problems, costs or claims you have resulting from receipt, proper inspection/use, and misuse of this data.

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I, \_\_\_\_\_, hereby acknowledge receipt of this Swift County Geographic Information Data Release Form, and agree to the terms and conditions stated above. I also certify that I am duly authorized to indicate agreement to the terms and conditions stated above for my organization, \_\_\_\_\_, and do so by signing below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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Signature of Swift County Representative Processing Request: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_

# Swift County Geographic Information Data Release Form

DATA REQUESTED: []

IF APPLICABLE, PROJECT/PURPOSE: []

FEE CHARGED FOR DATA: [Format = Y/N, \$]

To receive the data, the interested entity must agree to the following terms and conditions. To do so, fill out in writing the bottom portion complete with signature. If applicable, the entity must also send a check in the amount listed above, payable to "Swift County" (Attn. GIS Coordinator, Courthouse, 301 14<sup>th</sup> St N, PO Box 207, Benson, MN 56215).

## TERMS AND CONDITIONS

1. If a project/purpose is listed above, the file(s) are being provided to you solely for the listed project/purpose. The file(s) shall not be used for any other project/purpose.
2. The file(s) being provided are not to be distributed to any entities outside of your organization, including outside entities that may be subcontracted through you. Third party entities must sign a separate Data Release Form. Any exceptions to the preceding sentences of Item 2 of these terms and conditions must be approved by the County and written in the space directly below.  

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3. The file(s) are understood to be potentially incomplete/inaccurate with regards to the information they contain, both geometric and attributed. Swift County, its employees and contractors, and other related entities shall be held harmless for any problems, costs or claims you have resulting from receipt, proper inspection/use, and misuse of this data.  

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I, \_\_\_\_\_, hereby acknowledge receipt of this Swift County Geographic Information Data Release Form, and agree to the terms and conditions stated above. I also certify that I am duly authorized to indicate agreement to the terms and conditions stated above for my organization, \_\_\_\_\_, and do so by signing below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Swift County Representative Processing Request: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_

## Swift County Pictometry Online Services Access Agreement

PROJECT/PURPOSE: [] e.g. for cities, "City functions"

FEE CHARGED FOR ACCESS: [Format = Y/N, \$] for "Authorized Subdivisions," \$500 per package of 5 seats

NUMBER OF ACCOUNT SEATS PROVIDED: [] for "Authorized Subdivisions," sold in packages of 5

ACCESS TIME PERIOD: [Generally, format = yyyyymmdd to yyyyymmdd]

To receive access to Swift County's Pictometry Online Services, the interested entity must agree to the following terms and conditions. To do so, fill out in writing the section at the end complete with signature. If applicable, the entity must also send a check in the amount listed above, payable to "Swift County" (Attn. GIS Coordinator, Courthouse, 301 14<sup>th</sup> St N, PO Box 207, Benson, MN 56215).

### TERMS AND CONDITIONS

1. Access is being provided strictly for the project/purpose listed above. Access shall not be used for any other project/purpose.
2. The access seat(s) being provided may be distributed to entities outside of your organization only if they are contracted through you, and the projects/purposes they are contracted for (and are being provided access for) fall under the project/purpose above. Provision of access to a contracted entity is always subject to Swift County approval; thus, Swift County should be made aware prior whenever an access seat is to be filled by a contracted entity. A contracted entity is an entity contracted directly by you or an entity contracted by an entity contracted by you. Each and all contracted entities to have access must sign separate Access Agreement forms. There is to be no facilitating of access by any parties involved without following these procedures.
3. A single access seat is understood to be for one individual, and is not to be shared "concurrently" amongst multiple persons, nor shall it be "transferred" to another person without first appropriately initiating new login credentials with Swift County. By design, one login session is allowed at a time per access seat (user). Under Swift County's current licensing agreement, the total number of simultaneous login sessions (amongst all users) is limited to 50; and the total number of access seats available to Swift County et al (in other words, the potential pool of credentialed users seeking access) is limited to 250. To date, there have been no known instances of credentialed users being denied access due to these limitations, but there is no guarantee with this agreement that that will be the case on all occasions.
4. The data portrayed via Pictometry Online Services is understood to be potentially incomplete/inaccurate with regards to the information they contain, both geometric and attributed. Swift County, its employees and contractors, and other related entities shall be held harmless for any problems, costs or claims you have resulting from proper inspection/use, and misuse of this data. This includes, but is not at all limited to, any problems, costs, or claims specifically concerning the use of Pictometry Online Services for emergency response and incident/address locating.
5. Swift County makes no guarantee concerning the stability/reliability of the Pictometry Online Services site, and shall not be liable for any issues of this nature.

6. While accessing Pictometry Online Services, any vulnerabilities exposed relating to site/user security, confidential or sensitive data hosted, or trade secrets/inner workings affecting Pictometry International Corporation, its partners, or clients shall not be exploited. Any such vulnerabilities shall be reported immediately to Pictometry Customer Support and Swift County. Swift County shall be held harmless for any problems, costs or claims you have arising from your handling of such vulnerabilities, whether or not missteps were taken, and whether or not such missteps were intentional or accidental.
7. Item 6 of these terms and conditions outlines the only circumstance by which you are to contact Pictometry Customer Support directly. When such circumstance occurs, you shall utilize professionalism and courtesy in all correspondence with Pictometry Customer Support. All “complaints,” major or minor, as well as any “feature requests” are to be directed to Swift County GIS for Swift County to handle, as Swift County is Pictometry International’s actual listed (main/parent) client.
8. Under this agreement, Swift County will provide services allowing the viewing of the aerial photography it has purchased through Pictometry International; as well as GIS vector data “layers” Swift County maintains (if Swift County chooses to make such layers available). This agreement also allows for Swift County to provide the services necessary to “serve” content specific to your organization. Although Swift County can handle a wide variety of geospatial data formats, there is no guarantee that Swift County will have the capabilities to serve your content in all scenarios, nor any guarantee Swift County can implement all requests concerning end user experience, labeling, symbology, et cetera. Any such services Swift County performs will be billed at a rate defined as the Swift County GIS Coordinator’s hourly wage plus a 40% (forty percent) multiplier to cover overhead and administrative costs.
9. Access time period under this agreement is for one year, unless you are a contracted entity according to Item 2 of these terms and conditions, in which case the time period may be different or defined differently. Start date and end date (if applicable) are listed in the section at the beginning of this document.

I, \_\_\_\_\_, hereby acknowledge receipt of this Swift County Pictometry Online Services Access Agreement, and agree to the terms and conditions stated in the preceding. I also certify that I am duly authorized to indicate agreement to the terms and conditions stated in the preceding for my organization, \_\_\_\_\_, and do so by signing below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Swift County Representative Processing Agreement: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Date: \_\_\_\_\_