Notice & Agenda

Swift County Board of Commissioners

Tuesday, November 29, 2016
4:00 PM
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.

Time	Reference	Item
4:00 p.m.		**Call to Order and Roll Call**
4:01 p.m.		**Approve Agenda**
4:03 p.m.		**Consent Agenda**
	1-2	(1) Minutes from the November 15, 2016 Meeting
	3-4	(2) Consider approving quote for electrical work in Swift Falls County Park
4:04 p.m.		**Consider Approval of Commissioner warrants and review Auditor warrants**
4:05 p.m.		**Commissioner and Board reports**
4:20 p.m.		**County Administrator report**
4:25 p.m.		**Citizens Comments**
4:25 p.m.	5-9	**Kim Saterbak, Auditor**
		Review of 3rd Quarter 2016 Financial Information
4:30 p.m.		**Andrew Sander, Highway Engineer**
	10-27	Consider approving a Joint Powers Agreement for the Administration of Federal HSIP Safety Grant Project No. S.P. 056-072-001
	28-29	Consider approving equipment rates for 2016
	30-31	Consider final Board Approval for payment on State Aid Projects 076-599-056 and 076-599-057
4:40 p.m.		**Other Business**
	32-34	Consider approval of voting delegate and alternate to the MCIT Annual Meeting
		Possible Break
6:00 p.m.	35-53	**Truth-in-Taxation Hearing**
		Interim County Administrator Janice Fransen
6:15 p.m.		**Adjournment**

SWIFT COUNTY BOARD MINUTES
November 15, 2016

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were County Administrator Jan Fransen, County Attorney Danielle Olson, County Auditor Kim Saterbak, Environmental Services Director Scott Collins, Amanda Ness, and several township officials.

Chairman Peter Peterson asked if there were any changes to the agenda. Commissioner Fox requested the addition of a discussion on snow plowing be added to the agenda.

11-15-16-01 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda with the noted addition. Motion carried unanimously.

11-15-16-02 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Consent Agenda which consisted of: (1) Minutes from the November 1, 2016 Regular Meeting, (2) Minutes from the November 1, 2016 Closed Session, (3) Appointment of Stephanie Heinzig and Terri Barrett to the RDA Board, (4) Approval of a three year maintenance contract with Net Motion. Motion carried unanimously.

11-15-16-03 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: $99,222.78; Solid Waste: $44,796.26; Road and Bridge: $28,094.86; County Ditches: $1,548.03; and County Health Insurance: $126.00 which includes the following bills over $2,000: Bituminous Paving Inc., $2,652.10; Computer Professionals Unlimited Inc., $5,440.44; Kandiyohi County Sheriff's Dept., $4,238.59; Midstate Supplies, $18,824.40; MN Pollution Control, $17,033.44; Molden Concrete Construction, $2,280.00; Pflipsen Trucking LLC, $13,760.50; Pioneerland Library System, $31,021.75; Swift County Fair Association, $17,000.00; Swift County Historical Society, $17,750.00; Swift County Monitor News, $2,517.00; US AutoForce, $2,210.40; and Waste Management of Northern Minnesota, $8,964.73. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Fox reported on Pomme de Terre Watershed, Private Industry Council, Restorative Practices, and Well-Being. Commissioner Edward Pederson reported on the Building Committee and Safety Committee. Commissioner Rudningen reported on AMC District Meeting, Enhancing the Organization, and the Insurance Collaborative. Commissioner Hendrickx reported on 6W Corrections, County Program Aid, AMC Governance Group, and Marsh Lake Trail Meeting with the County Engineer. Chairman Pete Peterson reported on 6W Corrections, Lunch and Learn and Supporting Hands Nurse Family Partnership.

Administrator Fransen updated the board on the Building Committee, AMC District 6 Meeting, Labor Negotiations, Personnel Updates, Schedule Updates, and Upcoming Meetings.

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

Parks, Drainage, and Wetlands Supervisor Mike Johnson requested appointing Engineer Brent Johnson of Bolton and Menk to do a hydraulic pipe study on CD #52.

11-15-16-04 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the appointment. Motion carried unanimously.

Administrator Fransen requested allowing the parking spot at the end of the sidewalk that runs south from the LEC to the street to be painted as a no parking spot to facilitate snow removal and access to the sidewalk.

11-15-16-05 Commissioner Fox moved and Commissioner Rudningen seconded to allow the painting of the

DRAFT

sidewalk. Motion carried unanimously.

Assistant County Engineer Paul Petrick and Maintenance Supervisor Mark Lesteberg addressed questions from township officials regarding snow plowing this winter in Clontarf, Fairfield, Hegbert, and Tara Townships.

Commissioner Rudningen requested a discussion regarding follow-up on the County Strategic Plan and a potential plan refresh. A short discussion was held and it was decided that once the new Administrator has been here a few months they will do a plan refresh.

Commissioner Rudningen further introduced his thoughts on the open position of County Administrator.

11-15-16-06 Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 11:52 AM.

WITNESSED:

_____

Peter Peterson, Chair

ATTEST:

_____

Amanda Ness, Clerk of the Board

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Request for Board Action

BOARD MEETING DATE:
November 29, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Swift County Parks	Michael Johnson	320-843-5341

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approve quote for electrical work in Swift falls County Park	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: County Policy
BACKGROUND/JUSTIFICATION: Improve electrical service in Swift falls Park	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No	

Budget Information

FUNDING:	Parks Budget

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: None
COMMENTS: Click here to enter text.	COMMENTS: Requested two quotes – only one came back

Board Action

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

Michael Johnson
Jim Pfeifer
Parks, Drainage & Wetlands
Phone (320) 843-5341
Fax (320) 843-3543

1635 Hoban Avenue
P.O. Box 241
Benson, MN 56215
e-mail: *mike.johnson@co.swift.mn.us*
e-mail: *jim.pfeifer@co.swift.mn.us*

Addition of outlets for Swift Falls Park

1	Shelter #1 F & I 150 feet of trenched in wire for new (1) 20a and (1) 30a 120 RV plug	1337.00
2	Shelter #2 Replace existing panel with 8 circuit panel and add 30a 120v Rv plug	625.00
3	Shelter #3 F & I 150 feet of trenched in wire for new (1) 20a and (1) 30a 120 RV plug to S.E. side of shelter Add 8-16 circuit panel fed from existing panel.	1767.00
4	Shelter #4 F & I 150 feet of trenched in wire for new (1) 20a and (1) 30a 120 RV plug To S.W side of shelter F & I 150 feet of trenched in wire for new (1) 20a and (1) 30a 120 RV plug To S.W side of shelter Relocate (1) 20a and (1) 30a 120 RV plug from light pole to new Location.	2539.00
5	Shelter #5 F & I 150 feet of trenched in wire for new (1) 20a and (1) 30a 120 RV plug	1207.00
6	Shelter #6 Add (2) 30a 120v RV plug to shelter	1208.00
7	Total	8683.00

*Estimate to be returned to the Parks Office by **November 22, 2016 at 3:00 PM** and include all material, labor and state inspection fees.

Company Name: E & M Electric, LLP

Address: 909 13th St. N. Benson, MN 56215

Signature, title and date: David L. Mittenes PARTNER 11-22-16

Request for Board Action

BOARD MEETING DATE:
November 29, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Auditor	Kim Saterbak	320-843-6108

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review of the 3rd Quarter 2016 financial information	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The 3rd quarter financial information, with comparison to prior year amounts will be presented for the Boards review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

Board Action

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

Summary of Funds

Actual & Budget Comparison

As of 09/30/2016

	Budget	Actual	Difference $$	Difference %
Revenue Funds:				
General	6,758,618	3,581,848	(3,176,770)	53%
Solid Waste/Environmental	816,250	432,996	(383,254)	53%
Road & Bridge	7,853,071	2,614,175	(5,238,896)	33%
Human Services	5,211,326	2,364,814	(2,846,512)	45%
	20,639,265	**8,993,833**	**(11,645,432)**	**44%**
Expenditures:				
General	7,051,640	3,422,170	(3,629,470)	49%
Solid Waste/Environmental	989,900	451,020	(538,880)	46%
Road & Bridge	7,830,857	1,752,849	(6,078,008)	22%
Human Services	5,211,326	2,093,402	(3,117,924)	40%
	21,083,723	**7,719,441**	**(13,364,282)**	**37%**
Change in Fund Balance	**(444,458)**	**1,274,392**	**1,718,850**	

*****(designates deficit or under budget)**

	As of September 30, 2016				
Ending Cash Balance Summary	**2016**	**2015**	**2014**	**2013**	**2012**
Cash and Bank Accounts	13,006,813	$ 8,188,219	$ 9,905,758	$ 7,550,959	$ 7,481,680
Employee Benefits - CD	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Investments - Health Care	$ 524,981	$ 524,981	$ 524,981	$ 524,981	$ 524,981
Loan Receivable - General Fund Summary					
SCBH	$ 1,683,239	$ 1,770,043	$ 1,855,129	$ 1,938,532	-
CNH Loan #1	$ 76,835	$ 386,012	$ 689,871	$ 9,885,045	1,354,584
CNH Loan #2	$ 175,987	$ 233,120	$ 289,270	$ 344,454	-
County Indebtedness	$ 7,805,000	$ -	$ -	$ -	40,000

**per audit

Swift County

Ending Monthly Cash & Investment Balances

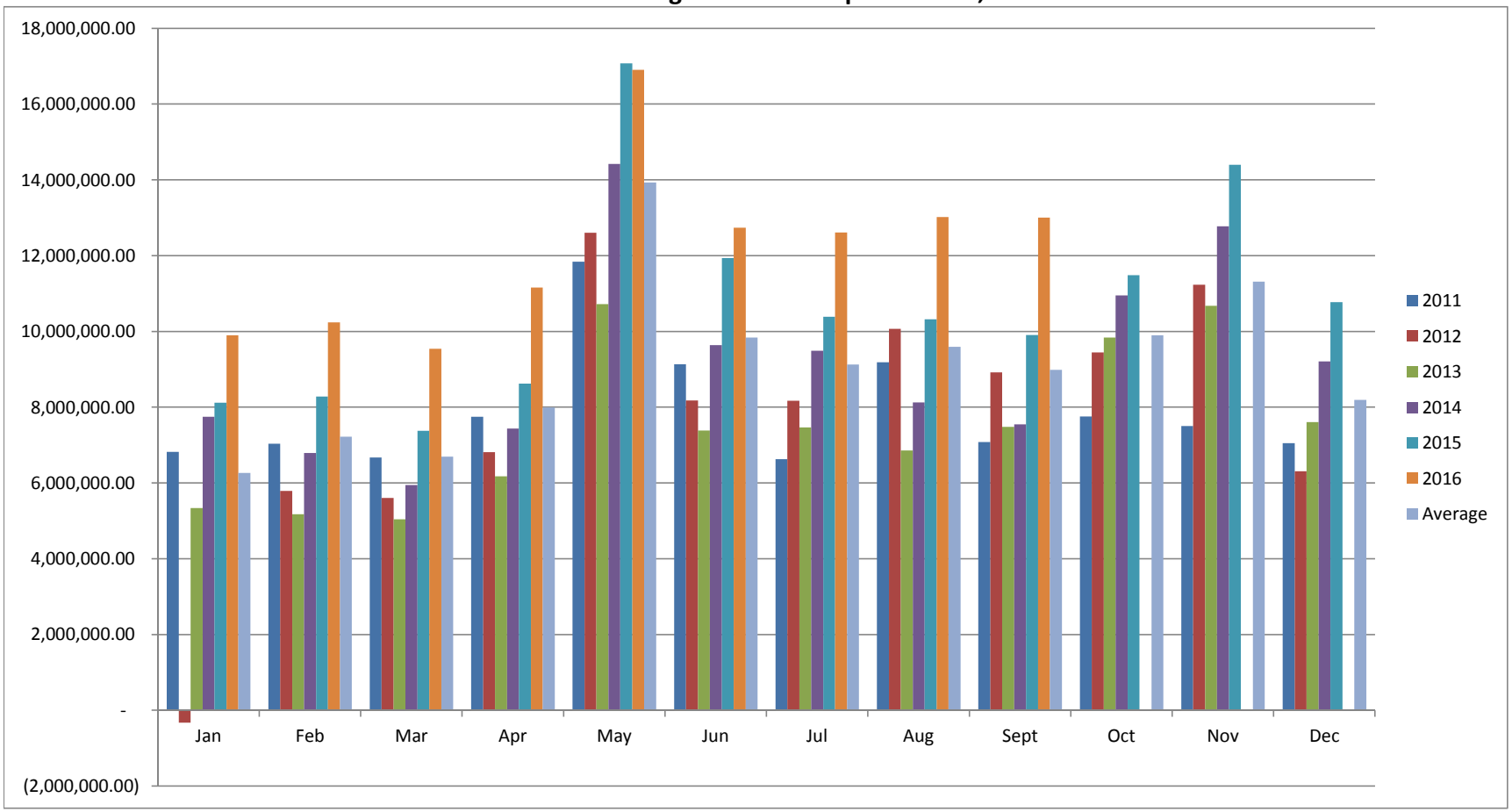
For Years 2011 - 2016

	2011	2012	2013	2014	2015	2016	Average
Jan	6,826,782.72	(323,815.92)	5,341,998.28	7,753,966.62	8,124,654.99	9,900,385.09	**6,270,661.96**
Feb	7,040,275.73	5,795,479.08	5,177,415.66	6,793,396.59	8,286,916.58	10,243,579.95	**7,222,843.93**
Mar	6,677,128.73	5,610,984.59	5,042,107.22	5,950,643.97	7,379,372.97	9,543,886.70	**6,700,687.36**
Apr	7,752,632.20	6,816,184.63	6,180,249.64	7,437,092.77	8,622,744.15	11,164,294.48	**7,995,532.98**
May	11,842,678.93	12,610,577.84	10,721,341.70	14,423,436.08	17,081,775.38	16,907,470.25	**13,931,213.36**
Jun	9,141,066.13	8,178,458.10	7,390,544.96	9,641,133.95	11,941,321.49	12,743,355.11	**9,839,313.29**
Jul	6,630,173.48	8,173,176.60	7,467,897.16	9,493,211.07	10,389,747.38	12,614,028.49	**9,128,039.03**
Aug	9,189,378.77	10,071,386.52	6,864,683.16	8,130,361.67	10,326,014.47	13,018,957.48	**9,600,130.35**
Sept	7,083,428.49	8,919,269.28	7,481,680.05	7,550,959.37	9,905,758.49	13,006,812.74	**8,991,318.07**
Oct	7,757,245.13	9,450,123.13	9,843,953.89	10,955,789.27	11,490,363.82		**9,899,495.05**
Nov	7,503,686.34	11,235,671.31	10,676,725.16	12,776,936.41	14,399,336.67		**11,318,471.18**
Dec	7,055,474.15	6,314,291.72	7,612,236.58	9,212,404.63	10,777,926.27		**8,194,466.67**
Average	**7,874,995.90**	**7,737,648.91**	**7,483,402.79**	**9,176,611.03**	**10,727,161.06**	**11,750,495.26**	

Swift County

Average Comparied to Actual Monthly Cash & Investment Balances

For Months Ending 2011 thru September 30, 2016



SWIFT COUNTY

BUDGET TO ACTUAL COMPARISON - Year End 2016 and 2015

					Current Year						Prior Year					
					Expenses			Revenue			Expenses			Revenue		
Fund		Department	Expense	Revenue	Budget	Actual	%	Budget	Actual		Budget	Actual	%	Budget	Actual	%
01	003	General Government			$ -	$ 421,274	0%	$ 5,757,672	$ 3,616,204	63%	$ -	$ 259,387	0	$ 5,611,296	$ 3,414,502	0
	5	Board of Commissioners			$ 248,010	$ 167,323	67%	$ -	$ -	0%	$ 241,220	$ 166,891	69%	$ -	$ -	#DIV/0!
01	021	Law Library			$ 18,800	$ 11,008	59%	$ 14,000	$ 11,525	82%	$ 23,475	$ 14,805	63%	$ 14,000	$ 13,277	95%
	31	County Administrator			$ 229,005	$ 167,577	73%	$ -	$ 10	0%	$ 214,615	$ 149,533	70%	$ -	$ -	#DIV/0!
	40	County Auditor			$ 182,300	$ 135,919	75%	$ 6,000	$ -	0%	$ 182,290	$ 122,524	67%	$ 25,000	$ -	0%
	41	County Treasurer		Vitals are greater than budget, but about 50% of last years actual annual amounts	$ 207,950	$ 143,142	69%	$ 12,500	$ 13,625	109%	$ 202,830	$ 135,867	67%	$ 12,600	$ 14,516	115%
	42	County Assessor		Cities get billed for assements made by the county in the 1st qtr and receive payment in the 2nd qtr. Higher this year due to exempt parcels being assessed.	$ 320,620	$ 217,408	68%	$ 38,700	$ 42,812	111%	$ 275,395	$ 165,322	60%	$ 38,700	$ 38,632	100%
01	043	Public Examiners	Proposed expense for 2015 audit was negotiated down approximately $8,800. One additional invoice was paid in the 4th quarter.		$ 68,250	$ 32,835	48%	$ -	$ -	0%	$ 63,800	$ 53,250	83%	$ -	$ -	#DIV/0!
01	044	License and Permits		All license are due and usually paid by 2nd Qtr	$ 1,350	$ -	0%	$ 3,390	$ 4,380	129%	$ 1,375	$ -	0%	$ 4,150	$ 6,345	153%
01	060	Data Processing			$ 99,800	$ 57,006	57%	$ 1,680	$ -	0%	$ 93,800	$ 60,110	64%	$ 24,142	$ -	0%
01	080	Election	Invoices for general election supplies will be received in the 4th quarter. We have still not received a majority of the invoices for the general election.	Township/City/School Districts will be billed their portion of the election expenses in the 4th Qtr or 1st Qtr of next year…. Depending on when we receive our invoices.	$ 63,475	$ 22,495	35%	$ 16,850	$ 382	2%	$ 7,700	$ 9,022	117%	$ 3,850	$ -	0%
01	090	County Attorney		A $6,500 forfeiture makes up a majority of the revenue	$ 414,610	$ 248,410	60%	$ 4,000	$ 7,889	197%	$ 415,840	$ 271,340	65%	$ 5,000	$ 3,627	73%
01	100	Land Records			$ 399,630	$ 256,993	64%	$ 130,900	$ 71,823	55%	$ 475,470	$ 202,853	43%	$ 172,500	$ 66,649	39%
01	110	Courthouse			$ 207,160	$ 96,091	46%	$ -	$ -	0%	$ 205,120	$ 226,222	110%	$ -	$ (1,638)	#DIV/0!
	111	County Museum Building	Capital improvements were budgeted for 2016, but have not been spent as of today. Museum - $7,500, CPHS - $25,000, Prairie 5 - $25,000.		$ 34,980	$ 7,927	23%	$ -	$ -	0%	$ 34,920	$ 9,437	27%	$ -	$ -	#DIV/0!
	112	CPHS Building			$ 50,050	$ 6,675	13%	$ -	$ -	0%	$ 50,050	$ 8,193	16%	$ -	$ -	#DIV/0!
	113	Prairie 5 Building			$ 49,200	$ 13,625	28%	$ -	$ -	0%	$ 49,200	$ 6,684	14%	$ -	$ -	#DIV/0!
	114	Rental House	Washer and Dishwasher were replaced mid June, invoiced in July. Not included budget.	Rent was receipted incorrectly…. An adjustment was done in the 4th quarter to correct the revenue amount	$ 1,347	$ 1,971	146%	$ 6,000	$ 2,500	42%	$ 1,347	$ 326	24%	$ 6,000	$ 3,500	58%
	120	County Medical Insurance			$ -	$ (2,756)	0%	$ -	$ -	0%	$ -	$ -	0%	$ -	$ -	0%
	122	Veterans Services			$ 158,985	$ 107,680	68%	$ 16,500	$ 14,331	87%	$ 154,795	$ 101,490	66%	$ 17,250	$ 15,345	89%
	123	Planning & Zoning			$ 87,598	$ 44,343	51%	$ 81,348	$ 126,150	155%	$ 87,750	$ 41,852	48%	$ 80,000	$ 79,500	99%
01	148	Technology Committee	Software and installation were budgeted, but have not been purchased.		$ 62,125	$ 6,436	10%	$ -	$ -	0%	$ 21,400	$ 4,095	19%	$ -	$ -	#DIV/0!
	149	Tech Support			$ 189,630	$ 135,440	71%	$ 148,000	$ 125,889	85%	$ 182,920	$ 127,012	69%	$ 148,000	$ 127,356	86%
01	200	Sheriff			$ 1,324,838	$ 1,082,715	82%	$ 74,900	$ 71,725	96%	$ 1,259,407	$ 845,412	67%	$ 95,625	$ 80,931	85%
01	202	911 Distribution	Dispatch center expenses accurred in 1st Qtr ($92,500).	Revenue will be released from the resticted 911 account balance to offset Expenses that fullfill the grant restriction usually as a year end adjustment	$ 130,000	$ 142,747	110%	$ 211,060	$ 36,921	17%	$ 197,000	$ 47,683	24%	$ 197,000	$ 53,540	27%
01	204	Coroner			$ 12,000	$ 8,135	68%	$ -	$ -	0%	$ 14,000	$ 11,430	82%	$ -	$ -	#DIV/0!
01	205	Jail			$ 1,017,730	$ 604,087	59%	$ 32,000	$ 24,090	75%	$ 909,800	$ 531,366	58%	$ 22,000	$ 35,443	161%
01	251	Grant 6W Community Corrections	Two checks are written annually - one in the 1st and one in the 3rd quarter		$ 212,509	$ 212,509	100%	$ -	$ -	0%	$ 210,405	$ 210,404	100%	$ -	$ -	#DIV/0!
01	261	Restorative Justice		Comprised mainly from victim restitution.	$ 63,110	$ 44,994	71%	$ 500	$ 571	114%	$ 56,695	$ 36,891	65%	$ 500	$ 1,539	308%
01	280	Emergency Management			$ 78,159	$ 61,758	79%	$ 17,000	$ -	0%	$ 74,070	$ 55,588	75%	$ 16,500	$ -	0%
01	400	Countryside Public Health	Two checks are written annually - one in the 1st and one in the 3rd quarter		$ 97,825	$ 97,825	100%	$ -	$ -	0%	$ 91,425	$ 91,425	100%	$ -	$ -	#DIV/0!
01	406	Youth Programs			$ -	$ -	0%	$ -	$ -	0%	$ 30,300	$ 99	0%	$ 300	$ -	0%
01	490	Ambulance			$ 118,885	$ 40,000	34%	$ -	$ -	0%	$ -	$ -	0%	$ 10,500	$ 30,816	0%
01	520	County Parks		Park revenue received during the summer months.	$ 72,000	$ 31,773	44%	$ 32,500	$ 38,674	119%	$ 21,500	$ 15,571	72%	$ 122,118	$ 11,687	10%
01	521	Parks & Drainage		Revenue has not been billed to the joint counties.	$ 206,591	$ 129,297	63%	$ 152,118	$ 12,118	8%	$ 198,438	$ 138,862	70%	$ 1,000	$ 1,177	118%
01	600	Extension	Two of the four U of M Contract has been paid. Each quarter's payment is $17,220. Copier was budgeted in 2016 for $8,000, but has not been purchased.	Farm book sales/copies make up this revenue. Historically the majority of sales do occur in the beginning of the year.	$ 150,961	$ 84,557	56%	$ 1,000	$ 1,173	117%	$ 140,310	$ 65,635	47%	$ -	$ -	#DIV/0!
01	602	Agriculture Inspector	The Inspector was paid in the 1st Quarter for the full year.		$ 13,500	$ 12,250	91%	$ 0	$ 0	0%	$ 13,500	$ 10,125	75%	$ -	$ -	#DIV/0!
01	603	Predator Control	As needed and billed by Township		$ 10,000	$ 2,492	25%	$ -	$ -	0%	$ 8,000	$ 8,409	105%	$ -	$ -	#DIV/0!
01	703	Grants and Appropriations			$ 448,657	$ 260,984		$ -	$ -	0%	$ 442,419	$ 289,826	66%	$ -	$ -	#DIV/0!
																0%
					$ 7,051,640	$ 5,114,945	73%	$ 6,758,618	$ 4,222,792	160.05%	$ 6,652,581	$ 4,494,941	68%	$ 6,628,031	$ 3,996,744	60%

Request for Board Action

Commissioner's Report

BOARD MEETING DATE:
November 29, 2016

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Highway	Andrew Sander	(320) 842-5251

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST Consider approving a Joint Powers Agreement for the Administration of Federal HSIP Safety Grant Project No. S.P. 056-072-001	
AGENDA YOU ARE REQUESTING TIME ON: November 29, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The agreement is for a district wide striping project that Otter Tail County will oversee for the rest of the counties.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING:	

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: Reviewed and approved	RECOMMENDATIONS: None
COMMENTS: None	COMMENTS: None

Board Action

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

RESOLUTION

Joint Powers Agreement for the
Administration of Federal HSIP Safety Grant
Project No. S.P. 056-072-001

Resolution No. _____

IT IS RESOLVED that the County Swift enter into a Joint Powers agreement with the Twelve Mn/DOT District 4 counties of Becker, Big Stone, Clay, Douglas, Grant, Mahnomen, Otter Tail, Pope, Stevens, Swift, Traverse and Wilkin, for the following purpose:

Define the rights and obligations of each county for the delivery of Otter Tail County project S.P. 056-072-001, and (Swift County project S.P. 076-072-001) a district wide federal highway safety project that will provide safety improvements in the form of Six Inch (6”) Latex Edge Lines and Six Inch (6”) Epoxy Edge Lines on selected eligible highway routes.

BE IT FURTHER RESOLVED that the proper County officers be and hereby are authorized to execute such agreement and any amendments, and thereby assume for and on behalf of the County all of the obligations contained therein.

Adopted at Benson, Minnesota, this ___ day of _____, 2016.

SWIFT COUNTY BOARD OF COMMISSIONERS

By:_____
PETE PETERSON, County Board Chair

Attest:_____
JANICE FRANSEN, Interim County Administrator

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF SWIFT

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the County Board of said County on _____, 2016.

(SEAL)

_____
JANICE FRANSEN, Interim County Administrator

JOINT POWERS AGREEMENT FOR THE ADMINISTRATION OF FEDERAL HSIP SAFETY GRANT

Project No. S.P. 056-072-001

THIS AGREEMENT made and entered on the last day of execution below, between the Twelve Mn/DOT District 4 Minnesota Counties of Becker, Big Stone, Clay, Douglas, Grant, Mahnomen, Otter Tail, Pope, Stevens, Swift, Traverse and Wilkin, herein after referred to as the 'Twelve Counties'.

WITNESSETH:

WHEREAS, each of the Twelve Counties is their own road authority for County State Aid Highways and County Highways; and

WHEREAS, the Twelve Counties desire to provide roadway safety improvements in the form of Six Inch (6") Latex Edge Lines and Six Inch (6") Epoxy Edge Lines on selected district wide Federal Aid eligible highway routes; and

WHEREAS, the Twelve Counties desire to provide these road safety improvements under one single construction contract; and

WHEREAS, the Twelve Counties wish to clearly identify their mutual duties and responsibilities with respect to the project development, contract administration and project delivery; and

WHEREAS, the Twelve Counties wish to designate Otter Tail County as the lead agency for the creation and coordination of activities in the area of project development including creation of final project plans, specifications, advertisements, bid letting documents, contract administration including preparation and solicitation of a contract and bonds from the approved bidder, preparation of required field inspection documentation, preparation of state and federal reports, making contractor payments, providing field records retention and sustaining the final audit.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and other good and valuable consideration, all parties agree as follows:

1. Purpose. The purpose of this Agreement is to define the rights and obligations of the Twelve Counties with respect to the delivery of the project.

2. Recitals. The recitals set forth in the whereas clauses above are incorporated by reference as if fully set forth herein.

3. Responsibilities of Otter Tail County:

a. Prepare project plans, technical provisions and an estimate of construction cost.

b. Prepare project proposal for bid letting.

c. Coordinate the preparation of plans, specifications, estimates, and bid documents in accordance with Mn/DOT State Aid Division requirements.

d. Review preliminary plans, specifications and bid documents with the Twelve Counties and State Aid Division officials. Relay and direct the revision of plans specifications and bid documents to the Twelve Counties as required.

e. Submit final plans, specifications and bid documents to the Twelve Counties and State Aid for Final Approval.

f. Conduct the bid opening and award contract.

g. Coordinate all contract administration activities in accordance with Mn/DOT State Aid Division requirements on behalf of the Twelve Counties.

h. Receive federal funds to be paid by FHWA for the project, pursuant to Minnesota Statutes.

i. Upon issuing the 'Notice to Proceed', provide a bill payable to Otter Tail County Highway Department to each of the Twelve Counties in an amount equal to the prorated share of the design, based on each County's proposed construction costs, plus 10% (local matching funds) of the proposed construction costs in each respective county to be payable within 30 days.

j. Perform required field documentation including, preparation and submission of required state and federal reports such as, but not limited to, notices, changes in status, diaries, change orders and payment vouchers.

k. Upon completion of all construction activities in an individual county, provide a bill payable to Otter Tail County Highway Department in the amount equal to that county's prorated share of field inspection and documentation and the remainder of the required construction costs match if any remain or provide reimbursement to any county having overpaid by more than $100 in item j. above.

l. Provide permanent project records retention.

m. Sustain the Audit.

4. Responsibilities of the Twelve Counties:

a. Review and approve all preliminary and final plan sets, specifications and bid documents provided.

b. Provide reimbursement to Otter Tail County for a prorated share of costs incurred for project delivery on behalf of the other counties. Reimbursable items will include labor and expenses for coordination of project delivery in the areas of design and field documentation as well as the local match for construction costs.

c. Perform required field inspection and provide documentation to Otter Tail County as needed to fulfill the requirements of paragraph 3.j. above.

5. Payment of Coordination Costs. Bills and payment for coordination requirements incurred by Otter Tail County will be after the fact. Each county will be billed those costs after all duties described in No. 3 above are completed.

6. Termination. This Agreement may be terminated by any of the Twelve Counties upon seven (7) days written notice should any party fail substantially to perform in accordance with the terms of this Agreement. In the event of termination, Otter Tail County shall be compensated for all services performed and costs paid or incurred up to the termination date. All provisions of this Agreement allocating responsibility or liability between the Twelve Counties shall survive the completion of the project hereunder and/or the termination of this Agreement.

7. Insurance. The Twelve Counties agree that they will, at all times during this Agreement, be prepared to meet the statutory limits for liability. Any insurance costs incurred shall be the costs and expenses of the insured party and shall not be included as a cost of the project or reimbursed in any way by the other party. Nothing in this agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses, and the limits of liability under Minnesota Statutes Chapter 466 for some or all of the parties may not be added together to determine the maximum amount of liability for any party.

8. Liabilities and Indemnification. Each county shall be solely liable and responsible for all of the work done within their respective county and funded under the agreement. No party to this agreement shall be liable to any other party to this agreement or any third person for damages claimed

by virtue of work funded under this agreement and done outside the geographic confines of its own County. Each party to this agreement shall indemnify and hold harmless any other party to this agreement for any claims or action brought against it for work financed under this agreement and performed outside of its county. Each County assumes full and complete responsibility and liability for work done within its own county and funded under this agreement.

9. Controlling Law. This Agreement shall be governed by the applicable laws of the State of Minnesota.

10. Successors and Assigns. The Twelve Counties respectfully bind themselves, their partners, successors and assigns and all legal representatives of such party with respect to all covenants of this Agreement.

11. Changes. Except as provided herein, the parties agree that no change or modification to this Agreement or any attachments hereto shall have any force or effect unless the change is reduced to writing, dated and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as for this Agreement.

12. Severability. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the Agreement to fail its purpose. One or more waivers by covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

13. Entire Agreement. This Agreement, including all exhibits, constitutes the entire Agreement between the Twelve Counties and supersedes all prior written or oral Agreements. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, purchase order or agreement purporting to modify, vary, supplement or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

14. Effective Date. The Agreement shall be effective upon execution by the parties.

BECKER COUNTY

BY _____
County Board Chair

DATE _____

Approved as to Form and Execution

_____
Becker County Attorney

ATTEST _____
County Board Clerk

DATE _____

BIG STONE COUNTY

BY _____
County Board Chair

DATE _____

Approved as to Form and Execution

_____
Big Stone County Attorney

ATTEST _____
County Board Clerk

DATE _____

CLAY COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Clay County Attorney

DOUGLAS COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Douglas County Attorney

GRANT COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Grant County Attorney

MAHNOMEN COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Mahnomen County Attorney

OTTER TAIL COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Otter Tail County Attorney

POPE COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Pope County Attorney

STEVENS COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Stevens County Attorney

SWIFT COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Swift County Attorney

TRAVERSE COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Traverse County Attorney

WILKIN COUNTY

BY _____
County Board Chair

DATE _____

ATTEST _____
County Board Clerk

DATE _____

Approved as to Form and Execution

_____
Wilkin County Attorney

Request for Board Action

Commissioner's Report

BOARD MEETING DATE:
November 29, 2016

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Highway	Andrew Sander	(320) 842-5251

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST Consider approving equipment rates for 2016	
AGENDA YOU ARE REQUESTING TIME ON: November 29, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Statute
BACKGROUND/JUSTIFICATION: Equipment rates for 2016	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING:	State, Federal & County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: None	RECOMMENDATIONS: None
COMMENTS: None	COMMENTS: None

Board Action

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

EQUIPMENT RENTAL RESOLUTION

BE IT RESOLVED that the County Highway Department of Swift County is hereby authorized by the Swift County Board of Commissioners to rent County Highway equipment and men in the event that, in the opinion and judgment of the County Highway Engineer, men and equipment are available for emergency situations therefore without impeding or affecting the need and use of the same on the County Highway System, to Intra-Governmental Swift County agencies.

BE IT FURTHER RESOLVED that the following rental rates apply which includes both men and equipment for 2016:

	Tier 1 Rate	Tier 2 Rate	Tier 3 Rate
Sno-Go Rotary Truck	$211.00/Hr.	$226.50/Hr.	$242.00/Hr.
Loader & Rotary Snow Remover	$171.00/Hr.	$186.50/Hr.	$202.00/Hr.
Tractor & Snowblower	$ 95.00/Hr.	$110.50/Hr.	$126.00/Hr.
Motorgrader with Plow/Wing	$100.00/Hr.	$115.50/Hr.	$131.00/Hr.
Tandem Truck with Plow/Wing	$152.00/Hr.	$167.50/Hr.	$183.00/Hr.

Dated at Benson, Minnesota this 29th day of November, 2016.

Peter Peterson, Chairman
Swift County Board of Commissioners

ATTEST:

I, Janice Fransen Interim Administrator in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 29th day of November, 2016.

Janice Fransen, Interim County Administrator

Request for Board Action

Commissioner's Report

BOARD MEETING DATE:
November 29, 2016

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Highway	Andrew Sander	(320) 842-5251

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Final Board Approval for payment on projects SP 76-599-056 and 76-599-057	
AGENDA YOU ARE REQUESTING TIME ON: November 29, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Statute
BACKGROUND/JUSTIFICATION: Work on the two township bridges is complete and final payment needs to be made.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, Federal & County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Jan Fransen
RECOMMENDATIONS: None	RECOMMENDATIONS: None
COMMENTS: none	COMMENTS: none

Board Action

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

RESOLUTION

WHEREAS, State Aid Projects 076-599-056 and 076-599-057 have in all things been completed and the County Board being fully advised in the premise.

NOW THEREFORE BE IT RESOLVED, that the County of Swift hereby accepts said completed projects for and in behalf of the County of Swift and authorizes final payment to Riley Bros. Const., Inc., in the amount of $29,291.30 for the final contract amount totaling $585,826.00.

Dated at Benson, Minnesota this 29th day of November, 2016.

Swift County Board of Commissioners

_____

Peter Peterson, Chairman

ATTEST:

I, Janice Fransen, Interim Administrator in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 29th day of November, 2016.

_____

Janice Fransen, Interim Swift County Administrator

Request for Board Action

BOARD MEETING DATE:
November 29, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Administration	Janice Fransen	320-314-8399

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of voting delegate and alternate to the MCIT Annual Meeting	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Currently Gary Hendrickx is the Delegate and Gary Klemm is the Alternate.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: none

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: none	RECOMMENDATIONS: none
COMMENTS: none	COMMENTS: none

Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100
St. Paul, MN 55103-1885
www.mcit.org

Phone: 651-209-6400
Toll Free: 866-547-6516
Fax: 651-209-6496

BOARD OF DIRECTORS

Scott Sanders
Trust Chair
Watonwan County Commissioner

Felix Schmiesing
Vice-Chair
Sherburne County Commissioner

Graylen Carlson
Secretary/Treasurer
Lac qui Parle County Commissioner

Don Diedrich
Polk County Commissioner

Dan Kuhns
Waseca County Commissioner

Richard Downham
Cass County Commissioner

Charles Enter
Brown County Administrator

Kevin Corbid
Washington County Auditor-Treasurer

Randy Schreifels
Stearns County Auditor-Treasurer

November 18, 2016

RE: VOTING DELEGATES AND ALTERNATES

Dear: Janice Franser

The 2016 Annual Meeting of the Minnesota Counties Intergovernmental Trust will be held on:

Monday, December 5, 2016 at 4:00 p.m.
(Registration to begin at 3:30)
Regency Room
Hyatt Regency, Minneapolis

An election will be held for three seats on the MCIT Board of Directors. The MCIT Bylaws provide for the designation of official voting delegates and alternates. Our records indicate that your voting delegate and alternate are as follows:

Delegate: Gary Hendrickx

Alternate: Gary Klemm

IF THIS IS CORRECT, YOU NEED NOT RESPOND TO THIS LETTER. If this is incorrect or if you wish to change your voting delegate and alternate, please note the changes on the enclosed designation form. The form should be signed and returned to MCIT by **November 30, 2016.** The form can be mailed, emailed or faxed. Thank you for your attention to this matter.

Sincerely,

Robyn M. Sykes
Executive Director

cc: County Administrator, Coordinator, Auditors or Auditor-Treasurer

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

VOTING DELGATE AND ALTERNATE

DESIGNATION FORM

County: SWIFT

County name here hereby designates the following individuals to serve as its voting delegate and alternate:

Delegate: Gary Hendrickx

Alternate: Gary Klemm

_____ Date_____
Official of County Member

Please return this form to MCIT no later than November 30, 2016 by mail, email or fax:

MCIT
100 Empire Drive, Suite 100
St. Paul, MN 55103-1885

Email: info@mcit.org

Fax: 651.209.6496

Request for Board Action

BOARD MEETING DATE:
November 29, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Administration	Janice Fransen	320-314-8399

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:
2016 Truth-in-taxation hearing

AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT?
TNT Public Hearing	No
IS THIS MANDATED?	EXPLANATION OF MANDATE:
Yes	MN Statute requires counties to conduct a TNT hearing annually. Final budget is required to be set prior to December 30 of each year.

BACKGROUND/JUSTIFICATION:

The County Board is required to conduct a public hearing on its annual budget and proposed levy, known as a Truth-In-Taxation Hearing. This hearing will be held on November 29, 2016 at 6:00 pm.

The proposed 2017 budget contains revenues of $24,811,217 and expenditures of $24,635,544. Of the $24,811,217 in revenue, $10,232,746 is proposed in property taxes and $187,950 is expected in County Program Aids (CPA) for a total 2017 levy of $10,382,921. The remaining revenues are from user fees, federal & state reimbursements, and solid waste assessment. The 2017 levy is proposed to be distributed as follows:

Revenue	$ 5,535,709
Road and Bridge	$ 1,905,027
Human Services	$ 2,814,375
Library	$ 127,810
Solid Waste	$ 0
Total Final Net Levy	$ 10,382,921

The required TNT budget hearing will be held on November 29, 2016 starting at 6:00 PM. The proposed property tax levy for the taxes payable year 2017 and the proposed budget for 2017 will be discussed at the public meeting in detail.

Public testimony and questions are encouraged during this hearing on the proposed property tax levy and budget. General questions are also welcomed.

Staff is going to ask that the Board take final action on the budget at your December 20th meeting so that any comments/changes can be incorporated into the final budget. Note that the levy shown above is the maximum levy that the board can set based on the preliminary levy set by the Board on September 20, 2016.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Janice Fransen
RECOMMENDATIONS: Was not submitted for review prior to meeting	RECOMMENDATIONS: Review and take an action
COMMENTS: n/a	COMMENTS: None

1

2017 Swift County Final Levy and Budget

Final 2017 Budget
Truth-In-Taxation Hearing
November 29, 2016

2

Today's Agenda

- Overview
- 2017 Budget Assumptions
- Historical Information
- 2017 Preliminary Budget and Levy
- 2017 Revenues and Expenses
- Discussion Items
- Timeline moving forward

3

Overview

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

4

Thank you to the Public

- To the citizens and public who are here tonight!
- Tonight the board and staff will:
  - Discuss budget and proposed property tax. This includes a discussion on the proposed property tax levy for the taxes payable year 2017 and the proposed budget for the taxes payable year 2017.
  - Provide an opportunity for public comment and questions.

5

Thank you to all County Staff

- Thank you to all of the department heads and staff who have work on the 2017 budget. This budget would not have been possible without their help and assistance.
- Special thanks to:
  - Kim Saterbak (Auditor)
  - Marlene Molden (Auditor)
  - Wayne Knutson (Assessor)
  - Gary Jensen (Human Service)
  - Lori Rooney (Highway)
  - Amanda Ness (Administration)

6

Overview – Swift is Strong

- Strong Budget Position
  - The County backs hospital debt and has a GO bond supporting the Federated Telephone project
  - The County's bond rating was improved to AA- in 2016
- County wide fund balances increased by $1,168,987 in 2015. (County Staff was key in making this happen!)
  - General Fund revenues exceed expenditures by $1,097,988 in 2015.

7

Overview – Swift is Strong

- Overall fund balances are now near recommended levels by the MN Secretary of State!
- Overall the levy increase for 2017 directly tied to past surpluses.

8

Overview – Outlook is positive

- Health care costs remain stable.
  - For 2017, rates are proposed to remain the same as 2016. This follows 3 years of flat rates.
  - At the end of October our health insurance reserve balance was over $900,000.
  - For 2017, health insurance represents 6.7% of the total county budget.
  - If our claim trend holds, the health insurance committee will likely recommend a premium holiday (most likely one payroll) in 2017, which would save the County approximately $68,500.

9

Overview - Outlook is positive

- MCIT contributions are flat for 2017.
- Employer rates for PERA remain unchanged for 2017.

10

Overview - Challenges

- New positions for 2017 (all start 1/1/17):
  - HR Manager , Administration
  - 2 CCO positions
    - Eliminates 1 new FT Deputy Sheriff in 2017 Budget
    - 2 CCO positions were in 2016 Budget – 1 was filled
  - Eligibility Worker , Human Services
  - Assistant County Attorneys moved from a 0.8 FTE to 0.9 FTE.

11

Overview - Challenges

- Future Year Challenges
  - Lack of physical space to grow at Human Services
  - Accredited Assessors
    - At least three local assessors (maybe a 4th) will not continue their current licenses beyond July 1, 2016.
      - Have picked up one township due to this for 2017.
    - New licensing requirement as of July 1, 2019 may see additional local assessors retire.
    - If townships elect for the County to take over, additional staff maybe needed beyond the deputy assessor in future budget years.
- HVAC at Courthouse

12

Opportunities

- Great workforce of dedicated public employees

13

2017 Budget Assumptions

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

14

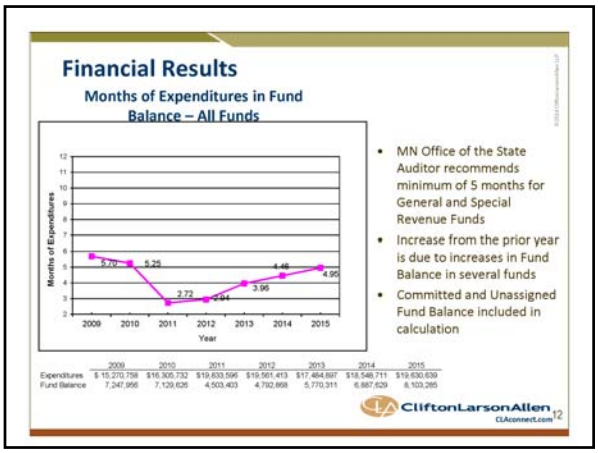
Wages

- All Labor Contracts are up on December 31, 2016.
  - In process of negotiating new contracts
  - One contract settled, three still in negotiations
- Budget includes 1.5% COLA increase + steps in the budget.
- With contracts still needing to be settled this is one area that is still in flex.

15

Insurance

- Health Insurance
  - Rates are flat for 2017.
- Life and Disability
  - Life will see a 13% rate reduction for 2017 by moving from MN Life to Sun Life.
  - Disability rates will remain the same for 2017.



17

Reserve Balances

- County as a whole we have 4.95 months of reserves. This has been trending up.
- General Revenue Fund ended 2015 with 3.62 months of unrestricted reserves.
  - Up from 1.41 months in 2014, 0.15 months in 2013 and -0.82 months in 2012.
  - Anticipate the same rate of growth in the General Revenue Fund balance and project we will have around 2.5 months of unrestricted reserves at the end of 2015.

18

Loan Repayments

- SCBH continues to repay the loan the County made to them in 2012. Annual payments (principal and interest) of $121,412 to the County through 2032.
  - Proposed budget returns it to the general fund.
  - This could be used to off set any future bond payments related to building projects.

19

Historical Information

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

20

Historic CPA

Year	CPA
2017 (Certified)	$187,950
2016 (Certified)	$188,286
2015	$196,020
2014	$200,850
2013	$160,939
2012	$384,876
2011	$384,876
2010	$747,207 Unalloted to $561,470
2009	$846,119 Unalloted to $754,636
2008	$799,304 Unalloted to $677,102
2007	$882,841
2006	$871,395
2005	$933,229

21

Historic Net Levies

Year	Certified Net Levy	Percentage Change
2017 (Preliminary)	$ 10,382,921	4.3%
2016 (Final)	$ 9,773,657	3.9%
2015	$ 9,406,965	5.7%
2014	$ 8,898,984	3.0%
2013	$ 8,635,405	5.9%
2012	$ 8,155,264	3.9%
2011	$ 7,850,554	9.0%
2010	$ 7,201,210	3.4%
2009	$ 6,964,275	7.6%
2008	$ 6,474,520	15.4%
2007	$ 5,611,645	11.8%

22

2017 Preliminary Budget and Levy

Preliminary 2017 Budget
County Board Presentation
September 6, 2016

23

Preliminary 2017 Budget Summary

	2016 Final	2017 Preliminary
Revenue		
General Revenue	$6,634,531	$7,101,859
Road and Bridge	$7,853,071	$11,543,433
Human Services	$5,216,226	$5,331,775
Library	$124,087	$127,810
Solid Waste	$816,250	$834,150
Expenses		
General Revenue	$6,927,553	$7,035,009
Road and Bridge	$7,830857	$11,290,830
Human Services	$5,216,226	$5,331,775
Library	$124,087	$127,810
Solid Waste	$989,900	$977,930
Net		
General Revenue	($293,022)	$66,850
Road and Bridge	$22,214	$252,603
Human Services	$0	$0
Library	$0	$0
Solid Waste	($173,650)	($143,780)
TOTAL NET	**($444,458)**	**$175,673**

24

Proposed Levy Totals

	2016 Final	2017 Preliminary
Gross Levy	$ 9,961,943	$ 10,382,921
CPA	$ 188,286	$ 187,950
Operating Levy	$ 9,773,657	$ 10,194.971
Special Levies	$ 37,621	$ 37,775
Total Final Net Levy	$ 9,811,278	$ 10,232,746

25

Proposed Gross Levy by Fund

	2016 Final	2017 Preliminary	Percent Increase
Revenue	$ 5,195,878	$ 5,535.709	6.5%
Road and Bridge	$ 1,905,027	$ 1,905,027	0%
Human Services	$ 2,736,951	$ 2,814,375	2.8%
Library	$ 124,087	$ 127,810	3.0%
Solid Waste	$ 0	$ 0	0%
	$ 9,961,943	$ 10,382,921	4.3%

26

Possible Gross Levy Increases

- 2017 Preliminary Gross Levy = $10,382,921

Percentage Net Levy Increase	Amount of new levy dollars	New Levy Total
2%	$199,239	$10,161,182
3%	$298,858	$10,260,801
4%	$398,478	$10,360,421
4.3% (preliminary Levy)	$428,364	$10,382,921
5%	$498,097	$10,460,040
6%	$597,717	$10,980,638

27

Possible 2017 Levy Increase Impacts VERY Preliminary

- Assumptions:
  - Residential Home $85,000
    - 2017 value decreased 3.5% over 2016 value
  - Residential Home $200,000
    - 2017 value decreased 3.5% over 2016 value
  - Commercial Property
    - 2017 value no change from 2016 value
  - 40 Acres of Ag Land
    - 2017 value decreased 8.7% over 2016 value

28

Preliminary Levy Increase Impacts VERY Preliminary

- Estimated **County portion** Property Tax for 2017

Percentage Levy Increase	Residential $85,000	Residential $200,000	Commercial Property	40 Acres of Ag Land
0%	$225.86	$670.37	$1,350.87	$856.35
1%	$228.11	$677.08	$1,364.38	$864.92
2%	$230.37	$683.78	$1,377.89	$873.48
3%	$232.63	$690.48	$1,391.40	$882.04
4%	$234.89	$697.19	$1,404.91	$890.61
4.3% (proposed)	$235.57	$699.20	$1,408.96	$893.15
5%	$237.15	$703.89	$1,418.42	$899.17

29

Preliminary Levy Increase Impacts VERY Preliminary

- Estimated **County portion** Property Tax Change between 2016 and 2017

Percentage Levy Increase	Residential $85,000	Residential $200,000	Commercial Property	40 Acres of Ag Land
0%	$5.65	$16.77	$79.90	($19.41)
1%	$7.91	$23.48	$93.41	($10.85)
2%	$10.17	$30.18	$106.92	($2.28)
3%	$12.43	$36.88	$120.42	$6.28
4%	$14.69	$43.59	$133.93	$14.84
4.3% (proposed)	$15.36	$45.60	$137.99	$17.41
5%	$16.94	$50.29	$147.44	$23.41

30

Surrounding County 2017 Levy Changes

County	% Change
Big Stone	5.15%
Chippewa	3.44%*
Kandiyohi	2.11%*
Lac qui Parle	3.72%
Pope	1.99%
Stevens	5.0% - 10.0%*
Swift	**4.3%**
Yellow Medicine	1.57% - 2.57%*

*Indicates goal for December finalization

31

Other Levies

- RDA - $97,000 (Increase from $87,000)
- HRA - $70,000 (Down from $145,000 in 2016)

32

2017 Revenues and Expenses

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

33

Revenues and Expenses

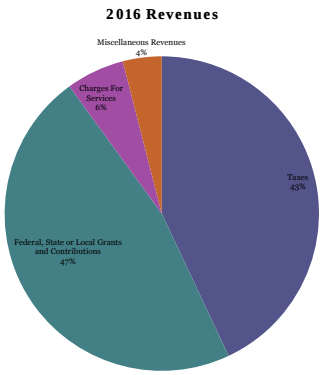
- The proposed 2017 budget contains:
  - Revenues of $24,811,217
    - $ 10,382,921 is the proposed levy with $10,232,746 in actual County property taxes after CPA and special levies are accounted for.
  - Expenditures of $24,635,544.

34

2016 and 2017 Revenue Sources

	2016		2017	
Taxes	$ 10,397,783	50%	$ 10,820,950	43%
Federal, State or Local Grants and Contributions	$ 8,593,020	42%	$ 11,580,062	47%
Charges For Services	$ 1,486,762	7%	$ 1,498,805	6%
Miscellaneous Revenues	$ 180,700	1%	$ 911,400	4%
Total	**$ 20,658,265**		**$ 24,811,217**	

35

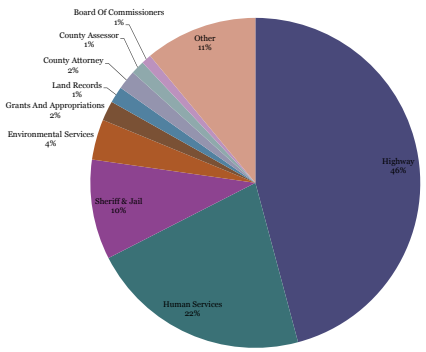


36

2016 and 2017 Expenses by Department

Department	2016	2017
Highway	$ 7,830,857	$ 11,290,830
Human Services	$ 5,260,951	$ 5,331,775
Sheriff & Jail	$ 2,342,568	$ 2,410,048
Environmental Services	$ 989,900	$ 977,930
Grants And Appropriations	$ 448,657	$ 478,530
Land Records	$ 418,630	$ 397,344
County Attorney	$ 414,610	$ 464,905
County Assessor	$ 320,620	$ 330,620
Board Of Commissioners	$ 248,010	$ 239,443
Other	$ 2,827,920	$ 2,714,119
Total	**$ 21,102,723**	**$ 24,635,544**

2017 Expenditures by Departments



Incredible Value

- "Bundled" Cable, Phone, and Internet service costs residential homeowner about $100.00 a month

Incredible Value

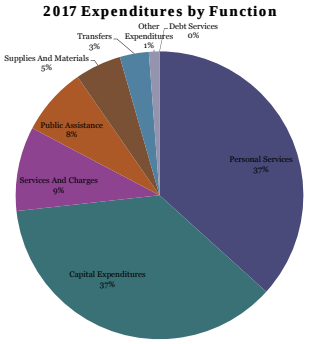
- The county's "bundled" services cost the average homeowner under $50.00 a month.

40

2016 and 2017 Expenses by Type

Type	2016	2017
Personal Services	$ 8,692,229	$ 9,039,220
Capital Expenditures	$ 5,602,857	$ 9,007,251
Services And Charges	$ 2,667,326	$ 2,332,217
Public Assistance	$ 1,847,850	$ 1,882,850
Supplies And Materials	$ 1,346,536	$ 1,279,872
Transfers	$ 758,991	$ 802,424
Other Expenditures	$ 186,934	$ 291,710
Debt Services	$ -	$ -
TOTAL	**$ 21,102,723**	**$ 24,635,544**

41



42

Discussion Items

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

43

Jail Staffing

- Added two new CCO positions in the jail for 2016 due to the 2911 rules, which require that there be designated jailers 24 hours per day/7 days/week. One position was filled. We applied for a variance from the Department of Corrections - that variance was denied.
- For 2017, one CCO position was already included in the budget. A second position will need to be added, to be filled in June, 2017.

44

Proposed Budget Changes

Department	Proposed Item	Effect on Budget
Sheriff	Defer purchase of one squad car	($40,000)
Sheriff	Eliminate New Deputy position	($72,280)
Sheriff	Add in-squad & body cameras	$73,000
Jail	Add New CCO position (June, 2017)	$34,780
	Net Effect	($4,500)

45

Additional Proposal

- The Sheriff is also proposing that they be allowed to retain the proceeds from the sale of three squad cars and to use those funds to purchase a used mini-van to be used as a transport vehicle. No effect on the budget.

46

On the Horizon…

- Building Projects
- Strategic Planning
- Hospital Assisted Living Project
- Prairie Correctional Facility
- Other???

47

Are there changes to the Budget that the Board and/or public want to discuss at this time?

48

Budget Schedule

2017 Budget and Levy
Truth-In-Taxation Hearing
November 29, 2016

49

2017 Budget Calendar

July 15, 2016	Budget Forms due to Administrator
July 25 – Aug 5, 2016	One on One meetings between Department Heads and Administrator
Late August, 2016	Health Insurance Committee Rate Recommendation
September 6, 2016	Review Initial Budget Requests with the Board
September 6, 2016	Last Regular Meeting to set **HRA/RDA** Preliminary 2017 Levies
September 6, 2016	Deadline to set **HRA/RDA** preliminary 2017 Levies
September 20, 2016	Last Regular Meeting to set **County** preliminary 2017 Levy and TNT Meeting
September 30, 2016	Deadline to set **County** preliminary 2017 Levy and date for TNT meeting
November 29, 2016	TNT Meeting ←
December 15, 2016	Last Regular Board Meeting to set final 2017 Levy
December 30, 2016	Deadline to set final 2017 Levy and Budget

50

For More Information

- All of Swift County's budget documents can be viewed at www.swiftcounty.com/budget
- Contact Interim County Administrator Janice Fransen at 320-314-8399 or via email at jan.fransen@co.swift.mn.us

51

Questions?

Thank you for attending!