

# **Notice & Agenda**

## **Swift County Board of Commissioners Work Session**

**Tuesday, November 29, 2016**

**2:00 PM**

**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.

<b><u>Time</u></b>	<b><u>Reference</u></b>	<b><u>Item</u></b>
2:00 p.m.		<b>Call to Order and Roll Call</b>
2:01 p.m.		<b>Janice Fransen, Interim County Administrator</b> Discussion regarding Building Projects Discussion regarding Building and Grounds staffing Discuss potential intern
9:05 a.m.		<b>Adjournment</b>

Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability
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## Courthouse Swift County

**Analysis**

- There is cracking in the concrete walk near the front entrance.
  
- The stone steps at the front entry have deteriorated joints and are in need of repair.

**Issues**

- |   |  |              |                |
|---|--|--------------|----------------|
| 1 | Replace 150 sf of cracked/damaged concrete walkways around building. |              |                |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$2,000</b> |
| 2 | Reset and repoint mortar at stone steps to the front entry.          |              |                |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$1,500</b> |

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

- There is a leak at the main entry portico roof.
- The leaky portico roof is causing the wood ceiling and brick walls to deteriorate at the portico of the Courthouse.
- There is no insulation in the attic rafters.
- The brick and stone cladding is dirty.
- There is significant deterioration around window sills.
- The windows are non-insulated, single pane.
- The existing aluminum entrance system has single pane, non insulated glazing
- The entire perimeter ledge (+/- 8' above grade) mortar joints are deteriorated.
- All window caulk joints are cracked and are not adhered to the perimeter of the window and wall joint.
- The paint at the cornice is peeling off.
- There is efflorescence at the portico balcony.
- The perimeter metal sill flashing at the stone base is coming loose in several locations.
- The limestone foundation of the base course of the stone masonry on the west elevation has no flashing and has deteriorated.
- The downspouts in several locations empty directly onto the building causing deterioration to the brick and stone cladding.
- Openings at hose bibs and electrical outlets have not been sealed (5 locations).

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Issues

- 1 Replace 275 square feet of built up roofing with new roof system with additional insulation.  
**Priority: 1** **Cost: \$6,000**
  
- 2 Replace 275 square feet wood ceiling.  
**Priority: 3** **Cost: \$7,000**
  
- 3 Add sprayfoam insulation (7,000 square feet) at underside of Fourth Level framing.  
**Priority: 3** **Cost: \$15,000**
  
- 4 Clean approximately 14,000 square feet of brick and stone masonry cladding.  
**Priority: 4** **Cost: \$40,000**
  
- 5 Reseal 93 (3' x 6') windows.  
**Priority: 2** **Cost: \$200,000**
  
- 6 Replace approximately 110 square feet storefront with new aluminum, insulated, curtainwall system.  
**Priority: 3** **Cost: \$25,000**
  
- 7 Reset and repoint mortar at ledge.  
**Priority: 2** **Cost: \$5,500**
  
- 8 Repaint cornice.  
**Priority: 2** **Cost: \$30,000**
  
- 9 Repair and seal metal flashing at (5) locations.  
**Priority: 1** **Cost: \$1,000**
  
- 10 Repair foundation (5' section) and reset and repoint mortar at location of deterioration.  
**Priority: 1** **Cost: \$3,000**
  
- 11 Extend downspouts at several locations.  
**Priority: 1** **Cost: \$5,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Courthouse  
Swift County**

**Issues**

- 12 Seal penetrations.  
**Priority: 1** **Cost: \$500**
  
- 13 Tuckpointing allowance.  
**Priority: 2** **Cost: \$10,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

- The Lower Level carpet is worn significantly. The high traffic areas have deteriorated and there are stains throughout the carpet.
- The Lower Level gypsum board and plaster walls are in need of a new paint finish. The old vinyl wall covering is peeling off throughout the Lower Level.
- The acoustic tile ceilings are in fair condition with minor stains and damaged tile throughout the building.
- The sinks in the Lower Level Men’s and Women’s Toilet Rooms do not have mirrors (3 locations).
- The casework in the Lower Level has damaged hardware and a deteriorated finish. Plastic laminate horizontal surfaces have chipped off of
- The Main Level carpet is worn significantly in all locations (off of the main hallway). The high traffic areas have deteriorated and there are stains throughout the carpet.
- The casework in the Main Level has damaged hardware and a deteriorated finish. Plastic laminate horizontal surfaces have chipped off of substrate (approximately 36 linear feet of lower casework).
- The carpet at the stairways is worn down significantly (2 stairways).
- The carpet in the Second Level Courtrooms is in fair condition.
- The Second Level carpet in the Court Administration Areas is worn significantly. The high traffic areas have deteriorated and there are stains throughout the carpet.
- The Second Level plaster walls are in need of a new paint finish. The old vinyl wall covering is peeling off in many locations.
- There is water damage in the Jury Room on the Second Level. The interior paint is peeling off around the area of the water infiltration.

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## Courthouse Swift County

**Analysis**

- The casework in the Third Level has damaged hardware and a deteriorated finish. Plastic laminate horizontal surfaces have chipped off of substrate (approximately 30 linear feet of lower casework).
- The gypsum board ceiling at the Third Level is peeling significantly where there appears to be water infiltration from the attic space.
- The finishes in the elevator have deteriorated.

**Issues**

- |   |  |              |                 |
|---|--|--------------|-----------------|
| 1 | Replace approximately 5,000 square feet of carpet in the Lower Level.      |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$35,000</b> |
| 2 | Repaint all walls at Lower Level.  |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$18,000</b> |
| 3 | Replace damaged ceiling tiles in the Lower Level.                          |              |                 |
|   | <b>Priority: 3</b>   | <b>Cost:</b> | <b>\$1,000</b>  |
| 4 | Install 3 new mirrors in toilet rooms.                                     |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$1,000</b>  |
| 5 | Replace approximately 24 linear feet of lower casework in the Lower Level. |              |                 |
|   | <b>Priority: 3</b>   | <b>Cost:</b> | <b>\$15,000</b> |
| 6 | Replace approximately 2,500 square feet of carpet at the Main Level.       |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$17,500</b> |
| 7 | Replace approximately 36 linear feet of lower casework in the Main Level   |              |                 |
|   | <b>Priority: 3</b>   | <b>Cost:</b> | <b>\$22,000</b> |
| 8 | Replace approximately 500 square feet of carpet in stairway.               |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$3,500</b>  |
| 9 | Repaint all walls at Main Level.   |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$25,000</b> |

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

**Issues**

- 10 Replace approximately 1,000 square feet of carpet in the Second Level.  
**Priority: 2** **Cost: \$7,000**
  
- 11 Repaint all walls at the Second Level.  
**Priority: 2** **Cost: \$18,000**
  
- 12 Repaint walls at Jury Deliberation room.  
**Priority: 2** **Cost: \$1,000**
  
- 13 Replace approximately 36 linear feet of lower casework in the Third Level  
**Priority: 3** **Cost: \$25,000**
  
- 14 Replace approximately 40 square feet of gypsum board ceiling at the Third Level stairway (outside of the attic space).  
**Priority: 2** **Cost: \$600**
  
- 15 Provide new finishes in elevator.  
**Priority: 4** **Cost: \$3,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

- The Lower Level Women’s toilet room does not have an ADA accessible stall. The "accessible" stall is lacking grab bars and the ADA compliant clearances. There is no ambulatory stall as required by the current code.
  
- The Lower Level Men’s toilet room does not have an ambulatory stall as required by the current code.
  
- The Lower Level door hardware is not compliant with current accessibility code (approximately 12 locations).
  
- The door into the Men’s toilet room does not have the required ADA clearance on both the push and pull side of the door.
  
- The Lower Level is lacking an accessible water cooler.
  
- The Main Level door hardware is not compliant with current accessibility code (approximately 10 locations).
  
- The service counters on the Main Level are too high and do not comply with current code requirements (3 locations).
  
- The Judge’s Bench, Court Reporter, Witness Stand, and Jury Box are not accessible (in 2 courtrooms).
  
- The Second Level door hardware is not compliant with current accessibility code (approximately 8 locations).
  
- The Second Level Men’s toilet room does not have an ambulatory stall as required by the current code.
  
- The Second Level Women’s toilet room does not have an ambulatory stall as required by the current code.
  
- The service counters on the Second Level at Court Administration are too high and do not comply with current code requirements (3 locations).

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

- The toilets in the Judge’s Chambers do not have adequate clearance for the plumbing fixtures and are missing required grab bars (two locations).
- The Law Library and County Attorney meeting spaces on the Third Floor are not accessible.
- The Third Level door hardware is not ADA accessible (approximately 4 locations).

### Issues

- |   |   |              |                  |
|---|---|--------------|------------------|
| 1 | Renovate Women’s toilet room to include a handicap accessible and ambulatory stall. |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$40,000</b>  |
| 2 | Renovate Men’s toilet room to include an ambulatory stall.                          |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$30,000</b>  |
| 3 | Provide new door hardware at Lower Level doors (12 locations).                      |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$8,000</b>   |
| 4 | Modify doors at Lower Level to have the acceptable ADA clearances.                  |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$3,000</b>   |
| 5 | Provide an accessible water cooler station at the Lower Level.                      |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$5,500</b>   |
| 6 | Provide new door hardware at Main Level doors (10 locations)                        |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$7,000</b>   |
| 7 | Provide new accessible service counters (3 locations).                              |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$40,000</b>  |
| 8 | Renovate courtrooms in order to provide access to Judge’s Bench.                    |              |                  |
|   | <b>Priority: 4</b>  | <b>Cost:</b> | <b>\$150,000</b> |
| 9 | Provide new door hardware at Second Level doors (8 locations).                      |              |                  |
|   | <b>Priority: 1</b>  | <b>Cost:</b> | <b>\$5,500</b>   |

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## Courthouse Swift County

### Issues

- 10 Renovate Men’s toilet room at Second Level to include an ambulatory stall.  
**Priority: 1** **Cost: \$30,000**
- 11 Renovate Women’s toilet room at Second Level to include an ambulatory stall.  
**Priority: 1** **Cost: \$30,000**
- 12 Provide new accessible service counters at Court Administration.  
**Priority: 1** **Cost: \$15,000**
- 13 Install an elevator for access to the Third Floor.  
**Priority: 4** **Cost: \$300,000**
- 14 Renovate Judge’s toilet rooms to current accessibility code (2 locations).  
**Priority: 4** **Cost: \$15,000**
- 15 Provide new door hardware at Third Level doors (4 locations).  
**Priority: 1** **Cost: \$3,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

**Analysis**

- The handrails at the two stairways do not meet current code requirements for extensions.
  
- The landings at the west stairway do not meet current code requirements for landing dimensions.
  
- The handrails at east entry portico do not meet current code requirements for extensions.

**Issues**

- |   |  |              |                 |
|---|--|--------------|-----------------|
| 1 | Replace handrails at stairway with proper extensions.                      |              |                 |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$4,000</b>  |
|   |  |              |                 |
| 2 | Replace main stair to meet current code.                                   |              |                 |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$80,000</b> |
|   |  |              |                 |
| 3 | Replace wrought iron handrails at portico stairway with proper extensions. |              |                 |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$4,000</b>  |

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**Courthouse  
Swift County**

**Issues**

- 1 Perform a detailed analysis of asbestos and lead containing materials.  
**Priority: 1** **Cost: \$15,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

#### **Heating and Ventilation**

- Primary heating for the building is provided by two (2) 1440 MBh Kewanee steam boilers installed around 1977 with dual fuel capability. The staged burners appear to be original equipment, with newer Honeywell electronic controls in place. The combustion air dampers are controlled with motorized dampers. The boilers have undergone several repairs over the last few years and are past their anticipated service life. The fuel oil tank is located approximately 50 feet southeast of the boiler room with its age and condition unknown. The facility currently takes advantage of interruptible fuel rates through CenterPoint Energy. A steam-hot water convertor is utilized when the steam boilers are enabled to serve a handful of hot water terminal heating devices located in the courthouse and primarily for the LEC. Inline distribution pumps are constant volume and in fair condition. Steam is distributed throughout the courthouse, but mainly serves the three (3) primary air handling units. The traps appear to have all been rebuilt around 6 years ago.
  
- An additional standard efficiency hot water boiler was added around 2003 to serve portions of the hot water terminal devices throughout the courthouse, and provide hot water for the LEC when the steam boilers are not operational. The boiler is in good condition, and will reach its anticipated service life in the next 10 years.
  
- Ventilation for the courthouse is provided through three (3) Trane indoor air handling units installed about 40 years ago. The lower level is ventilated through a constant volume unit with steam heating. The upper levels each have a dual-deck multi-zone unit with steam heating. Unit S-3 serving the third level is The original quantity of outside air for the units was indicated as 15%, but it is currently unknown whether the amount meets current minimum ventilation requirements. Building relief is accomplished only through the operation of toilet room exhaust fans that are nearing or past their useful life, i.e. there is no active building pressure control strategy.

#### **Temperature Control**

- Controls for the building are provided through an aging pneumatic system with various EP switches throughout the facility and an air compressor that is at or near its useful life. Control strategies lack current capability for optimized start, demand control ventilation, or even reliable time schedules.

#### **Air Conditioning**

- Cooling is provided through three (3) air-cooled condensing units that each to connect to the air handling units through a single circuit DX coil. Units for the lower and main level are approaching 40 years old and are past their useful life. The unit serving S-3 for the upper level was replaced more recently and should have a remaining useful life of 10-15 years.

#### **Plumbing**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Analysis

#### **Plumbing**

- Water service enters the East side of the building with a 3” water meter accessed underground.
- Portions of the existing domestic water supply piping appear to be galvanized piping, but only minor issues have been reported.
- The underground sewer piping is aging, with one of the lower level women’s water closets currently being abandoned due to a failure in the piping.
- There are a series of storm and drain-tile sump pumps located in the lower level. Units are of various ages and are generally operational.
- Plumbing fixtures are manually operated and of various different vintages and models, but are in good condition.
- Two (2) primary electric water heaters and one (1) smaller electric water heater provide domestic hot water for the building. The heaters are various ages, but are generally past their useful life. The systems do not employ a re-circulating pumped loop, causing some delays in getting hot water to remote fixtures.
- A small electro-mechanically controlled softener is in place to provide soft water for boiler make-up water.

#### **Fire Protection**

- The building is not currently sprinklered.

### Issues

#### **Heating and Ventilation**

- 1 Alternative Sustainability HVAC Approach: Provide a water-source geothermal variable refrigerant flow system capable of simultaneous heating and cooling. Provide dedicated outside air units with energy recovery that supplement local heating/cooling systems. Item is in place of Heating, Ventilation, and Cooling Issues indicated for both the Courthouse and the LEC. Requires BAS replacement. Estimated project cost of \$2,380,000.00.

**Priority: 2** **Cost: \$0**

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**Priority:** **Cost: \$0**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Issues

#### **Heating and Ventilation**

- 3 Heating Option #1: Provide a fully condensing high-efficiency hot water boiler plant with variable speed hot water distribution capability. Replace all existing terminal heating devices throughout the facility. Requires BAS replacement.

**Priority: 1** **Cost: \$630,000**

- 4 Heating (& cooling) Option #2: Provide a water-source geothermal system with central heat pump units capable of simultaneous heating and cooling. Distribute heating and chilled water out to the building. Work includes elimination of the existing steam plant and replacement of smaller hot water boiler for high-heat load periods. Requires BAS replacement. Estimated project cost of \$1,634,000.00.

**Priority: 2** **Cost: \$0**

- 5 Replace the existing underground fuel oil system.

**Priority: 2** **Cost: \$150,000**

- 6 Ventilation Option #1: Replace existing dual-duct multi-zone units and constant volume lower level unit with new multi-zone single-duct units and individual re-heat coils. Requires BAS replacement.

**Priority: 1** **Cost: \$495,000**

#### **Temperature Control**

- 1 Provide a full direct digital controls system throughout the building capable of integration with other buildings' controls systems. Work includes elimination of pneumatic systems and aging air compressor.

**Priority: 1** **Cost: \$212,000**

#### **Air Conditioning**

- 1 Replace existing condensing units to integrate into ventilation and heating systems where Heating Options #2 or #3 are not selected. Requires BAS replacement.

**Priority: 1** **Cost: \$64,000**

#### **Plumbing**

- 1 Replace and expand aging domestic water piping and replace aging domestic hot water heaters.

**Priority: 2** **Cost: \$104,000**

- 2 Replace and expand aging waste and vent piping, including compromised underground portions.

**Priority: 2** **Cost: \$42,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Courthouse Swift County

### Issues

#### **Plumbing**

- 3 Replace existing sump pumps, include integration into BAS for alarm monitoring.

**Priority: 4**

**Cost: \$39,000**

#### **Fire Protection**

- 1 Provide a full water-based fire suppression system throughout (service piping may be extended from LEC). Include a chemical suppression system for critical areas.

**Priority: 2**

**Cost: \$160,000**

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## Courthouse Swift County

### Analysis

#### **Service and Distribution**

- Service equipment consists of a 208V 3-phase 1200A switchboard. The panel was installed in 1975 and is at the end of its expected life service life. It should be replaced soon as part of any major remodeling project.
- Some of the distribution equipment is of the same vintage as the service equipment and should be replaced. All elevator related equipment is much newer and in good condition.
- Several small panels around the building are very outdated. They are located in public corridors and as they cannot be keyed these panels have adhoc hardware and padlocks. They should be replaced as part of a major remodel in those areas of the building.
- Electrical equipment and wiring in attic space are in very poor condition and need attention. Some panels are near end of life, lighting and power circuits are shorting upon touch, this poses a fire hazard.
- With the bell tower the courthouse is the tallest building in county. Given its historic significance and that electrical systems are tied to the LEC, a building hosting critical safety and emergency functions, we recommend adding a lightning protection system to the building

#### **Lighting**

- Lighting throughout the building is lensed 2'x4' fluorescent troffers, 2'x2' troffers, and CFL downlights, fixtures are in fine condition and will be serviceable for many years. There were not occupancy sensors or other lighting controls observed. Lighting controls could be added and the costs would likely have a payback in energy savings in 10-15 years.
- There is emergency lighting throughout the building. The emergency power feed is from a panel branching off the LEC emergency generator.
- Exterior lighting consists of façade washing HID fixtures mounted on ground; these fixtures are in good condition. LED light fixtures should be concerned to replace these as they age and require additional maintenance.

#### **Systems/ Technology**

- Fire Alarm Control Panel in a Simplex 4009 functioning as NAC for the fire alarm system located in LEC, it is in good condition.

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## Courthouse Swift County

**Analysis**

**Systems/ Technology**

- Courthouse uses a VOIP system (MITEL) for office phones. There are also analog phone lines near boiler room, most appear to be abandoned.
- Cellular signal repeaters are found on lower level of the building to strengthen mobile signals.
- There is no standalone paging system, paging functionality is possible over VOIP system
- There are many stand alone clocks throughout the building.
- Main data rack is in an office without additional cooling. It contains fiber breakout, Category cabling switches, and various servers. It is recommended that this equipment be given additional cooling as part of any mechanical upgrade project.
- Door access is controlled electronically via Johnson Controls panel near boiler room; it is in good condition.
- Security surveillance is a mix of IP cameras and analog CCTV. There is somewhat light coverage in public spaces, cabling for additional IP cameras could be an easy add-on to a future project.
- Courts and staff spaces use a Polycom system for video conferencing systems.

**Issues**

**Service and Distribution**

- |   |  |              |                 |
|---|--|--------------|-----------------|
| 1 | Replace aging electrical service and distribution equipment. |              |                 |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$82,500</b> |
| 2 | Repair shorting wiring in attic space.                       |              |                 |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$3,125</b>  |
| 3 | Provide lighting protection system.                          |              |                 |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$15,000</b> |

**Lighting**

- |   |   |              |                 |
|---|---|--------------|-----------------|
| 1 | Adding lighting controls throughout the building. |              |                 |
|   | <b>Priority: 2</b>                                | <b>Cost:</b> | <b>\$31,500</b> |

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Courthouse  
Swift County**

**Issues**

**Systems/ Technology**

**Systems/ Technology**

- 1 Provide additional cameras to security systems

**Priority: 4**

**Cost: \$6,000**



**Courthouse  
Swift County**

**Cost Analysis By Category By Priority**

CATEGORY:	Priority 1:	Priority 2:	Priority 3:	Priority 4:	Priority 5:	Priority 6:	Not Prioritized	Total
SITE	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500
EXTERIOR	\$15,500	\$245,500	\$47,000	\$40,000	\$0	\$0	\$0	\$348,000
INTERIOR	\$0	\$126,600	\$63,000	\$3,000	\$0	\$0	\$0	\$192,600
ACCESSIBILITY	\$217,000	\$0	\$0	\$465,000	\$0	\$0	\$0	\$682,000
LIFE SAFETY	\$4,000	\$0	\$0	\$84,000	\$0	\$0	\$0	\$88,000
HAZARDOUS MATERIALS	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
MECHANICAL SYSTEMS	\$1,401,000	\$456,000	\$0	\$39,000	\$0	\$0	\$0	\$1,896,000
ELECTRICAL SYSTEMS	\$100,625	\$31,500	\$0	\$6,000	\$0	\$0	\$0	\$138,125
<b>Totals:</b>	<b>\$1,753,125</b>	<b>\$863,100</b>	<b>\$110,000</b>	<b>\$637,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,363,225</b>

Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability
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## Countryside Public Health Swift County

### Analysis

- There is cracking in the concrete walk at the perimeter of the building in several locations (8).
- The asphalt paving in the parking lot it cracked in many locations.
- The grading of the asphalt paving near the east side of the wood storage building is directing water directly towards the building causing interior flooding.

### Issues

- |   |  |              |                 |
|---|--|--------------|-----------------|
| 1 | Replace 500 sf of cracked/damaged concrete walkways around building.             |              |                 |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$7,000</b>  |
| 2 | Replace 1500 sf of cracked/damaged asphaltic paving around building.             |              |                 |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$13,000</b> |
| 3 | Re-grade parking lot and drives to direct water away from wood storage building. |              |                 |
|   | <b>Priority: 2</b>   | <b>Cost:</b> | <b>\$30,000</b> |

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Countryside Public Health Swift County

### Analysis

- The building is not adequately insulated.
- There is no flashing at all heads of window openings (2 locations). The steel lintels for the windows are corroding.
- There is no end dam flashings at all windows (2 locations) causing water stains and deteriorating mortar to the adjacent brick.
- The aluminum storefront entrance system at the main entry (including the entire west wall) and the rear exit are single pane, non-insulated glass.
- The entire wood wall at the east side of the building, above the storage addition, is deteriorated and in poor condition.
- The exterior vertical wood siding of the storage addition is deteriorated and in poor condition.
- The asphalt shingle roof of the storage building addition is deteriorating.
- The downspout of the wood storage building disposes water directly on the side of the building.
- The asphalt shingle roof canopy at the west side of the main building is deteriorating.

### Issues

- 1 Provide insulation at perimeter walls in order to achieve the required thermal resistance rating including new gypsum board walls.  
**Priority: 3** **Cost: \$50,000**
- 2 Replace windows and provide end dam flashing at all windows and repoint mortar at locations of damaged brick.  
**Priority: 2** **Cost: \$10,000**
- 3 Replace approximately 50 square feet storefront with new aluminum, insulated, curtainwall system.  
**Priority: 2** **Cost: \$12,500**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Issues**

- 4 Install new through wall flashing at location of storage building roof and the main building exterior wall joint.  
**Priority: 1** **Cost: \$6,000**
  
- 5 Replace wood siding at existing storage building.  
**Priority: 1** **Cost: \$15,000**
  
- 6 Replace asphalt shingle roof at storage building including replacement of damaged sheathing and new ice/water shield (15 squares).  
**Priority: 1** **Cost: \$15,000**
  
- 7 Extend downspout  
**Priority: 1** **Cost: \$500**
  
- 8 Replace asphalt shingle roof at storage building (3 squares).  
**Priority: 1** **Cost: \$1,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Countryside Public Health Swift County

### Analysis

- The acoustical tile ceiling is in fair condition, however, there are several damaged tiles with water damage throughout the building (5).
- The casework in the break room has damaged hardware and the plastic laminate surfaces are peeling off the substrate in several locations.
- The quarry tile flooring at the rear vestibule is cracked in several locations.
- The paint at the gypsum board ceilings and walls in the rear exit vestibule are peeling due to water infiltration at the storage room addition joint.

### Issues

- 1 Replace damaged acoustic ceiling tiles at several locations.  
**Priority: 4** **Cost: \$1,000**
- 2 Provide new upper and lower casework cabinets and countertop at break room. See 'Accessibility' for additional casework.  
**Priority: 4** **Cost: \$1,500**
- 3 Replace quarry tile flooring at rear vestibule (25 sf).  
**Priority: 4** **Cost: \$600**
- 4 Provide new flashing at joint between storage building and main building (cost included in Exterior). Replace and repaint gypsum board ceilings and walls at locations of water damage.  
**Priority: 1** **Cost: \$1,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Countryside Public Health Swift County

### Analysis

- The accessible parking stall is not painted.
- The grading of the route from the accessible parking stall to the rear door is not compliant with current code.
- Desk at entry is too high and does not comply with the current accessibility code.
- The entry door does not have any accessible actuator push buttons.
- The casework in the Break Room does not have an accessible work surface.
- The sink in the Break Room does not comply with the current accessibility code.
- The rear entry door has a 1"-2" lip at the door sill.

### Issues

- |   |  |              |                |
|---|--|--------------|----------------|
| 1 | Paint striping at parking area.                                      |              |                |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$7,000</b> |
| 2 | Re-grade concrete and asphalt paving to provide an accessible route. |              |                |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$7,000</b> |
| 3 | Provide new accessible service counter.                              |              |                |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$7,000</b> |
| 4 | Provide actuators at entry door.                                     |              |                |
|   | <b>Priority: 1</b>   | <b>Cost:</b> | <b>\$3,000</b> |
| 5 | Renovate Break Room casework to include an accessible work surface.  |              |                |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$1,500</b> |
| 6 | Renovate Break Room casework to include a sink.                      |              |                |
|   | <b>Priority: 4</b>   | <b>Cost:</b> | <b>\$3,000</b> |

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Issues**

- 7 Provide a threshold at rear entry door in order to achieve an acceptable slope.  
**Priority: 4** **Cost: \$500**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Analysis**

- The rear exit door does not have panic hardware.

**Issues**

- 1 Install new panic hardware at exterior door  
**Priority: 1**

**Cost: \$1,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Issues**

- 1 Perform a detailed analysis of asbestos and lead containing materials.  
**Priority: 1** **Cost: \$15,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Issues**

**Heating and Ventilation**

- 1 Replace existing horizontal duct furnaces and portions of existing ductwork as needed.  
**Priority: 2** **Cost: \$90,000**

**Temperature Control**

- 1 Provide a fully integrated direct digital control system that could tie-in to a central County automation system.  
**Priority: 4** **Cost: \$65,000**

**Air Conditioning**

- 1 Cost for replacement of the condensing units is included in the 'Heating and Ventilation' recommendations.  
**Priority: 2** **Cost: \$0**

**Fire Protection**

- 1 Provide a fully automatic sprinkler system.  
**Priority: 5** **Cost: \$59,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Countryside Public Health  
Swift County**

**Issues**

**Service and Distribution**

- 1 Replace aging electrical service and distribution equipment.  
**Priority: 2** **Cost: \$25,000**

**Lighting**

- 1 Add emergency lighting.  
**Priority: 2** **Cost: \$6,800**
  
- 2 Add lighting controls.  
**Priority: 2** **Cost: \$2,700**

**Systems/ Technology**

- 1 Provide security surveillance system covering main and back entrances.  
**Priority: 3** **Cost: \$3,750**



**Countryside Public Health  
Swift County**

**Cost Analysis By Category By Priority**

<b>CATEGORY:</b>	<b>Priority 1:</b>	<b>Priority 2:</b>	<b>Priority 3:</b>	<b>Priority 4:</b>	<b>Priority 5:</b>	<b>Priority 6:</b>	<b>Not Prioritized</b>	<b>Total</b>
<b>SITE</b>	\$0	\$30,000	\$0	\$20,000	\$0	\$0	\$0	<b>\$50,000</b>
<b>EXTERIOR</b>	\$37,500	\$22,500	\$50,000	\$0	\$0	\$0	\$0	<b>\$110,000</b>
<b>INTERIOR</b>	\$1,000	\$0	\$0	\$3,100	\$0	\$0	\$0	<b>\$4,100</b>
<b>ACCESSIBILITY</b>	\$17,000	\$0	\$0	\$12,000	\$0	\$0	\$0	<b>\$29,000</b>
<b>LIFE SAFETY</b>	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$1,000</b>
<b>HAZARDOUS MATERIALS</b>	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$15,000</b>
<b>MECHANICAL SYSTEMS</b>	\$0	\$90,000	\$0	\$65,000	\$59,000	\$0	\$0	<b>\$214,000</b>
<b>ELECTRICAL SYSTEMS</b>	\$0	\$34,500	\$3,750	\$0	\$0	\$0	\$0	<b>\$38,250</b>
<b>Totals:</b>	<b>\$71,500</b>	<b>\$177,000</b>	<b>\$53,750</b>	<b>\$100,100</b>	<b>\$59,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$461,350</b>

Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability
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## Human Services Swift County

### Analysis

- There is insufficient indoor parking. The department has six vehicles and only three stalls.
- The lighting in the parking lot is insufficient.
- The concrete walkways that connect to the stoops have settled 2-4 inches at all exterior doors.
- The concrete apron at the garage has settled 2 inches below the garage floor.

### Issues

- 1 Provide new exterior lighting.  
**Priority: 4** **Cost: \$7,000**
- 2 Replace concrete sidewalks at locations of heaving. Provide compacted base and reinforced concrete slabs (approximately 1,000 sf).  
**Priority: 2** **Cost: \$15,000**
- 3 Replace concrete apron at garage. Provide compacted base and reinforced concrete slab (approximately 250 sf).  
**Priority: 2** **Cost: \$3,500**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

### Analysis

- The east and west wings do not have roof vents.

### Issues

- 1 Install new roof vents at east and west wings.

**Priority: 2**

**Cost: \$1,500**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



**Human Services  
Swift County**

**Analysis**

- Conference Room and Office Room doors do not have an adequate seal for sound attenuation.

**Issues**

- 1 Provide acoustic insulation at the top of the walls between the ceiling and the structure.  
**Priority: 3** **Cost: \$1,000**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

**Analysis**

- Blood draw room is not ADA accessible.
  
- The concrete stoops at all exterior doors are inaccessible as a result of the concrete sidewalks settling in relation to the stoops.

**Issues**

- 1 Renovate blood draw room to be compliant with current accessibility code.  
**Priority: 1** **Cost: \$8,000**
  
- 2 Replace concrete sidewalks and stoops at locations of heaving (see Site).  
**Priority: 2** **Cost: \$0**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

### Analysis

#### **Heating and Ventilation**

- The central hot water heating plant is comprised of two (2) 300 MBH sealed combustion AO Smith boilers from 1998. Hot water is circulated to perimeter radiation, heating terminal units, and central air handling units through two (2) constant volume lead/lag inline pumps. The boilers and pumps are expected to reach their service life in the next 10 years.
  
- Heating and ventilation is provided through two (2) multi-zone dual-duct units original to the building from 1998. There has been difficulty in getting the unit/system to perform for the occupancy type. The units are anticipated to reach their service life in the next 5-10 years.

#### **Temperature Control**

- Local electronic controls utilizing Johnson Controls products and a Tekmar boiler controller provide temperature controls for the building. There is no known user interface, and the current state of the system is questionable based on the number of comfort complaints from building occupants.

#### **Air Conditioning**

- A single circuit 7.5 ton condensing unit and a 12.5 ton dual circuit condensing unit with DX coils in the multi-zone units provide cooling for the building. The units are in good condition, although the exterior insulation is beginning to deteriorate. It is anticipated that the systems reach their service life in the next 5-10 years.

#### **Plumbing**

- Plumbing fixtures and service piping are in good condition with at least ten years of service life remaining on fixtures.

#### **Fire Protection**

- The main building is fully sprinklered, the detached garage is not.

### Issues

#### **Heating and Ventilation**

- 1 See 'Temperature Control' for recommendations to improve ventilation systems. A more long-term option would be to replace the existing multi-zone units with a variable air volume central air handling system with multiple VAV boxes that include reheat coils. Estimated cost for this option would be \$294,000.00.

**Priority: 1**

**Cost: \$0**

#### **Temperature Control**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

**Issues**

**Temperature Control**

- 1 Upgrade existing systems to provide a fully integrated direct digital control system that could tie-in to a central County automation system.

**Priority: 2** **Cost: \$40,300**

- 2 Complete a comprehensive retro-commissioning effort on the heating, ventilation, and controls systems, including complete testing, adjusting, and balancing. An allowance of \$6,000 is included to cover costs of anticipated repairs to existing equipment.

**Priority: 1** **Cost: \$34,000**

**Air Conditioning**

- 1 Costs for recommended cooling improvements are included in HVAC costs.

**Priority: 1** **Cost: \$0**

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

### Analysis

#### **Service and Distribution**

- Main electrical service equipment consists of a 208V 3-phase 800A disconnect. This disconnect was installed in 1998 and is in good condition.
  
- The distribution equipment throughout the facility is of the same vintage as the service equipment and in good condition.

#### **Lighting**

- Lighting throughout the building consists of lensed fluorescent troffers, parabolic troffers, and CFL downlights, all are in good condition.
  
- There were no lighting controls were observed, they could be added throughout the building with a payback through energy savings of 10-12 years.
  
- There appears to be minimal emergency lighting. As part of any major remodel project additional emergency light fixtures should be added to ensure egress minimum light levels are being met.
  
- Exterior lighting is HID pole-mounted and building mounted security fixtures that are in fair condition. These fixtures could be replaced with LED fixtures with a payback of 10-12 yrs from energy and reduced maintenance savings.

#### **Systems/ Technology**

- Fire Alarm Control panels is a FCI 7200 that appears to be in good condition.
  
- Phones are a VOIP (MITEL) system, paging is done through VOIP phone speakers.
  
- The main data rack and server computers are located in an office with no additional cooling. We would recommend adding additional cooling to this space as part of any major mechanical changes.
  
- Clinic has wireless panic button security system (headend unit in dataroom).

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Site	Exterior	Interior	Accessibility	Life Safety	Hazardous Materials	Mechanical Systems	Electrical Systems	Program	Technology	Expandability



## Human Services Swift County

**Analysis**

**Systems/ Technology**

- Access control security is via mechanical door hardware with keycode. There is not currently any surveillance camera coverage in building. If security cameras coverage is desired the recommended system would be an IP camera system with recording and camera coverage at main entrance and corridors.
  
- Observation room has multi-camera with PTZ system and DVR system.

**Issues**

**Lighting**

- 1 Add lighting controls.  
**Priority: 2** **Cost: \$2,800**

**Systems/ Technology**

- 1 Add IP security cameras.  
**Priority: 4** **Cost: \$2,750**



**Human Services  
Swift County**

**Cost Analysis By Category By Priority**

CATEGORY:	Priority 1:	Priority 2:	Priority 3:	Priority 4:	Priority 5:	Priority 6:	Not Prioritized	Total
SITE	\$0	\$18,500	\$0	\$7,000	\$0	\$0	\$0	\$25,500
EXTERIOR	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500
INTERIOR	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000
ACCESSIBILITY	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000
MECHANICAL SYSTEMS	\$34,000	\$40,300	\$0	\$0	\$0	\$0	\$0	\$74,300
ELECTRICAL SYSTEMS	\$0	\$2,800	\$0	\$2,750	\$0	\$0	\$0	\$5,550
<b>Totals:</b>	<b>\$42,000</b>	<b>\$63,100</b>	<b>\$1,000</b>	<b>\$9,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$115,850</b>

**Swift County, Minnesota**  
**Proposed 2017 General Obligation Capital Improvement Plan Financing Scenarios**  
*(interest rates based upon the 11/21/16 bond market - "AA-" rating/Bank Qualified assumed)*

	<b>SCENARIO 1</b> CIP Bonds 2017A \$3.09M / 15 Yr.	<b>SCENARIO 2</b> CIP Bonds 2017A \$3.09M / 20 Yr.	<b>SCENARIO 3</b> CIP Bonds 2017A \$4.95M / 15 Yr.	<b>SCENARIO 4</b> CIP Bonds 2017A \$4.95M / 20 Yr.
<b>DEBT SERVICE</b>				
Net Project Amount	\$ 3,097,475	\$ 3,097,475	\$ 4,951,475	\$ 4,951,475
Add Costs of Issuance and Rounding	\$ 77,525	\$ 77,525	\$ 98,525	\$ 98,525
Bond Amount	\$ 3,175,000	\$ 3,175,000	\$ 5,050,000	\$ 5,050,000
Bond term (Years)	15	20	15	20
Avg. Interest Rate	2.41%	2.74%	2.41%	2.74%
Total Net Debt Service	\$ 3,885,946	\$ 4,236,655	\$ 6,180,184	\$ 6,736,467
Avg. Annual Debt Service	\$ 254,871	\$ 208,273	\$ 405,347	\$ 331,165
105% Statutory Annual Debt Service	<b>\$ 267,615</b>	<b>\$ 218,686</b>	<b>\$ 425,614</b>	<b>\$ 347,723</b>
<b>TAX LEVY REVENUE</b>				
Annual Tax Levy Required	<b>\$ 267,615</b>	<b>\$ 218,686</b>	<b>\$ 425,614</b>	<b>\$ 347,723</b>
Tax Impact Information				
Net Tax Capacity Value (Pay 2016)	\$ 26,013,449	\$ 26,013,449	\$ 26,013,449	\$ 26,013,449
Estimated Net Tax Rate Increase	1.0288%	0.8407%	1.6361%	1.3367%
Market Value of Residential Property				
75,000	\$ 4.63	\$ 3.78	\$ 7.36	\$ 6.02
100,000	\$ 7.38	\$ 6.03	\$ 11.74	\$ 9.59
150,000	\$ 12.99	\$ 10.61	\$ 20.66	\$ 16.88
200,000	\$ 18.60	\$ 15.20	\$ 29.57	\$ 24.16
300,000	\$ 29.81	\$ 24.36	\$ 47.41	\$ 38.73
Mkt Value of Commerical-Industrial Property				
100,000	\$ 15.43	\$ 12.61	\$ 24.54	\$ 20.05
250,000	\$ 43.72	\$ 35.73	\$ 69.54	\$ 56.81
500,000	\$ 95.16	\$ 77.76	\$ 151.34	\$ 123.65
750,000	\$ 146.60	\$ 119.79	\$ 233.15	\$ 190.48
Mkt Value of Non-Homestead Agricultural Property				
Value Per Acre: \$5,172				
Acres: 80	\$ 42.57	\$ 34.78	\$ 67.70	\$ 55.31
Acres: 160	\$ 85.13	\$ 69.57	\$ 135.39	\$ 110.61
Acres: 320	\$ 170.26	\$ 139.13	\$ 270.79	\$ 221.23
Acres: 640	\$ 340.53	\$ 278.27	\$ 541.57	\$ 442.46