

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, September 20, 2016

11:00 AM

Swift County Board Room – 301 14<sup>th</sup> St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
11:00 a.m.		<b>Call to Order and Roll Call</b>
11:01 a.m.		<b>Approve Agenda</b>
11:03 a.m.		<b>Consent Agenda</b>
	1-3	(1) Minutes from the September 6, 2016 Regular Meeting
	4	(2) Minutes from the September 6, 2016 Closed Session (Property Negotiation)
	5	(3) Minutes from the September 6, 2016 Closed Session (Labor Negotiation Strategy)
	6-7	(4) Consider giving consent for the Swift County HRA to apply a \$2,900 special assessment to the property at 802 17th Street South, Benson MN
11:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
11:05 a.m.		<b>Andrew Falk</b>
11:15 a.m.		<b>Commissioner and Board reports</b>
11:30 a.m.		<b>County Administrator report</b>
11:35 a.m.		<b>Citizens Comments</b>
11:35 a.m.		<b>Kurt Waldbillig, SCBH CEO and Dan Enderson, SCBH CFO</b>
	8	SCBH Assisted Living Discussion
11:45 a.m.		<b>Kim Saterbak, County Auditor</b>
	9-10	Receive and review proposed 2017 ditch assessments
11:55 a.m.		<b>Other Business</b>
	11-24	Consider Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Capital Improvement Bonds Thereunder
	25-32	Consider approving an agreement with Northland Securities for Full Disclosure Dissemination Agent Services
	33-36	2017 Budget Discussion - Consider approving a resolution on the 2017 preliminary Budget and Levy for Swift County - Consider approving a resolution setting the 2017 Truth in Taxation meeting for December 6, 2016 or November 29, 2016 at 6:00 PM
12:30 p.m.		<b>Adjournment</b>

## **SWIFT COUNTY BOARD MINUTES**

### **September 6, 2016**

Chairman Peter Peterson called the meeting to order at 9:00 AM with all members present. Also present were County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson, County Auditor Kim Saterbak, Amanda Ness, and numerous others.

Chairman Peter Peterson asked if there were any additions to the agenda. Administrator Pogge-Weaver requested an addition to the Consent Agenda for an offer for employment for a GIS Specialist and a change to the closed session regarding consideration of purchasing certain governmental properties to add parcel numbers 01-0056-000 and 01-0091-050.

**09-06-16-01** Commissioner Fox moved and Commissioner Rudningen seconded to approve the agenda with the changes noted. Motion carried unanimously.

**09-06-16-02** Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the Consent Agenda items: (1) Minutes from the August 18, 2016 Meeting, (2) Final Approval for payment on project SP 076-030-004 (CSAH 1, 9, 38, & 102), (3) Approval of a 2 year lease agreement for property on SCAH 6 from Stanley Hippe, (4) Approval of a tobacco license for Dollar General Store #17229 in Appleton, (5) Approval of the FY17 Veterans Service Office Operational Improvement Grant, and (6) Approval of a conditional offer of employment to Chelsey Bagent. Motion carried unanimously.

**09-06-16-03** Commissioner Fox moved and Commissioner Rudningen seconded to approve the Commissioner warrants as follows: Revenue: \$88,114.55; Solid Waste: \$19,176.23; Road and Bridge: \$27,169.52; County Ditches: \$5,701.00; Welfare & Family Services, \$1,353.61; Revolving Loan Fund: \$125,000.00; Debt Service: \$30,000.00 which includes the following bills over \$2,000: Benson Municipal Utilities, \$10,808.13; Bituminous Paving, Inc., \$2,887.55; Briggs & Morgan, P.A., \$30,000.00; Commerford Gravel, Inc., \$5,701.00; Don's Flooring LLP, \$6,033.67; Election Systems & Software, Inc., \$2,571.85; First Rate Trailers, \$3,101.63; Geyer Recycling, \$5,691.67; Meeker County Sheriff, \$2,000.00; Morris Sealcoat and Trucking, Inc., \$11,686.25; Pioneerland Library System, \$31,021.75; Swift County RDA, \$125,000.00; TrueNorth Steel, \$3,294.00; Villard Implement Co., \$5,330.04; and Waste Management Of Northern Minnesota, \$10,746.33. Motion carried unanimously.

Candidate for Senate District 17 Andrew R. Lang introduced himself and answered questions from the board.

The Public Hearing was opened regarding approval of a 5 Year Capital Improvement Plan.

Administrator Pogge-Weaver introduced Northland Securities Financial Consultant George Eilertson, Wold Architects and Engineers Architect Joel Dunning and Mechanical Engineer Jonathan Loose, presented the Capital Improvement Plan, and answered questions on the plan.

Liz Auch asked questions regarding how the bond process works. Chad Syltie of West-Con asked how transportation needs fit into the Capital Improvement Plan.

**09-06-16-04** Commissioner Hendrickx moved and Commissioner Rudningen seconded to close the public hearing. Motion carried unanimously.

Chairman Pete Peterson asked for citizens comments. There were none.

Swift County Benson Hospital CEO Kurt Waldbillig and CFO Dan Enderson requested approval of a

resolution supporting future bonding for the SCBH.

**09-06-16-05** Commissioner Hendrickx moved and Commissioner Fox seconded to approve the resolution. Motion failed 2-3 with Commissioners Rudningen, P. Peterson, and E. Pederson opposing.

RDA Director Jennifer Frost and Mi Mexico Owner Stephanie Cid requested the approval of a loan in an amount no greater than \$105,000.

**09-06-16-06** Commissioner Rudningen moved and Commissioner Fox seconded to approve the loan request. Motion carried unanimously.

Director Frost further requested an extension of time to disperse the Do Mats loan until December 31, 2016.

**09-06-16-07** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the extension. Motion carried unanimously.

Veterans Service Officer David Barrett gave the annual Veterans Service Office Update.

The board took a break at 10:49 AM and reconvened at 10:59 AM.

Community Social Services Director Catie Lee and Fiscal Supervisor Gary Jensen gave a breakdown of the Human Services portion of the budget.

Administrator Pogge-Weaver gave the 2017 Preliminary County Budget presentation.

Administrator Pogge-Weaver further requested approval of the 2017 Budget and Levy for the HRA and RDA.

**09-06-16-08** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the budget and levy requests for HRA and RDA. Motion carried unanimously.

11:58 AM reconvened at 12:38 PM

**09-06-16-09** Commissioner Rudningen moved and Commissioner E. Pederson seconded to move to closed session to discuss certain issues for government property purchases on property located at 2168 Hwy 59 SW, Appleton, MN. 56208, Parcel Numbers 01-0060-000, 01-0056-000, and 01-0091-050. (§13D.05, subs. 3)

The regular meeting recessed to closed session at 12:39 PM.

The regular meeting reconvened at 1:10 PM.

**09-06-16-10** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve a month to month lease up to \$758 per month to be signed by the County Administrator and County Attorney. Motion carried unanimously.

**09-06-16-11** Commissioner E. Pederson moved and Commissioner Rudningen seconded to move to closed session to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03). Motion carried unanimously.

The regular meeting recessed to closed session at 1:12 PM.

The regular meeting reconvened at 2:15 PM.

Board and Committee Reports were given as follows: Commissioner Rudningen reported on Prairie Lakes Youth and Insurance Committee. Commissioner Hendrickx had no report. Chairman Peter Peterson reported on Prairie Five CAC, 6W Corrections, and HRA. Commissioner Fox reported on Chippewa River Watershed, Water Plan Taskforce, Hospital Finance Committee, SPCC, and SCBH. Commissioner Edward Pederson reported on DAC, Historical Society, and the CIP open house.

Commissioner Rudningen excused himself from the meeting after giving his board and committee report.

Administrator Pogge-Weaver updated the board on the health insurance committee meeting, meetings on OHV park property, and budget update.

**09-06-16-12** Commissioner E. Pederson moved and Commissioner Fox seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 2:30 PM.

WITNESSED:

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

ATTEST:

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

**SWIFT COUNTY BOARD MINUTES**  
**Record of Executive Session**  
**September 6, 2016**

Date convened: Tuesday, September 6, 2016

Time Convened: 12:39 PM

Time adjourned: 1:10 PM

Members Present: Commissioners Fox, Hendrickx, Edward Pederson, Peter Peterson, and Rudningen

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver and Amanda Ness

Purpose: To discuss certain issues for government property purchases on property located at 2168 Hwy 59 SW, Appleton, MN 56208, Parcel Numbers 01-0060-000, 01-0056-000, and 01-0091-050. (§13D.05, subd. 3)

Chairman Peter Peterson called the executive session to order at 12:39 PM with all members present as well as County Administrator Mike Pogge-Weaver and Amanda Ness. The Board discussed the possible purchase of property.

The board took no actions at the meeting.

**09-06-16-1-ExS** Commissioner Hendrickx moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Executive Session adjourned at 1:10 PM

WITNESSED:

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

ATTEST:

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

**SWIFT COUNTY BOARD MINUTES**  
**Record of Executive Session**  
**September 6, 2016**

Date convened: Tuesday, September 6, 2016

Time Convened: 1:12 PM

Time adjourned: 2:15 PM

Members Present: Commissioners Fox, Hendrickx, Edward Pederson, Peter Peterson, and Rudningen

Members Absent: None

Also Present: County Administrator Michel Pogge-Weaver and Amanda Ness

Purpose: To consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)

Chairman Peter Peterson called the executive session to order at 1:12 PM with all members present as well as County Administrator Mike Pogge-Weaver and Amanda Ness. The Board discussed labor negotiation strategies.

Commissioner Hendrickx excused himself from the meeting at 2:00 PM.

The board took no actions at the meeting.

**09-06-16-1-ExS** Commissioner Rudningen moved and Commissioner Fox seconded to adjourn. Motion carried.

Executive Session adjourned at 2:15 PM

WITNESSED:

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

ATTEST:

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



# Request for Board Action

BOARD MEETING DATE:  
September 20, 2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Swift County HRA	REQUESTOR: Vicki Syverson	REQUESTOR PHONE: 320-843-4676
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider giving consent for the Swift County HRA to apply a \$2,900 special assessment to the property at 802 17th Street South, Benson MN.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Swift County HRA is asking to apply a special assessment to the property at 802 17th Street South, Benson for accessibility repair.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

### Budget Information

FUNDING: \$2,900 by Swift County HRA
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### Review/Recommendation

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

**RESOLUTION**

**CONSENT FOR THE SWIFT COUNTY HRA TO APPLY A  
SPECIAL ASSESSMENT ON CERTAIN PROPERTY**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, the Swift County HRA desires to make an emergency loan to make repairs at 802 17<sup>th</sup> Street South, Benson, MN, and

**WHEREAS**, the property owner has not been able to obtain financing for the project from other possible lenders.

**BE IT RESOLVED**, that the Swift County Board of Commissioners consents to the Swift County HRA applying a \$2,900.00 special assessment to the property at 802 17<sup>th</sup> St South, Benson, MN with a parcel number 23-0954-000 in the name of Swift County.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 20<sup>th</sup> day of September, 2016.

Swift County Board of Commissioners

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

ATTEST:

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

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

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

E. Pederson    \_\_\_

**RESOLUTION**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

**WHEREAS**, Swift County – Benson Hospital, (SCBH), is engaged in studying the feasibility of a capital improvement project which will potentially include the construction of a senior living facility and remodeling of the existing hospital plant; and,

**WHEREAS**, as part of this feasibility study includes determining the scope of the project that would be feasible and exploring options for financing the project if found to be feasible; and,

**WHEREAS**, under the Minnesota enabling statute that authorized the formation of SCBH as a hospital district, SCBH has no authority to borrow funds in excess of \$50,000.00 without the approval of the County of Swift and the City of Benson; and,

**WHEREAS**, one component of the feasibility study is an Examined Forecast to be completed by Eide Bailly, the estimated cost of which to SCBH will be \$85,000.00; and,

**WHEREAS**, SCBH is unwilling to expend \$85,000.00 for the Examined Forecast unless it has the assurance from the County of Swift and the City of Benson that if the project is determined to be feasible and if SCBH identifies a source of financing which does not require the financial backing of the county or city, the County of Swift and the City of Benson will not withhold their approval of such financing; and;

**WHEREAS**, the County of Swift is supportive of the efforts of SCBH in regard to the proposed capital improvement project.

**NOW THEREFORE BE IT HEREBY RESOLVED** that if, after completion of the feasibility study, SCBH determines that all or part of the proposed capital improvement project is financially feasible and if SCBH successfully identifies a source of financing which does not require the financial backing of the county, under those circumstances, the County of Swift will not withhold approval of such financing by SCBH for its feasible capital improvement project up to the amount needed to complete the proposed senior housing facility, complete the proposed remodeling of the existing hospital plant and payoff the existing bonded debt of SCBH.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 20th day of September 2016.

Swift County Board of Commissioners

ATTEST:

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

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

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

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

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



# Request for Board Action

BOARD MEETING DATE:  
September 20, 2016

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Receive and review proposed 2017 ditch assessments.	
AGENDA YOU ARE REQUESTING TIME ON: 11:45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Attached are the proposed 2017 ditch assessments. They will be reviewed with the board at your September 20th meeting. Formal action of the proposed assessments will occur on October 4, 2016	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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

## 2017 Proposed Ditch Assessments

REPAIR LAT "A" JUD DITCH #19	5,000
REP JT CO DITCH #2 S & S	7,000
REP JT COUNTY DITCH #19 S & k	30,000
REPAIR LAT "A" JUD DITCH #8	5,000
REPAIR JUDICIAL DITCH #5	25,000
REPAIR JUDICIAL DITCH #8	50,000
REPAIR COUNTY DITCH #61	5,000
REPAIR COUNTY DITCH #55	30,000
REPAIR COUNTY DITCH #58	30,000
REPAIR COUNTY DITCH #14	10,000
REPAIR COUNTY DITCH #83	5,000
Proposed 2017 assessments	202,000



# Request for Board Action

BOARD MEETING DATE:  
September 20, 2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Capital Improvement Bonds Thereunder	
AGENDA YOU ARE REQUESTING TIME ON: 11:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: The board is not required to approve the plan. If the board chooses to approve a plan it needs to be in compliance with Minnesota Statutes, Section 373.40,
BACKGROUND/JUSTIFICATION: <p>The five-year CIP is for county building improvements at the Courthouse, Public Health, Highway, Law Enforcement Center, and Attorney Building. Any bonding is authorized in the plan for the first 2 years of the plan and specifically for the Courthouse and Public Health Building. While approval of the plan allows the County to proceed with bonding, formal approval of the bonding would be taken at a future date. The total cost of these two projects is \$4,951,475 and is outlined in the attached copy of the five-year CIP.</p> <p>Work at Human Services is proposed to be done outside of the CIP and as a lease revenue bond which will be completed by a separate action of the board. The total cost of that project is \$1,427,350.</p> <p>Along with a five-year CIP, attached is a financing scenario that outlines the tax impact of the various projects. Scenario 1 outlines the financial impact of the CIP projects and Scenario 3 outlines lease revenue bonds for the Human Services Building project.</p> <p>On August 25<sup>th</sup> an open house on the CIP was held with approximately 15 individuals attending. The open house was advertised in all three local newspapers and on Facebook. Comment sheets were available; however, no written comments were received from the public. Verbally one resident expressed that the county should discontinue using the courthouse and build a new joint building for the County and the City of Benson. The Committee working on the building study took the position early that the Courthouse needs to be preserved. With that said, through the study did consider replacing the Courthouse in concept. It was determined that it would cost between \$2 to 3 million more to build new versus renovating the courthouse so that option was not pursued further. Other comments and questions were discussed at the meeting but nothing that would overall impact the approval of the CIP as this time and will be addressed at the project moves into a design phase.</p> <p>On September 6<sup>th</sup>, the board held a public hearing concerning the approval of a five-year capital improvement plan. Notice of the public hearing was published on August 17<sup>th</sup> in the Swift County Monitor News. Two individuals spoke at the hearing. Liz Auch asked questions regarding how the bond</p>	

process works. The process was reviewed at the meeting and noted that this public hearing was one of the first steps in the process. Chad Syltie of West-Con asked how transportation needs fit into the Capital Improvement Plan. This was reviewed and noted that the county has a separate 5 year CIP for transportation needs in the County. No written comments were received on the CIP. The board closed the public hearing at the September 6<sup>th</sup> meeting.

The board should consider adopting the attached resolution which will approve the plan and provides for Preliminary Approval for the Issuance of Capital Improvement Bonds Thereunder.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None

### Budget Information

FUNDING:    n/a

### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was reviewed by the County's bonding counsel	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**SWIFT COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTING A CAPITAL IMPROVEMENT PLAN AND  
PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE  
OF CAPITAL IMPROVEMENT BONDS THEREUNDER**

WHEREAS, pursuant to Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Section 373.40, as amended (collectively, the "Act"), counties are authorized to adopt a capital improvement plan and carry out programs for the financing of capital improvements; and

WHEREAS, Swift County, Minnesota (the "County"), has caused to be prepared the *2016 Through 2020 Capital Improvement Plan, Swift County, Minnesota*, dated September 6, 2016 (the "Capital Improvement Plan" or "CIP"); and

WHEREAS, on September 6, 2016, the Board of Commissioners of the County (the "Board") conducted a duly noticed public hearing regarding adoption of the Capital Improvement Plan pursuant to the requirements of the Act and the issuance of general obligation capital improvement bonds thereunder, as more specifically set forth in the CIP; and

WHEREAS, in considering the Capital Improvement Plan, the Board has considered for each project and for the overall Capital Improvement Plan:

1. the condition of the County's existing infrastructure, including the projected need for repair and replacement;
2. the likely demand for the improvement;
3. the estimated cost of the improvement;
4. the available public resources;
5. the level of overlapping debt in the County;
6. the relative benefits and costs of alternative uses of the funds;
7. operating costs of the proposed improvements; and
8. alternatives for providing services more efficiently through shared facilities with other local government units.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SWIFT COUNTY, MINNESOTA:

1. The Capital Improvement Plan is hereby approved.
2. County staff are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Capital Improvement Plan in accordance with any applicable laws and regulations.
3. The County gives preliminary approval to the issuance of general obligation capital improvement bonds, in the maximum principal amount of \$5,250,000, provided that if a petition requesting a vote on the issuance of the bonds, signed by voters equal to five (5%) percent of the votes cast in the last county general election, is filed with the County Auditor within thirty (30) days after the public hearing (October 6, 2016), the County may issue the bonds only after obtaining approval of a majority of the voters voting on the question of issuing the bonds at an election.

Approved this 20th day of September, 2016 by the Board of Commissioners of Swift County, Minnesota.

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Board Chair

ATTEST:

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County Administrator

Five-Year Capital Improvement Plan for the  
Years 2016 through 2020

Swift County, Minnesota

DRAFT - Public Hearing September 6, 2016 at 9:00 AM

Prepared by:

Swift County  
301 14th St N  
Benson, MN 56215

&

Northland Securities  
45 South 7th Street, Suite 2000  
Minneapolis, MN 55402

## INTRODUCTION

In 1988, the Minnesota State Legislature passed Minnesota Statutes Section 373.40 (the “CIP Statute”) authorizing counties to issue general obligation capital improvement plan bonds for certain types of improvements.

Under the CIP Statute, Swift County may issue bonds under this section if the maximum amount of principal and interest to become due in any year on all outstanding bonds issued pursuant to the CIP Act will not equal or exceed 0.12% of estimated market value (EMV) in the County. For Pay 2016, Swift County’s EMV is \$3,040,583,200 Swift County does not have any existing CIP bonds outstanding. Therefore, the total amount available under this Capital Improvement Program is \$3,648,700 per year. Assuming a 20 year term and an average interest rate of 2.50%, this equates to approximately \$ 56,880,000 in debt capacity.

The Swift County Board desires to issue Capital Improvement Plan Bonds to renovate the County Courthouse, Law Enforcement Center, County Attorney Building, Benson Highway Shop and Countryside Public Health Building (the “Facilities”). The County Board seeks to initiate a Capital Improvement Program and take advantage of the financing mechanisms it offers.

## PURPOSE

The County wishes to issue general obligation CIP bonds (the “Bonds”) to finance the renovation and improvements of the Facilities. This capital improvements plan has been prepared to meet the statutory criteria for this purpose. The plan supplements, but does not replace, any existing County capital improvement plans for other purposes.

The CIP Act requires that the plan cover at least the five-year period beginning with the date of its adoption. The plan must set forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated cost, the need for the improvement, and sources of revenues to pay for the improvement. In preparing the capital improvement plan, the county board must consider for each project and for the overall plan:

- (1) the condition of the county’s existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the county;
- (6) the relative benefits and costs of alternative uses of the funds;
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

The remainder of this document discusses each of these issues.

## CIP CONSIDERATIONS

### Infrastructure Condition

*Condition of the County's infrastructure, including the projected need for repair or replacement.*

Significant repair or replacement of the following facilities is planned over the life of this CIP.

#### Courthouse

No major renovations have occurred at the Courthouse since the 1970's with the replacement of the heating and cooling system which remains in place today. This 1970's system is inefficient and has faced numerous system failures. The proposed project will replace the steam boiler with a more effect water boiler system, the ventilation units, and air chiller units. The total HVAC replacement cost is projected at \$2,118,250.

The courthouse project will improve court security by creating separate public and staff areas along with addressing ADA issues in the courtrooms. The total cost for the improvements associated with the courts is \$1,220,000. The courthouse project will also include improvements to county office space on the first and second floors at a projected cost of \$395,500. Finally, the Courthouse project will also address a number of deferred maintenance items at the courthouse including plumbing fixes, brick tuck pointing, electrical system upgrades, leaking roofs, inefficient windows, and other items at a cost of \$676,975.

The overall courthouse project is projected to be \$4,461,725

#### Countryside Public Health

At Countryside Public Health the proposals is to rearrange space in order to move Safe Avenues from the Courthouse to this building along with rearranging space in the building to be more efficient for public and staff at a projected cost of \$302,250. Additionally, \$187,500 in deferred maintenance items will also be addressed as part of this project. The total project cost for the project at Countryside Public Health Building is \$489,750.

#### Future Projects

This plan includes future projects in 2019 and 2020. The CIP is required to outline all building projects proposed by the County to be undertaken over the next 5 years. These projects include replacement of the Maintenance Shop, replacement of the highway fueling station, and deferred maintenance needs at Highway; space needs and deferred maintenance at the County Attorney Building; and space needs and deferred maintenance at the Law Enforcement Center. The projected cost of these future projects is \$4,526,000. The bulk of the cost is the new maintenance shop and fuel station at \$4,396,000.

## Demand

*Likely demand for the improvements.*

The funds to accomplish this will come from the issuance of a general obligation capital improvement plan bond. Based upon current market conditions for tax-exempt municipal bonds, the County anticipates a debt service expenditure of approximately \$333,120 per year.

## Estimated Cost

*Estimated cost of the improvement*

The CIP bonds are anticipated to be issued in October 2016. The County will use the proceeds of the Bonds to make the capital improvements outlined in this Capital Improvements Plan. The Bonds are estimated to be issued for a total par amount of approximately \$5,045,000 million. All costs of issuance will be paid with bond proceeds.

## Public Resources

*Available public resources.*

The County will finance the Bond principal and interest payment through a debt service tax levy (ad valorem).

## Overlapping Debt

*Level of overlapping debt in the County.*

<i>Issuer</i>	<i>2015/2016 Tax Capacity Value (1)</i>	<i>2015/2016 Tax Capacity Value in County (1)</i>	<i>Outstanding General Obligation Debt</i>	<i>Taxpayers' Share of Debt</i>
<i>City of Appleton</i>	<i>\$ 709,886</i>	<i>\$709,886</i>	<i>\$2,885,000(3)</i>	<i>\$2,885,000</i>
<i>City of Benson</i>	<i>1,929,242</i>	<i>1,929,242</i>	<i>725,000(4)</i>	<i>725,000</i>
<i>City of Kerkhoven</i>	<i>276,985</i>	<i>276,985</i>	<i>160,000</i>	<i>160,000</i>
<i>ISD No. 2853, Lac Qui Parle Valley</i>	<i>18,933,322</i>	<i>6,917,223</i>	<i>2,185,000</i>	<i>798,181</i>
<i>ISD No. 768, Hancock</i>	<i>3,114,964</i>	<i>447,297</i>	<i>5,855,000</i>	<i>840,778</i>
<i>ISD No. 775, Kerkhoven-Murdock-Sunburg</i>	<i>8,969,329</i>	<i>5,862,129</i>	<i>9,600,000</i>	<i>6,274,560</i>
<i>Total Indirect Debt:</i>	<i>\$ 11,683,519</i>			

## Benefits and Costs

*Relative benefits and costs of alternative uses of the funds*

The issuance of the Bonds to renovate and improve the Facilities will allow the County to gain benefits from the proposed improvement through efficiencies the improved space will provide. Additional security features will be added to assist in the protection of staff, the public, and court officials. The space will also improve compliance with Americans with Disability Act. The improvements will address issues at the Courthouse to ensure the building remains here for the next generation. Updated HVAC systems will be installed reducing existing energy cost at the Courthouse.

## Operating Costs

*Operating costs of the proposed improvements*

The 2016B Bonds will have a positive effect on operating costs for the Facility.

## Alternatives

*Alternatives for providing services most efficiently through shared facilities with other municipalities or local government units*

Neighboring counties include Big Stone, Chippewa, Lac Qui Parle, Grant, Pope, Stevens, and Kandiyohi. Each of the neighboring counties owns and operates separate courts facilities.

Shared services with neighboring counties that are not located in Swift County include: a regional adult protection worker at Chippewa County for Human Services, 6W Community Correction office in Chippewa County, medical examiner services at Anoka County. Swift County continues to examine ways to developed shared services with our regional partners.

## FINANCING THE CAPITAL IMPROVEMENT PLAN

The total amount of requested expenditures under the CIP is \$5,250,000. This figure represents a not to exceed principal amount of the proposed general obligation capital improvement plan bond issue.

In the financing of the CIP, two statutory limitations apply. Under Chapter 475, with few exceptions, the County cannot incur debt in excess of 3% of the assessor's Estimated Market Value ("EMV") for the County. The County's Pay 2016 EMV is \$3,040,583,200. Three percent of the EMV equals \$91,217,496. Currently, the County has no debt outstanding (12/31/15) applicable to the legal debt limit.

Another limitation on bonding under the CIP Statute is the total amount that can be used for principal and interest in any one year for CIP debt cannot exceed 0.12% of the EMV for the County. The maximum annual principal and interest for the County is \$3,648,700 ( $\$3,040,583,200 \times .0012$ ).

Under this CIP the County may issue up to \$5,250,000 in new General Obligation Capital Improvement Plan Bonds to finance the project. The Bonds are structured with a 20-year term. The projected maximum annual debt service is \$333,120, including the 105% debt service coverage requirement required by State Law. A preliminary debt service schedule appears in Exhibit A.

Exhibit A

Preliminary Debt Service Schedule G.O. CIP Bonds, Series 2016B

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/22/2016	-	-	-	-	-
08/01/2017	-	-	67,664.00	67,664.00	-
02/01/2018	200,000.00	0.850%	47,576.25	247,576.25	315,240.25
08/01/2018	-	-	46,726.25	46,726.25	-
02/01/2019	220,000.00	0.950%	46,726.25	266,726.25	313,452.50
08/01/2019	-	-	45,681.25	45,681.25	-
02/01/2020	225,000.00	1.050%	45,681.25	270,681.25	316,362.50
08/01/2020	-	-	44,500.00	44,500.00	-
02/01/2021	225,000.00	1.150%	44,500.00	269,500.00	314,000.00
08/01/2021	-	-	43,206.25	43,206.25	-
02/01/2022	230,000.00	1.250%	43,206.25	273,206.25	316,412.50
08/01/2022	-	-	41,768.75	41,768.75	-
02/01/2023	230,000.00	1.300%	41,768.75	271,768.75	313,537.50
08/01/2023	-	-	40,273.75	40,273.75	-
02/01/2024	235,000.00	1.400%	40,273.75	275,273.75	315,547.50
08/01/2024	-	-	38,628.75	38,628.75	-
02/01/2025	240,000.00	1.550%	38,628.75	278,628.75	317,257.50
08/01/2025	-	-	36,768.75	36,768.75	-
02/01/2026	240,000.00	1.700%	36,768.75	276,768.75	313,537.50
08/01/2026	-	-	34,728.75	34,728.75	-
02/01/2027	245,000.00	1.850%	34,728.75	279,728.75	314,457.50
08/01/2027	-	-	32,462.50	32,462.50	-
02/01/2028	250,000.00	1.950%	32,462.50	282,462.50	314,925.00
08/01/2028	-	-	30,025.00	30,025.00	-
02/01/2029	255,000.00	2.000%	30,025.00	285,025.00	315,050.00
08/01/2029	-	-	27,475.00	27,475.00	-
02/01/2030	260,000.00	2.100%	27,475.00	287,475.00	314,950.00
08/01/2030	-	-	24,745.00	24,745.00	-
02/01/2031	265,000.00	2.200%	24,745.00	289,745.00	314,490.00
08/01/2031	-	-	21,830.00	21,830.00	-
02/01/2032	270,000.00	2.300%	21,830.00	291,830.00	313,660.00
08/01/2032	-	-	18,725.00	18,725.00	-
02/01/2033	275,000.00	2.400%	18,725.00	293,725.00	312,450.00
08/01/2033	-	-	15,425.00	15,425.00	-
02/01/2034	285,000.00	2.500%	15,425.00	300,425.00	315,850.00
08/01/2034	-	-	11,862.50	11,862.50	-
02/01/2035	290,000.00	2.600%	11,862.50	301,862.50	313,725.00
08/01/2035	-	-	8,092.50	8,092.50	-
02/01/2036	300,000.00	2.650%	8,092.50	308,092.50	316,185.00
08/01/2036	-	-	4,117.50	4,117.50	-
02/01/2037	305,000.00	2.700%	4,117.50	309,117.50	313,235.00
<b>Total</b>	<b>\$5,045,000.00</b>	<b>-</b>	<b>\$1,249,325.25</b>	<b>\$6,294,325.25</b>	<b>-</b>

Swift County, Minnesota  
*Capital Improvement Plan*  
 2016 thru 2020

**PROJECTS BY DEPARTMENT**

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
<b>Buildings</b>								
County Attorney Deferred Maintenance	<i>Att-DefMain</i>	2			91,500			91,500
County Attorney Space Needs	<i>Att-SpaceN</i>	2			40,000			40,000
Lower Level Space Needs	<i>CH-1-SpaceN</i>	2		111,500				111,500
Main Level Space Needs Costs	<i>CH-2-SpaceN</i>	2		285,000				285,000
Courts Level Space Needs Costs - Option A	<i>CH-3A-SpaceN</i>	2		895,000				895,000
Courts Level Space Needs Costs - Option B	<i>CH-3B-SpaceN</i>	2		325,000				325,000
Attic Level Space Needs Costs	<i>CH-A-SpaceN</i>	2		50,000				50,000
Courthouse Deferred Maintenance	<i>CH-DefMain</i>	2		676,975				676,975
Courthouse HVAC Upgrade System	<i>CH-HVAC</i>	1		2,118,250				2,118,250
Highway Fuel Station	<i>HW-Fuel</i>	2				282,000		282,000
Highway Shop Replacement	<i>HW-Shop</i>	2				4,114,000		4,114,000
LEC Deferred Maintenance	<i>LEC-DefMain</i>	2					854,250	854,250
LEC Space Needs	<i>LEC-SpaceN</i>	2					90,000	90,000
Public Health Deferred Maintenance	<i>PH-DefMain</i>	2	302,250					302,250
Public Health Space Needs	<i>PH-SpaceN</i>	2	187,500					187,500
<b>Buildings Total</b>			<b>489,750</b>	<b>4,461,725</b>	<b>131,500</b>	<b>4,396,000</b>	<b>944,250</b>	<b>10,423,225</b>
<b>GRAND TOTAL</b>			<b>489,750</b>	<b>4,461,725</b>	<b>131,500</b>	<b>4,396,000</b>	<b>944,250</b>	<b>10,423,225</b>



**Improvement Approach Cost Summary**

Building	Description	0-2 YEARS	2-5 YEARS	5-10+ YEARS	
		\$ 4,951,475	\$ 4,526,000	\$ 3,529,050	UP TO \$ 13,510,800
Courthouse	Lower Level Space Needs Costs	\$ 111,500			
	Main Level Space Needs Costs	\$ 285,000			
	Upper Level Space Needs Costs (Opt. A)	\$ 920,000			
	Upper Level Space Needs Costs (Opt. B)	\$ 325,000			
	Attic Level Space Needs Costs	\$ 50,000			
	New Elevator	\$ 300,000			
	Deferred Maintenance Costs	\$ 2,795,225		\$ 45,000	
	<b>Total Cost (Opt. A):</b>	<b>\$ 4,461,725</b>			
	<b>Total Cost (Opt. B):</b>	<b>\$ 3,566,725</b>			
	Countryside Public Health	Space Needs Costs	\$ 187,500		
Deferred Maintenance Costs		\$ 302,250		\$ 159,100	
<b>Total Cost:</b>		<b>\$ 489,750</b>			
Law Enforcement Center	Lower Level Space Needs Costs	\$ 60,000		\$ 434,000	
	Main Level Space Needs Costs	\$ 30,000			
	New 60 Bed Jail			\$ 8,580,000	
	Deferred Maintenance Costs			\$ 967,750	
	<b>Total Cost (Near Term):</b>	<b>\$ 90,000</b>		<b>\$ 1,401,750</b>	
	<b>Total Cost (No Jail):</b>			<b>\$ 9,981,750</b>	
Highway, Parks & Drainage	Office Space Needs Costs			\$ 122,500	
	Office Deferred Maintenance Costs			\$ 240,500	
	Garage/Storage Space Needs Costs (Opt. A)	\$ 800,000			
	Garage/Storage Space Needs Costs (Opt. B)	\$ 4,114,000			
	Garage/Storage Deferred Maintenance Costs	\$ 879,000			
	<b>Office Total Cost:</b>			<b>\$ 363,000</b>	
	<b>Garage/Storage Total Cost (Opt. A):</b>	<b>\$ 1,679,000</b>			
<b>Garage/Storage Total Cost (Opt. B):</b>	<b>\$ 4,396,000</b>				
County Attorney	Space Needs Costs	\$ 40,000		\$ 213,500	
	Deferred Maintenance Costs			\$ 167,000	
	<b>Total Cost:</b>	<b>\$ 40,000</b>		<b>\$ 380,500</b>	
Historical Society	Deferred Maintenance Costs			\$ 97,450	
	<b>Total Cost:</b>			<b>\$ 97,450</b>	
Environmental Services	Deferred Maintenance Costs			\$ 1,058,250	
	<b>Total Cost:</b>			<b>\$ 1,058,250</b>	
Impound Facility	Deferred Maintenance Costs			\$ 24,000	
	<b>Total Cost:</b>			<b>\$ 24,000</b>	

**Swift County, Minnesota**  
**Proposed 2016 Financing Scenarios**  
*(interest rates based upon the 7/26/16 bond market)*

<b>SCENARIO 1</b>	<b>SCENARIO 2</b>	<b>SCENARIO 3</b>	<b>SCENARIO 4</b>
CIP Bonds 2016B	CIP Bonds 2016B	Lease Revenue	Lease Revenue
"AA-" Rating BQ	"AA-" Rating NBQ	"A+" Rating BQ	"A+" Rating NBQ

DEBT SERVICE				
Net Project Amount	\$ 4,951,475	\$ 4,951,475	\$ 1,427,350	\$ 1,427,350
Add Costs of Issuance and Rounding	\$ 98,525	\$ 98,525	\$ 42,650	\$ 42,650
Bond Amount	\$ 5,050,000	\$ 5,050,000	\$ 1,470,000	\$ 1,470,000
Bond term (Years)	20	20	20	20
Avg. Interest Rate	2.20%	2.47%	2.60%	2.87%
Total Net Debt Service	\$ 6,310,556	\$ 6,476,364	\$ 1,908,271	\$ 1,958,027
Avg. Annual Debt Service	\$ 315,528	\$ 323,818	\$ 95,414	\$ 97,901
105% Statutory Annual Debt Service	\$ 331,304	\$ 340,009	\$ 100,184	\$ 102,796

TAX LEVY REVENUE				
Annual Tax Levy Required	\$ 331,304	\$ 340,009	\$ 100,184	\$ 102,796
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	1.2736%	1.3071%	0.3851%	0.3952%
Market Value of Residential Property				
75,000	\$ 5.73	\$ 5.88	\$ 1.73	\$ 1.78
100,000	\$ 9.14	\$ 9.38	\$ 2.76	\$ 2.84
150,000	\$ 16.08	\$ 16.50	\$ 4.86	\$ 4.99
200,000	\$ 23.02	\$ 23.63	\$ 6.96	\$ 7.14
300,000	\$ 36.90	\$ 37.87	\$ 11.16	\$ 11.45
Mkt Value of Commerical-Industrial Property				
100,000	\$ 19.10	\$ 19.61	\$ 5.78	\$ 5.93
250,000	\$ 54.13	\$ 55.55	\$ 16.37	\$ 16.79
500,000	\$ 117.81	\$ 120.90	\$ 35.62	\$ 36.55
750,000	\$ 181.49	\$ 186.25	\$ 54.88	\$ 56.31
Mkt Value of Non-Homestead Agricultural Property				
Value Per Acre: \$5,172				
Acres: 80	\$ 52.70	\$ 54.08	\$ 15.93	\$ 16.35
Acres: 160	\$ 105.39	\$ 108.16	\$ 31.87	\$ 32.70
Acres: 320	\$ 210.78	\$ 216.32	\$ 63.74	\$ 65.40
Acres: 640	\$ 421.57	\$ 432.64	\$ 127.48	\$ 130.80



# Request for Board Action

BOARD MEETING DATE:  
September 20, 2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving an agreement with Northland Securities for Full Disclosure Dissemination Agent Services	
AGENDA YOU ARE REQUESTING TIME ON: 11:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County is required to provide financial disclosure while holding bonds
BACKGROUND/JUSTIFICATION: Attached is an agreement with Northland Securities for them to provide Full Disclosure Dissemination Agent Services related to outstanding County Bonds. The County is required to provide annual financial disclosures during the life of the bonds. Since the County has started to use Northland Securities as our Municipal Advisor, it makes sense to move to Northland for dissemination agent services.  George Eilertson from Northland will be at the meeting to discuss the agreement and answer questions about it.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    \$1,500 annually. County funds.
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### Review/Recommendation

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

**FULL DISCLOSURE  
DISSEMINATION AGENT AGREEMENT**

THIS DISSEMINATION AGENT AGREEMENT (the "Dissemination Agreement"), dated as of \_\_\_\_\_ by and between Swift County, Minnesota – 301 14th St. N., Benson, MN 56215 (the "Issuer") and Northland Securities, Inc., 45 - South 7th Street, Suite 2000, Minneapolis, MN 55402 ("the Dissemination Agent") in connection with bond issues of the Issuer (the "Bond Issues") identified in Exhibit A which is attached to and by reference made a part of this Dissemination Agreement:

The Issuer and the Dissemination Agent covenant and agree as follows with respect to the Bond Issues:

SECTION 1. Definitions. the following capitalized terms shall have the following meanings:

"Annual Report" shall mean the document or documents filed by the Dissemination Agent with a National Repository or State repository pursuant to this Dissemination Agreement.

"Annual Report Data" shall mean the Issuer's audited financial statements, such other financial information and operating data for each Bond Issue as may be requested by the Dissemination Agent to compile the Annual Report, and information collected by the Dissemination Agent (such as data from the county auditor).

"Continuing Disclosure Agreement" shall mean that certain agreement or undertaking executed by the Issuer at the time of issuance of the bond issues listed in Exhibit A.

"Disclosure Representative" shall mean the County Administrator of the Issuer or his or her designee, or such other officer or employee as the Issuer shall designate in writing to the Dissemination Agent from time to time.

"Listed Events" shall mean any of the material events listed in Section 5(a) of this Dissemination Agreement.

"National Repository" shall mean any Nationally Recognized Municipal Securities Information Repository for purposes of the Rule. Attached to and by reference made a part of this Dissemination Agreement is Exhibit B, a current list of National Repositories. Notwithstanding anything to the contrary contained herein, Exhibit B may be amended from time to time by the Dissemination Agent, following the designation of additional National Repositories or loss of such status by an existing National Repository, by delivering a notice of amendment and an amended Exhibit B to the Issuer.

"Rule" shall mean Rule 15c2-12(b)(5) adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as the same may be amended from time to time.

"SEC" shall mean the Securities and Exchange Commission or any successor to its functions governing state and municipal securities disclosure.

"State" shall mean the State of Minnesota.

"State Repository" shall mean any public or private repository or entity designated by the State as a state repository for the purpose of the Rule. As of the date of this Agreement, there is no State Repository.

SECTION 2. Purpose of the Dissemination Agreement. This Dissemination Agreement is being entered into by the Issuer and the Dissemination Agent in order to assist the Issuer in complying with the Rule.

SECTION 3. Provision of Annual Reports.

(a) On an annual basis, the Issuer shall provide the Annual Report Data to the Dissemination Agent in a timely manner. The Dissemination Agent shall compile and provide to the Repository by December 31 of each year, commencing December 31, 2016, the Annual Report for each Bond Issue in a format consistent with the Rule.

(b) If the Dissemination Agent has not received a copy of the Annual Report Data in a timely manner, the Dissemination Agent shall contact the Issuer to determine the status of information and whether the Issuer will remain in compliance with the Annual Report due date referenced in subsection (a).

(c) The Dissemination Agent shall:

(i) determine each year prior to the deadline due for the Annual Report, the name and address of each National Repository and each State Repository, if any; and

(ii) file a report with the Issuer and the Trustee (if applicable) certifying that the Annual Report has been provided pursuant to this Dissemination Agreement, stating the date it was provided and listing all the Repositories to which it was provided.

SECTION 4. Content of Annual Reports. The Annual Report prepared by the Dissemination Agent for each Bond Issue shall contain or incorporate by reference the financial information and operating data specified in the applicable Continuing Disclosure Agreement or continuing disclosure provisions of any applicable Resolution, Indenture, Loan Agreement or Lease Agreement, relating to bond issues listed in Exhibit A.

SECTION 5. Reporting of Significant Events.

(a) This Section 5 shall govern the giving of notices of the occurrence of any of the Events listed below or in the Issuer's Continuing Disclosure Agreement or in the applicable Resolution, Indenture, Loan Agreement or Lease Agreement:

1. Principal and interest payment delinquencies;
2. Non-payment related defaults, if material;
3. Unscheduled draws on debt service reserves reflecting financial difficulties;
4. Unscheduled draws on credit enhancements reflecting financial difficulties;
5. Substitution of credit or liquidity providers, or their failure to perform;
6. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
7. Modifications to rights of security holders, if material;
8. Bond calls, if material, and tender offers;
9. Defeasances;
10. Release, substitution, or sale of property securing repayment of the securities, if material;
11. Rating changes;
12. Bankruptcy, insolvency, receivership or similar event of the obligated person;
13. The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
14. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

(b) The Issuer shall promptly notify the Dissemination Agent in writing of the occurrence of any of the listed Events, and such notification must be within ten (10) business

days of the occurrence of the event. Such notice shall instruct the Dissemination Agent to report the occurrence pursuant to subsection (c).

(c) If the Dissemination Agent has been instructed by the Issuer to report the occurrence of a Listed Event, the Dissemination Agent shall file a notice of such occurrence with the Municipal Securities Rulemaking Board promptly, but within ten (10) business days of the occurrence of the Event, to the extent the Issuer has met the requirements in Section 5(b).

SECTION 6. Dissemination Agent. The Issuer has engaged the Dissemination Agent to assist it in carrying out its obligations under this Dissemination Agreement and may discharge any such Dissemination Agent, with or without appointing a successor or Dissemination Agent. The Dissemination Agent may terminate its duties hereunder upon fifteen (15) days written notice to the Issuer. For its services hereunder, the Dissemination Agent shall be paid an annual fee of \$1,000 plus \$250 per Bond Issue for each Bond Issue listed in Exhibit A that is required by the Rule to file an Annual Report. For reporting years for which the Issuer has prepared an Official Statement for a new issue of bonds (dated April 1 of the reporting year or later), and said Official Statement can be used to partially satisfy reporting requirements, the annual fee shall be 50% of the base annual fee and per Bond Issue fee quoted above. The annual fee shall have a cap at a maximum amount not to exceed \$2,500 per year. In addition, the Issuer shall reimburse the Dissemination Agent for out of pocket expenses incurred in preparing the Annual Report.

SECTION 7. Amendment, Waiver. Notwithstanding any other provision of this Dissemination Agreement, the Issuer and the Dissemination Agent may amend this Dissemination Agreement, and any provision of this Dissemination Agreement may be waived, in writing, as agreed to by the parties thereto.

SECTION 8. Additional Information. Nothing in this Dissemination Agreement shall be deemed to prevent the Issuer from disseminating any other information, using the means of dissemination set forth in this Dissemination Agreement or any other means of communication.

SECTION 9. Duties, Immunities and Liabilities of Trustee and Dissemination Agent. The Dissemination Agent shall have only such duties as are specifically set forth in this Dissemination Agreement, and the Issuer agrees to indemnify and save the Dissemination Agent, its officers, directors, employees and agents, harmless against any loss, expense and liabilities which it may incur arising out of or in the exercise or performance of its powers and duties hereunder, including the costs and expenses (including attorneys' fees) of defending against any claim of liability, but excluding liabilities due to the Dissemination Agent's gross negligence or willful misconduct.

SECTION 10. Beneficiaries. This Dissemination Agreement shall inure solely to the benefit of the Issuer and the Dissemination Agent, and shall create no rights in any other person or entity.

SECTION 11. Counterparts, This Dissemination Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the COUNTY OF SWIFT and NORTHLAND SECURITIES, INC. have caused this Dissemination Agreement to be executed in their respective names, all as of the date first written above.

COUNTY OF SWIFT, MINNESOTA

NORTHLAND SECURITIES, INC.

By \_\_\_\_\_  
Its County Administrator

By Catherine Winkelhake  
Its Sr. Vice President

**EXHIBIT A**

**BOND ISSUES SUBJECT TO CONTINUING DISCLOSURE**

**SWIFT COUNTY, MINNESOTA**

<b><u>ISSUE PAR</u></b>	<b><u>ISSUE</u></b>	<b><u>DATED DATE</u></b>	<b><u>FIRST REPORT DUE</u></b>	<b><u>FINAL MATURE DATE</u></b>	<b><u>LAST REPORT DUE</u></b>
\$6,145,000	Hospital Revenue Refunding Bonds, Series 2014	8/15/14	12/31/15	02/01/34	12/31/33
\$7,780,000	Taxable G.O. Tax Abatement Bonds, Series 2016A	6/01/16	12/31/16	02/01/37	12/31/36

## EXHIBIT B

### LIST OF NATIONAL REPOSITORIES

Municipal Securities Rulemaking Board (MSRB)

<http://emma.msrb.org>

(filing only in an electronic format as prescribed by the MSRB)



# Request for Board Action

BOARD MEETING DATE:  
September 20, 2016

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review the 2017 Budget and Levy for Swift County and consider the following actions: <ol style="list-style-type: none"> <li>1. Consider approving a resolution on the 2017 preliminary Budget and Levy for Swift County</li> <li>2. Consider approving a resolution setting the 2017 Truth in Taxation meeting for Dec 6, 2016 or Nov 29, 2016 at 6:00 PM</li> </ol>	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County Board is required to approve preliminary levies and budgets prior to September 30. They are also required to set the TNT meeting by September 30.
BACKGROUND/JUSTIFICATION: Attached are resolutions setting preliminary 2017 budget and levy along with the 2017 TNT public hearing for November 29, 2016 at 6:00 PM. December 6 <sup>th</sup> would be the normal meeting when we hold the TNT hearing; however, due to the AMC Annual conference on December 5-6, it has been suggested to move the regular meeting on December 6 <sup>th</sup> up one week to November 29 <sup>th</sup> . This also works well since November is a 5 Tuesday month.  There is little change in the budget from what was presented on September 6 <sup>th</sup> , and the attached worksheet outlines each of the changes. The changes included recognizing some revenue in the County Attorney's office more accurately (+\$29,700 in revenue), minor changes in the Veterans Services Office (+\$850 in expenses), and changes in the General Fund Levy to provide more flexibility during union negotiations (+\$38,000).  Approving the preliminary budget and levy will set the maximum levy for 2017. The board may still adjust the levy to a lower sum when the final budget is adopted in December.  The board needs to take two actions on September 20th. First approve a resolution setting the 2017 budget and levy and second approve a resolution setting the 2017 TNT public hearing.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    None	

### Budget Information

FUNDING:    These actions set the 2017 preliminary budget and levy for the County.
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### Review/Recommendation

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

2017 Preliminary Budget  
Change between the September 6th Draft and the September 20th Draft

Account Number	Description	Sept 6 Preliminary Budget	Sept 20 Preliminary Budget	Change	Notes
<b>County Attorney</b>					
01-090-000-0000-5501	Charges For Services	0	(29,700)	(29,700)	Was not accounting for charges for services
<b>Veterans Service</b>					
01-122-000-0000-6202	Postage And Box Rental	0	250	250	Was inadvertently zeroed account
01-122-000-0000-6226	Miscellaneous Charges For Services	200	800	600	For VetraSpec - Paid for via grant

## Levy Changes

<b>General Revenue</b>					
01-003-000-0000-5001	Current Tax	5,625,519	5,663,519	38,000	Can be changed in final budget in Dec

## Proposed Levy

	Sept 6 Preliminary Budget	Sept 20 Preliminary Budget	Change
2017 Gross Levy	10,344,921	10,382,921	
2016 Gross Levy	9,961,943	9,961,943	
2017 Gross Levy Total Increase	382,978	420,978	
<b>2017 Gross Levy Percentage Increase</b>	<b>3.84%</b>	<b>4.23%</b>	<b>0.38%</b>
2017 Net Levy	10,194,746	10,232,746	
2016 Net Levy	9,811,278	9,811,278	
2017 Net Levy Total Increase	383,468	421,468	
<b>2017 Net Levy Percentage Increase</b>	<b>3.91%</b>	<b>4.30%</b>	<b>0.39%</b>

**RESOLUTION  
ADOPTING PRELIMINARY SWIFT COUNTY  
2017 BUDGET & LEVY**

Motion by Commissioner \_\_\_\_\_

Seconded by Commissioner \_\_\_\_\_

WHEREAS, pursuant to Minnesota Statute 275.065, subdivision 1, the County's 2017 Preliminary Budget and Levy must be adopted by September 30, 2016; and

WHEREAS, the county Board recognizes that its levy may be adjusted to a lower sum at the time of final adoption in December, 2016.

THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby adopts its 2017 preliminary budget, dated September 20, 2016, and attached hereto as Appendix A.

BE IT FURTHER RESOLVED that the preliminary levy payable in 2017 be set as follows:

Gross Levy	\$	10,382,921
CPA	\$	187,950
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Operating Levy	\$	10,194,971
Special Levies	\$	37,775
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Total Final Net Levy	\$	10,232,746

Adopted on a \_\_\_\_ vote by the Swift County Board of County Commissioners the 20th day of September 2016.

Swift County Board of Commissioners

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

ATTEST:

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

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

Hendrickx \_\_\_\_\_  
Rudning \_\_\_\_\_

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

**RESOLUTION**  
**SETTING PAYABLE 2017 TRUTH-IN-TAXATION HEARING**

Motion by Commissioner \_\_\_\_\_                      Seconded by Commissioner \_\_\_\_\_

WHEREAS, pursuant to Minnesota Statute, the County is required to set and hold a Truth-in-Taxation public hearing.

THEREFORE BE IT RESOLVED that the Swift County Board of Commissioners hereby moves the December 6, 2016 regular 9:00 AM Swift County Board of Commissioner meeting to Tuesday, November 29, 2016 at 4:00 PM; and

BE IT FURTHER RESOLVED that the Swift County, Minnesota, Payable 2017 Truth-in-Taxation hearing shall be at 6:00 PM on Tuesday, November 29, 2016.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 20th day of September 2016.

Swift County Board of Commissioners

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

ATTEST:

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

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

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

E. Pederson           \_\_\_\_\_