

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, May 19, 2015

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>
	1-2	(1) Minutes from the May 5, 2015 Regular Meeting
	3	(2) Consider approval of liquor licenses for the following businesses: Brinks 104 Club & Brinks Beer Joint Bar & Grill
	4	(3) Consider approval of tobacco licenses for the following businesses: Ascherman Uni-Mart & Deli Corp, House of Spirits/City of Appleton, Casey General Store #3268, Brink's Beer Joint & Grill, Brink's 104 Club, DeGraff Municipal Liquor Store & Don's Food Pride
	5-10	(4) Consider approving a sub-grant agreement with the MN DPS for funding to update of the Swift County HMP
	11-12	(5) Consider approving a resolution authorizing sponsorship of trails operated by the northern lights trails snowmobile club
	13-14	(6) Consider a Procurement Resolution as required by Statute
	15-16	(7) Consider approving the Special Vehicle Use Permit Fee
11:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
11:05 a.m.		<b>Commissioner and Board reports</b>
11:20 a.m.		<b>County Administrator report</b>
11:25 a.m.		<b>Citizens Comments</b>
11:25 a.m.		<b>Kim Saterbak, County Auditor</b>
	17-27	Consider approving the repurchase of tax forfeited property located at 1110 20th St SE (Parcel # 12-0064-000) in Kildare Township
	28-31	Consider a request to purchase certain tax fortified property by Vincent Hughes
11:35 a.m.		<b>John Holtz, County Sheriff</b>
	32-33	Consider approving purchases related to dispatch upgrades
11:45 a.m.		<b>Andy Sander, County Engineer</b>
	34 & 36	Consider approving patching work on CSAH #33 (SW of Murdock)
	35-36	Consider approving patching work on CSAH #35 (SW of Kerkhoven)

**Swift County Board of Commissioners**  
**May 19, 2015 Meeting Agenda**  
**Page 2 of 2**

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<u>Time</u>	<u>Reference</u>	<u>Item</u>
		<b>Other Business</b>
	37-47	Review and consider approving an RFP for architectural services to complete a space needs and projected building program analysis
	48-55	Consider approving a grant application with the Minnesota Historical Society for a State Capital Projects Grants-in-Aid
	None	Strategic Plan Update
	56	Employment Update
12:00 a.m.		<b>Adjournment</b>

## **SWIFT COUNTY BOARD MINUTES**

### **May 5, 2015**

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

Chairman Peter Peterson asked if there were any changes to the agenda. Administrator Pogge-Weaver requested to add an approval for the Swift County HRA to apply a special assessment to the property at 319 Clara Avenue, Murdock of a \$6250 for emergency loan funds to the Consent Agenda.

**05-05-15-01** Commissioner Hendrickx moved and Commissioner Edward Pederson seconded to approve the agenda with the noted change. Motion carried unanimously.

**05-05-15-02** Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda which consisted of: (1) Minutes from the April 21, 2015 Meeting and (2) Approval of the Swift County HRA Special Assessment of \$6250 on property located at 319 Clara Ave, Murdock. Motion carried unanimously.

**05-05-15-03** Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$18,349.74; Solid Waste: \$16,695.32; Road and Bridge: \$9,084.05; County Ditches: \$11,623.25; Welfare & Family Services, \$83.58; and County Health Insurance: \$50.00 which includes the following bills over \$2,000: Busch Systems International, \$4,350.00; Geyer Recycling, \$5,525.00; Swift County DAC, \$2,049.66; VanHeuveln General Contracting Inc., \$11,173.75; Waste Management Of Northern Minnesota, \$7,382.66; and Widseth Smith Nolting & Assoc Inc., \$4,578.25. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Peter Peterson reported on HRA, Prairie Five Community Action Council, and the Nurse Family Partnership. Commissioner Fox reported on the Hospital Board. Commissioner Edward Pederson reported on Extension, Historical Society, and RDA. Commissioner Rudningen reported on Prairie Lakes Youth, Extension, Health Insurance, and Planning and Zoning. Commissioner Hendrickx reported on Health Insurance, SPCC Financial Analytic Committee, Lac Qui Parle Game Refuge Open House for Marsh Lake, and RDC.

Administrator Pogge-Weaver updated the board on the Health Insurance Committee, Minnesota Public Sector Collaborative, Tax Forfeiture Properties, GIS, wrapping up the Springsted Classification and Compensation Study, and the upcoming meeting on Railroad Crossings.

Chairman Peter Peterson opened the floor for Citizen's Comments. There were none.

County Treasurer Ron Vadnais reviewed the first quarter 2015 financials.

Environmental Services Director Scott Collins requested approval of Conditional Use Permit Amendment #4888 to establish a clay pit requested by Lynn Larson on property owned by Sanford Skarsten located 850 feet west and 450 feet south of the intersection of CR 31 and CR 26.

**05-05-15-04** Commissioner Rudningen moved and Commissioner Fox seconded to approve CUP Amendment #4888. Motion carried unanimously.

County Auditor Kim Saterbak reviewed the first quarter 2015 Executive Departmental Budget Report and answered questions regarding the School District 777 special election and absentee ballots.

Auditor Saterbak further requested approval for the repurchase of tax forfeited property located at 24 East Reuss (Parcel #22-0935-000) in Appleton.

**05-05-15-05** Commissioner Fox moved and Commissioner Rudningen seconded to approve allowing the property owners two weeks to pay in full to repurchase the property. Motion carried unanimously.

County Engineer Andy Sander discussed the wheelage tax for 2016 and beyond.

A discussion was also held on deficient bridges in the county.

Administrator Pogge-Weaver updated the board on the possible impact of the Affordable Care Act's "Cadillac Tax" on the County.

Administrator Pogge-Weaver presented the board with Employment Updates.

Administrator Pogge-Weaver further updated the board on the Strategic Plan including a RFP for Space Analysis, Leadership Roundtable Updates, all city councils have been met with and they will be starting with the schools soon, and the Diversity Team has been working with the University of Minnesota Morris on a survey project.

**05-05-15-06** Commissioner Rudningen moved and Commissioner Edward Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 10:29 AM.

WITNESSED:

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Peter Peterson, Chair

ATTEST:

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Michel Pogge-Weaver, Clerk of the Board



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of liquor licenses for the following businesses: Brinks 104 Club & Brinks Beer Joint Bar & Grill	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Liquor licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of liquor license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
May 19 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of tobacco licenses for the following businesses: Ascheman Uni-Mart & Deli Corp, House of Spirits/City of Appleton, Casey General Store #3268, Brink's Beer Joint & Grill, Brink's 104 Club, DeGraff Municipal Liquor Store & Don's Food Pride	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval	RECOMMENDATIONS: Approval
COMMENTS: None	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Emergency Management	REQUESTOR: Bill McGeary	REQUESTOR PHONE: 320-314-2153
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a sub-grant agreement with the MN DPS for funding to update of the Swift County Hazard Mitigation plan	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Swift County in required to update it Hazard Mitigation plan every 5 years to remain eligible for disaster funding from the state and federal government. Our current plan is required to be updated by March 2017. The County traditionally uses the RDC to update the plan and their planned budget for the work is \$40,217. Attached is an anticipated budget for the project. The cost to the county is project to be \$2,554.25 after funding from this grant, a grant through the RDC hedgehog program, and county in-kind match. The County's match is anticipated to be paid in 2016.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: Will be budgeted in 2016 budget
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

## County All-Hazard Mitigation Plan Proposed Budget

- In 2010 the cost of the plan was \$38,860 the cost to each county was \$9,715
- HSEM will need to review this specific budget and funding is still uncertain, but we were told to do an application before June 1<sup>st</sup>.

Item Description	Units	Unit of Measurement	Cost	Federal Share (75%)	Local Share (25%)	Total
Project Management - RDC	50	hours	\$65	\$2,437.50	\$812.50	\$3,250
RDC Staff	400	hours	\$65	\$19,500.00	\$6,500.00	\$26,000
Consultant - GIS	117	hours	\$51	\$4,475.25	\$1,491.75	\$5,967
Emergency Management Director/County Staff	40	hours	\$50	\$2,000.00		\$2,000
Taskforce (City/County/Professional)	50	hours	\$10		\$500.00	\$500
Milage/Travel	2000	miles	\$0.500	\$750.00	\$250.00	\$1,000
Public Notices	5	Advertising	\$100	\$375.00	\$125.00	\$500
Postage	108	mailing review materials	\$0.46	\$37.50	\$12.50	\$50
Supplies	5	Flipcharts, Binders, Poster Boards, Post-it Notes	\$100	\$375.00	\$125.00	\$500
Printing Plans/Meeting Information	5 + misc	5 plans @ \$30 and misc printing @ .10		\$337.50	\$112.50	\$450
<b>Total Budget Requested</b>				<b>\$30,162.75</b>	<b>\$10,054.25</b>	<b>\$40,217</b>

## County Match Detail

County Match Propose Sources	Match Commitment	Proposed Source Amount			
County Match	\$10,054.25				
Taskforce In-kind		\$500	5 ppl attend a 2hr meeting 5 times		
	\$9,554.25		County will write check for this amount at the beginning of the project to show FEMA/HSEM local match		
RDC Hedgehog		\$5,000	Needs to be approved by RDC		
	\$4,554.25				
FEMA (for County Staff)		\$2,000.00	Contingent on FEMA approval		
<b>Total Cost to County</b>	<b>\$2,554.25</b>				

Notes:

***At the completion of the project and approved plan the UMRDC will cut the county a check for a total of \$7,000 contingent on the approvals identified above.***

We will need documentation of tracked hours in order to get reimbursement for the \$2,000. Once the award is made we will let you know what exactly is required by FEMA to track this element.

The UMRDC will help your county track the \$500 of in-kind through sign-in sheets at each of the taskforce meetings. We will need your help to ensure that 5 people in addition to yourself will be at these meetings. We anticipate there will be more people in attendance but five will be the minimum for the in-kind contribution.

**RESOLUTION**

**AUTHORIZING PARTICIPATION IN PLANNING PROCESS  
AND EXECUTION OF SUB-GRANT AGREEMENT**

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

**WHEREAS**, the County of SWIFT is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

**WHEREAS**, the plan must include a risk assessment including past hazards, hazards that threaten the county, maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

**WHEREAS**, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

**WHEREAS**, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

**WHEREAS**, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

**NOW THEREFORE**, Be it resolved that Swift County will enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the development or update of the Swift County Hazard Mitigation plan.

Peter Peterson, Board Chair and Michel Pogge-Weaver, Clerk of the Board are hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the plan on behalf of Swift County.

I certify that the above resolution was adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19th day of May 2015.

Swift County Board of Commissioners

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

ATTEST:

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

Fox            \_\_\_  
Peterson       \_\_\_

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

Pederson       \_\_\_

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**Letter of Commitment of Funds**

Swift County  
301 14<sup>th</sup> Street North  
Benson, Minnesota 56215

As a potential sub-grantee in a Hazard Mitigation Assistance (HMA) Program, Swift County hereby commits the matching funds necessary for the proposed 2017 All-Hazard Mitigation Plan Update to be located at the Swift County Courthouse, 301 14<sup>th</sup> Street North, Benson, Minnesota 56215

After FEMA approval and during project implementation, the Swift County acknowledges that it is responsible for providing a minimum of 25% of all eligible project costs or a minimum of \$10,054.25 in local matching funds to comply with all grant cost share requirements.

As signed, we understand the responsibilities of a sub-grantee participating in the HMA program and hereby authorize the use of these non-federal funds for this proposed project.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Request for Board Action

BOARD MEETING DATE:  
May 13, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a resolution authorizing sponsorship of trails operated by the northern lights trails snowmobile club	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to act as legal sponsorship to the Northern Lights Trails Snowmobile Club
BACKGROUND/JUSTIFICATION: Swift County has acted as the legal sponsor for Northern Lights Trails Snowmobile Club. If approved by the Board of Commissioners, Swift County may enter into an agreement with the State of Minnesota.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### 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 prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**RESOLUTION**

**AUTHORIZING SPONSORSHIP OF TRAILS OPERATED  
BY THE NORTHERN LIGHTS TRAILS SNOWMOBILE CLUB**

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

**BE IT RESOLVED**, that Swift County act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for the maintenance of snowmobile trails managed by the Northern Lights Trails Snowmobile Club; and

**BE IT FURTHER RESOLVED**, that upon approval of its application by the State, Swift County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

**BE IT FURTHER RESOLVED**, that Peter Peterson, County Board Chairman and Michel Pogge-Weaver, Clerk of the Board are authorized to sign such an agreement with the Department of Natural Resources; and

**BE IT FURTHER RESOLVED**, That Kimberly A. Saterbak, County Auditor, is hereby authorized to serve as the fiscal agent for the above referenced project; and

**BE IT FINALLY RESOLVED**, That notwithstanding the financial assistance provided for in the State Contract, Swift County shall not be liable for such costs as are incurred by the Club because state funds are depleted.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19th day of May 2015.

Swift County Board of Commissioners

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

ATTEST:

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

Fox                    \_\_\_                    Hendrickx            \_\_\_                    Pederson              \_\_\_  
Peterson            \_\_\_                    Rudningen            \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Deanna Steckman	REQUESTOR PHONE: 320 843-6301
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider a Procurement Resolution as required by Statute	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? Yes. MN Statute 256B.69, subd.3a	EXPLANATION OF MANDATE: The re-procurement process requires the county board shall make recommendations regarding the approval of local networks and their operations to ensure adequate availability and access to covered services
BACKGROUND/JUSTIFICATION: Julie Jahn and Deanna Steckman reviewed the tedious proposals and determined that HealthPartners and Medica are not well positioned with providers in our area; recommending BlueCross BlueShield and UCare.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Discussion at CSS Board	

### Budget Information

FUNDING: <a href="#">Click here to enter text.</a>
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### Review/Recommendation

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

**RESOLUTION**

**APPROVING MANAGED CARE ORGANIZATION(S) (MCO(S)) PROVIDING  
MANAGED HEALTH CARE SERVICES IN SWIFT COUNTY**

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

WHEREAS, the Minnesota Department of Human Services has published a Request For Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in 87 Minnesota counties including Swift County; and

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHEREAS, BlueCross BlueShield, HealthPartners, Medica, and UCare submitted proposals to provide managed health care services in Swift County; and

WHEREAS, representatives of Swift County Human Services have reviewed and evaluated the proposals; and

WHEREAS, BlueCross BlueShield and UCare have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED that the Swift County Board of Commissioners supports the recommendation of Swift County Human Services approving BlueCross BlueShield and UCare as Managed Care Organization(s) (MCO(s)) providing managed health care services in Swift County.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 19th day of May 2015.

Swift County Board of Commissioners

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

ATTEST:

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

Fox                    \_\_\_                   Hendrickx           \_\_\_                   Pederson            \_\_\_  
Peterson            \_\_\_                   Rudningen           \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
May 16, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a special vehicle use permit fee	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County Board is required to set all fees
BACKGROUND/JUSTIFICATION: The recently approved Special Vehicle Use Permit is now in effect and the ordinance requires the board to set the fee. Staff suggests that the board set the fee at \$10.00 for a two year permit. This follows Renville County which also set their permit fee at \$10.00 for a two year permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### 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 prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**RESOLUTION**

**SETTING THE PERMIT FEE FOR A  
SPECIAL VEHICLE USE PERMIT**

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

**BE IT RESOLVED**, by the Swift County Board of Commissioner that the special vehicle use permit be set at \$10.00 for a two year permit that expires on December 31 the year after the permit is issued.

Swift County Board of Commissioners

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

ATTEST:

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

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

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

E Pederson    \_\_\_



# Request for Board Action

BOARD MEETING DATE:  
April 29, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the repurchase of tax forfeited property located at 1110 20th St SE (Parcel # 12-0064-000) in Kildare Township	
AGENDA YOU ARE REQUESTING TIME ON: 11:25 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The Board of Commissioners will approve or deny a request for repurchase of tax-forfeited property
BACKGROUND/JUSTIFICATION: Parcels #12-0064-000 was tax-forfeited to the State of Minnesota for lack of property tax payment and was listed as available for sale at the auction held on March 19, 2015. This property did not sell and is available for repurchase by owner or anyone having the right to pay taxes on this property. There is an unrecorded contract for deed between Ronald Wadsworth and William Michaletz/Angie Norton. A copy of this contract has been included for your review. Title is still held in the name of Ronald Wadsworth for this property. The County Board will need to determine if there is undue hardship or injustice resulting for the tax forfeiture will be corrected by repurchase; or determine that the repurchase will best serve the public interest. The repurchase application and explanation is included for your review.  Mr. Wadsworth has requested the repayment schedule of 20% down and 4 annual installments. This repayment schedule will be at an interest rate of 10% and due annually on May 19th. The County Auditor has been given checks in the amount of \$619.42. Mr. Wadsworth has requested that \$50 of this amount be used for the application fee, with the remainder to be applied to the outstanding balance. Staff supports this request.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted prior to the meeting for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

# REQUEST TO REPURCHASE TAX-FORFEITED LAND APPLICATION

In Swift County

Name(s) and Address of Repurchaser(s): WILLIAM MICHALETZ  
\_\_\_\_\_  
\_\_\_\_\_

Parcel ID #: 12 - 0064 - 000 Date Property was Forfeited to State: 8-15-14

Legal Description: SECT - 12 TWP - 121 RANG - 38  
PT SW 1/4 OF SW 1/4 BEG 130 F E OF THE  
SW CORNER OF THE ....

Check the following option that allows you the privilege to repurchase this property.

- The owner at the time of forfeiture,
- Property owner's heirs, devisee, or representatives,
- Any person that have the right to pay taxes was given by statue, mortgage or other agreement (enclose a copy of the contract if property is not titled in your name) **SEE ATTACHED**

The county board's approval is to be given only if at least one of the following conditions is determined to be true.

1. The county board is to determine that the undue hardship or injustice resulting for the tax forfeiture will be corrected by the repurchase.
2. The county board is to determine that the repurchase will best serve the public interest.

Explain why the board should approve your application for repurchase:

Work Slowed down. got laid off at bad time  
Vehicle problems were expensive to Fix, also had  
some family Issues that took time to straighten  
out. and costly  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I/We request to pay for the repurchased tax-forfeited land:**

\_\_\_\_\_ One payment for the full amount.

4-Year Installment Plan (20% down payment and 4 installments) (*non-homestead land only*)

\_\_\_\_\_ 10-Year Installment Plan (10% down payment and 10 installments)

**If the board approves my application, I agree to pay the following costs according to the repurchase payment schedule I have chosen:**

- All cancelled taxes, including all delinquent real property taxes, plus penalties, accrued interest and costs attributable to the taxes.
- All property taxes plus penalties, interest and costs on those taxes for the taxes payable year following the year of the forfeiture and all subsequent years through the year of repurchase.
- All delinquent special assessments cancelled at the time of forfeiture, plus penalties, accrued interest and costs attributable to those assessments.
- Special assessments not levied between the date of forfeiture and the date of repurchase.
- Any additional costs and interest relating to taxes or assessments accrued between the date of forfeiture and the date of repurchase.
- All maintenance costs accrued between the date of forfeiture and the date of repurchase.
- Extra costs related to repurchase and recording of deed.
  - Administrative service fee - \$50.00 – **due at the time the application is submitted.**
  - State deed fee - \$25.00
  - State deed tax - 0.33 x repurchase amount, with a minimum amount of \$1.65 or \$ 3.49
  - Maintenance costs incurred from the date of forfeiture through the effective date of repurchase – Estimated at \$ 1,057.46
  - Deed Recording fee - \$46.00 per deed

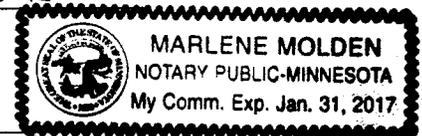
*\*\*The county auditor will issue a receipt to the repurchase of a parcel of tax-forfeited land at the time of the repurchase. For cash repurchases, the auditor's receipt is given in exchange for the full payment of the repurchase price and the extra costs. The county auditor is able to request a state deed in the repurchaser's name right away. For repurchases under an installment plan, the auditor's receipt is issued along with the written contract for deed agreement at the time of the repurchase. One the final installment is paid along with the extra costs, the county auditor is able to request a state deed in the name of the repurchase.*

William Lee Michalski  
Name of Repurchaser

4-21-2015  
Date

Ronald Wadsworth  
Name of Repurchaser

5-7-15  
Date



The property owner or taxpayer does not have a right, but the privilege of submitting a written application to the county board, requesting to repurchase a parcel of tax-forfeited land. The county board by resolution has the authority and responsibility to approve or disapprove any written request for repurchase.

APPLICATION FOR REPURCHASE

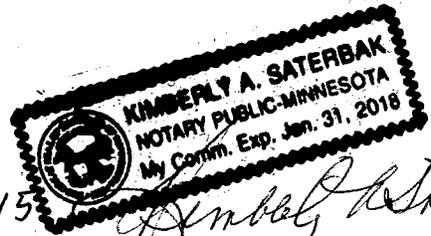
PID# 12-0064-000

William Michaletz  
1110 20th St. SE  
Murdock, MN 56271  
Contract for Deed Buyer

Ronald Wadsworth  
P.O. Box 83  
201 Clara Ave  
Murdock MN 56271  
Property owner

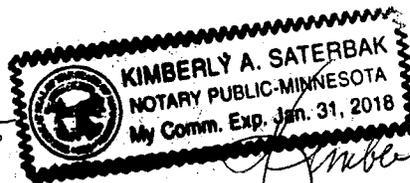
We both Agree this Parcel #12-0064-000  
will Remain titled in the name of  
Ronald Wadsworth until contract For deed  
has Been Satisfied

William L Michaletz 5-6-2015  
Contract for Deed Buyer



*Kimberly A. Saterbak*

Ronald Wadsworth 5-8-15  
OWNER DATE



*Kimberly A. Saterbak*

## PURCHASE AGREEMENT

Murdock, Minnesota, 11/7/04, 2004

William Michaletz and Angie Norton, husband and wife, hereby agree to purchase the premises located in Swift County, Minnesota and legally described as:

Commencing at a point on the south line of Section Twelve (12), Township One Hundred Twenty-one (121), Range Thirty-eight (38) One Hundred Thirty Feet (130') due East of the Southwest corner of the Southwest Quarter of the Southwest Quarter (SW  $\frac{1}{4}$ -SW  $\frac{1}{4}$ ) of said Section Twelve (12); thence due East on the section line of Section Twelve (12) for a distance of Two Hundred Seventy Feet (270') to the East side of the driveway; thence at right angles due North for a distance of Eight Hundred Sixty Feet (860'); thence at right angles due West for a distance of Two Hundred Seventy Feet (270'); thence at right angles due South for a distance of Eight Hundred Sixty Feet (860') to the point of beginning, containing 5 acres, more or less, being a part of the Southwest Quarter of the Southwest Quarter (SW  $\frac{1}{4}$ -SW  $\frac{1}{4}$ ), Section Twelve (12), Township One Hundred Twenty-one (121), Range Thirty-eight (38)

located at (Street Address) 1110 20<sup>th</sup> Street SE, Murdock, MN 56271, all of which property Sellers have this day sold to Buyers for the sum of Sixty-five Thousand and no/100 Dollars (\$65,000.00) which Buyers agree to pay pursuant to a Contract for Deed containing the following terms of payment:

1. Three Thousand Two Hundred Fifty Dollars (\$3,250.00) on October 1, 2004.
2. Five Hundred Dollars (\$500.00) on November 1, 2004 and Five Hundred Dollars (\$500.00) on the first day of each month thereafter until October 1, 2009 when the then remaining balance of principal and accrued interest will be due and payable in full.
3. Interest shall accrue on the unpaid balance of principal remaining from October 1, ~~2004~~ at the rate of eight percent (8%) per annum and each installment shall be applied first to the payment of accrued interest and the balance to the payment and reduction of principal.
4. Buyers may prepay the principal balance in part or in full at any time without penalty provided that no partial prepayment shall affect the Buyers' obligation to make monthly installment payments set forth above.

**SUBJECT TO** performance by Buyers, including payment in full of the amount owed pursuant to the above described Contract for Deed, Sellers agree to execute and deliver a General Warranty Deed conveying marketable title to the premises subject only to the following exceptions: (1) Building and zoning laws, ordinances, State and Federal regulations. (2) Restrictions relating

to use or improvement of the premises without effective forfeiture provision. (3) Reservation of any minerals or mineral rights to the State of Minnesota. (4) Utility and drainage easements which do not interfere with present improvements. (5) Rights of tenants, if any.

**REAL ESTATE TAXES** – Buyers agree to pay real estate taxes and installments of special assessments, if any, due and payable in the year 2005 and thereafter. Sellers warrant that taxes due and payable in the year 2005 will be non-homestead classification. Sellers make no representation concerning the amount of future real estate taxes.

**POSSESSION** – Buyers presently occupy the premises pursuant to a lease with Sellers. The parties agree that this lease shall continue in effect according to its terms until the date of closing at which time it will terminate. Sellers agree to deliver possession not later than date of closing.

**TITLE & EXAMINATION** - Sellers shall, within a reasonable time after acceptance of this agreement, furnish an Abstract of Title certified to date to include proper searches covering bankruptcies, State and Federal judgments and liens. Buyers shall be allowed 10 business days after receipt for examination of title and making any objections, which shall be made in writing or deemed waived. If any objection is so made, Sellers shall be allowed 120 days to make title marketable. Pending correction of title, payments hereunder required shall be postponed, but upon correction of title and within 10 days after written notice to Buyers, the parties shall perform this agreement according to its terms. If title is not corrected within 120 days from the date of written objection, this agreement shall be null and void, at option of Buyers, neither party shall be liable for damages hereunder to the other, and earnest money shall be refunded to Buyers.

**DEFAULT** - If title is marketable or is corrected within said time, and Buyers default in any of the agreements herein, Seller may terminate this agreement, and on such termination all payments made hereunder shall be retained by Seller as liquidated damages, time being of the essence hereof. This provision shall not deprive either party of the right of enforcing the specific performance of this agreement, provided this agreement is not terminated and action to enforce specific performance is commenced within six months after such right of action arises. In the event Buyers default in their performance of the terms of this Agreement, and Notice of Cancellation is served upon the Buyers pursuant to MSA 559.21, the termination period shall be thirty (30) days as permitted by Subdivision 4 of MSA 559.21.

**WAIVER OF WRITTEN DISCLOSURE** – The parties hereby waive the written disclosure of material facts pertaining to adverse physical conditions in the property which is required by Minnesota Statutes sections 513.52 through 513.60. The Buyers acknowledge that they have had adequate time to inspect the premises, that they are familiar with the condition thereof and they take the property “as is”. Sellers make no warranty whatsoever with respect to the condition of the property or any improvement thereon and shall have no obligation to make any repairs or improvements to the property or any improvement thereon either before or after the date of closing.

**ACCEPTANCE** - Buyers understand and agree that this sale is subject to acceptance by Sellers in writing.

As owners of the premises, we accept this agreement and the sale hereby made.

This agreement for the purchase of premises for the price and on the terms and conditions set forth above is accepted.

SELLER: Ronald H. Wadsworth  
Ronald H. Wadsworth

BUYER: William Michaletz  
William Michaletz

Address: 201 Clara Avenue  
Murdock, MN 56271

Address: 1110 20<sup>th</sup> ST SE  
Murdock, Minn 56271

Telephone No. \_\_\_\_\_

Telephone No. 370-875-4194

SELLER: LeAnn Wadsworth  
LeAnn Wadsworth

BUYER: Angie Norton  
Angie Norton

Delivery of all papers and monies shall be made at the office of: Donald A. Wilcox, Wilcox & Ulmaniec, P.A., 1150 Wisconsin Avenue, P. O. Box 100, Benson, MN 56215

**THIS IS A LEGALLY BINDING CONTRACT, IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.**



## NOTICE OF APPLICATION FOR REPURCHASE

State of Minnesota

DATE: April 29, 2015

County of Swift

To Eligible Repurchasers:

This is to notify you that an application for the repurchase of a parcel of tax-forfeited land, pursuant to Minnesota Statutes, Section 282.241, has been received in my office. The name and address of the applicant, the applicant's legal interest in the property, and the legal description of the parcel are listed below:

**William Michaletz**  
**1110 20<sup>th</sup> Street SE**  
**Murdock, MN 56271**  
**Contract for Deed Buyer**

**PID # 12-0064-000**  
**PT SW1/4 of SW1/4 Beg 130 Feet E of**  
**the SW corner of the SW1/4; then 3**  
**270 feet; then N 860 feet; then w 270**  
**feet; then s 860 feet to beg.**

My office has determined that the following parties, in addition to the applicant, are also eligible to repurchase the parcel of tax-forfeited land legally described above:

**Ronald Wadsworth**  
**PO Box 83**  
**1110 20<sup>th</sup> Street SE**  
**Murdock, MN 56271**  
**Property Owner**

The county board has the authority and responsibility, pursuant to the above statute, to approve or disapprove each application for repurchase and to determine from among the eligible repurchasers who should receive title to the repurchased property with the state deed.

Before the above decisions are made, the county board requests that the eligible repurchasers listed above resolve their respective legal interest in the parcel of tax-forfeited land, legally described above, and designate who among them is to receive the title to the repurchased property with the state deed, if a repurchase is approved.

*mailed 4-30-15 to Bohn paid 24.00*

The decision of the eligible repurchasers must be certified in writing and submitted to my office at the address listed below within 30 days after the date of this Notice. The letter must be signed by all the eligible repurchasers, and the signatures must be verified by a notary public.

If the eligible repurchasers resolve their interests and, within the 30-day deadline, certify in writing who is to receive the title, the county may proceed to approve or disapprove the application. If the repurchase is approved, the county may request the state deed in the name of the party designated by the eligible repurchasers after the basic repurchase price and extra costs are paid in full.

If the 30-day deadline passes without a written certification from the eligible repurchasers, the county has at least the following options: (1) disapprove the repurchase because of the potential hardship caused to the other eligible repurchasers, (2) disapprove the repurchase because court action by the eligible repurchasers which may involve the county would not be in the best public interest, (3) approve the repurchase and request the state deed in the names of all the eligible repurchasers who can quiet title later, or (4) approve the repurchase in the name of the original applicant.



Kimberly A. Saterbak  
Swift County Auditor  
Swift County Courthouse  
301 14<sup>th</sup> Street North  
Benson, MN 56215  
(320) 843-4069

**William Michaletz**  
**Delinquent Tax Repayment Schedule**

Parcel #12-0064-000

Pymt #	Payment Date	Beg. Balance	Scheduled Pymt	Extra Payment	Total Payment	Principal	Interest	Ending Balance	# of Days
1	5/19/2015	1,181.95	236.39	333.03	569.42	569.42	-	612.53	365
2	5/19/2016	612.53	193.24	-	193.24	131.99	61.25	480.54	365
3	5/19/2017	480.54	193.24	-	193.24	145.19	48.05	335.35	365
4	5/19/2018	335.35	193.24	-	193.24	159.70	33.54	175.65	365
5	5/19/2019	175.65	193.24	-	193.24	175.65	17.59	-	366

I agree to pay according to the above listed schedule. I understand that if I do not abide by the above schedule, the repurchase agreement will be null and void.

---

William Machaletz

Date

## List of Correspondence:

Treasurer sends a letter in December for any current year taxes that have not been paid.

Auditor's office sends a letter – A letter is sent to all parcels with delinquent taxes showing the payoff amount if paid by March 30th. This is done annually. So they would have received three of these letters.

The tax forfeiture list was published in the Appleton Press for the weeks of May 19<sup>th</sup> and May 26<sup>th</sup>.

A letter was sent April 21, 2014, stating if the unpaid delinquent taxes were not paid, the Auditor's office would begin forfeiture proceedings.

Ron Wadsworth called our office on 5/15/14 stating he was coming in to make a payment. He came in on 5/30/14 and paid off the 2013 balance of \$703.91 – leaving a balance of \$1,783.11 for 2012 and 2011.

The Notice of Expiration of Redemption was sent certified and Sheriff's department delivered the Notice of Expiration of Redemption in June, 2014.

Auditor's office sent a letter on December 1, 2014 to Ron Wadsworth, reminding him that no payments have been received since May and there is still a remaining balance of \$1,783.11.

William Michaletz paid \$800 on 1/16/15 for this parcel and explained that he was in a contract for deed agreement with Ronald Wadsworth (currently unrecorded).

William Michaletz also stopped in to pay an amount \$619.42 on March 31, 2015. At this time, I explained that a repurchase of tax forfeiture property application needed to be submitted. He instructed me to apply \$50.00 of this amount to the application fee and the rest to the payment amount.

Remaining balance:	\$1,057.46	remaining delinquent taxes
	50.00	Application fee
	3.49	State deed tax
	25.00	State Deed fee
	<u>46.00</u>	Deed recording fee
	\$1,181.95	Balance Due
	*	I will be applying the \$619.42 to this balance as payment of the \$50 application and 20% down payment amount.

William Michaletz has selected the 4 year – 20% down repayment plan. He would like to pay this off earlier, but is unsure if he has the ability right now. (a repayment schedule is attached).

\*\* The auditor's feels the Contract for Deed purchaser is trying to get this balance paid and we are working directly with him at this time to get this issue resolved.\*\*\*



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider a bid for tax-forfeited property in the City of Appleton	
AGENDA YOU ARE REQUESTING TIME ON: 11:25 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Submitted bid for a Tax-Forfeited Property must be considered by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Parcels #22-0132-000, #22-0159-000, #22-0291-000, & #22-0297-100 were tax-forfeited to the State of Minnesota for lack of property tax payment. Bids on these properties have been submitted by Vincent Hughes. I attached detailed information and maps on each of these parcels, in addition to the submitted bid amounts. For the purchase of Parcels #22-0132-000 and 22-0159-000 he is offering a bid of \$500.00 (special assessments of \$453). For the purchase of Parcels #22-0291-000 and 22-00297-100 he is offering a bid of \$250.00 (special Assessments of \$2,700).	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### 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 prior to the meeting	RECOMMENDATIONS: Review and consider an action
COMMENTS: n/a	COMMENTS: None

# 22-0291-000 & 22-0297-100

W Thielke Ave



Mon Apr 20 2015 12:35:54 PM.

# 22-0132-000 & 22-0159-000

45 E Snelling Avenue



Mon Apr 20 2015 11:26:08 AM.





# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving purchases related to dispatch upgrades	
AGENDA YOU ARE REQUESTING TIME ON: 11:35 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
<p>BACKGROUND/JUSTIFICATION:</p> <p>The Sheriff Department is looking to complete upgrades to the dispatch center. The current equipment dates from when the LEC was built in 1985 and is in need of upgrading. Staff received two quotes for the main dispatch equipment and counsel.</p> <p>Cornerstone \$78,000.00 (include equipment and counsel)            SGTS \$74,308.00 (only equipment)            \$22,454.56 (counsel from Xybit Counsel)            \$96,762.56 (Total for SGTS equipment and Xybit Counsel)</p> <p>The Sheriff Department is recommending going with Cornerstone for the equipment and counsel.</p> <p>In addition to the dispatch equipment and counsel, other upgrades will be needed in the areas of electrical, security, and miscellaneous improvements. Here is a list of the improvements that is needed:</p> <p>E &amp; M Electric: \$4976.00 (Electrical work)            French Glass: \$9244.00 (bullet proof glass and new wall opening)            Reliance: \$995.00 (includes Monitor for Master Door &amp; Moving labor)            West Central: \$7735.00 (radio changes)            IES: \$1460.85 (911 programing and equipment moving)</p> <p>Including the dispatch center equipment, counsel, and other improvements the total is \$102,410.85. Additionally, staff is waiting on quotes for a new door leading into dispatch, cutting a new wall opening, and carpeting for the jail security room.</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING:	A majority of the project will be funded out of 911 funds, which at the end there was 2014 \$368,344.83 available. Approximately \$8,000 in ineligible expensed will be covered out of the Sheriff's Department 2015 budget.
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## Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
May 19th, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving patching work on CSAH #33	
AGENDA YOU ARE REQUESTING TIME ON: 11:45 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Areas on CSAH #33 have broken up which need to be patched. The county has budgeted \$100,000 in its 2015 budget for patching work in the County.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

### Budget Information

FUNDING: Local and State
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not reviewed prior to the meeting	RECOMMENDATIONS: Review and consider an action
COMMENTS: n/a	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
May 19th, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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### Agenda Item Details

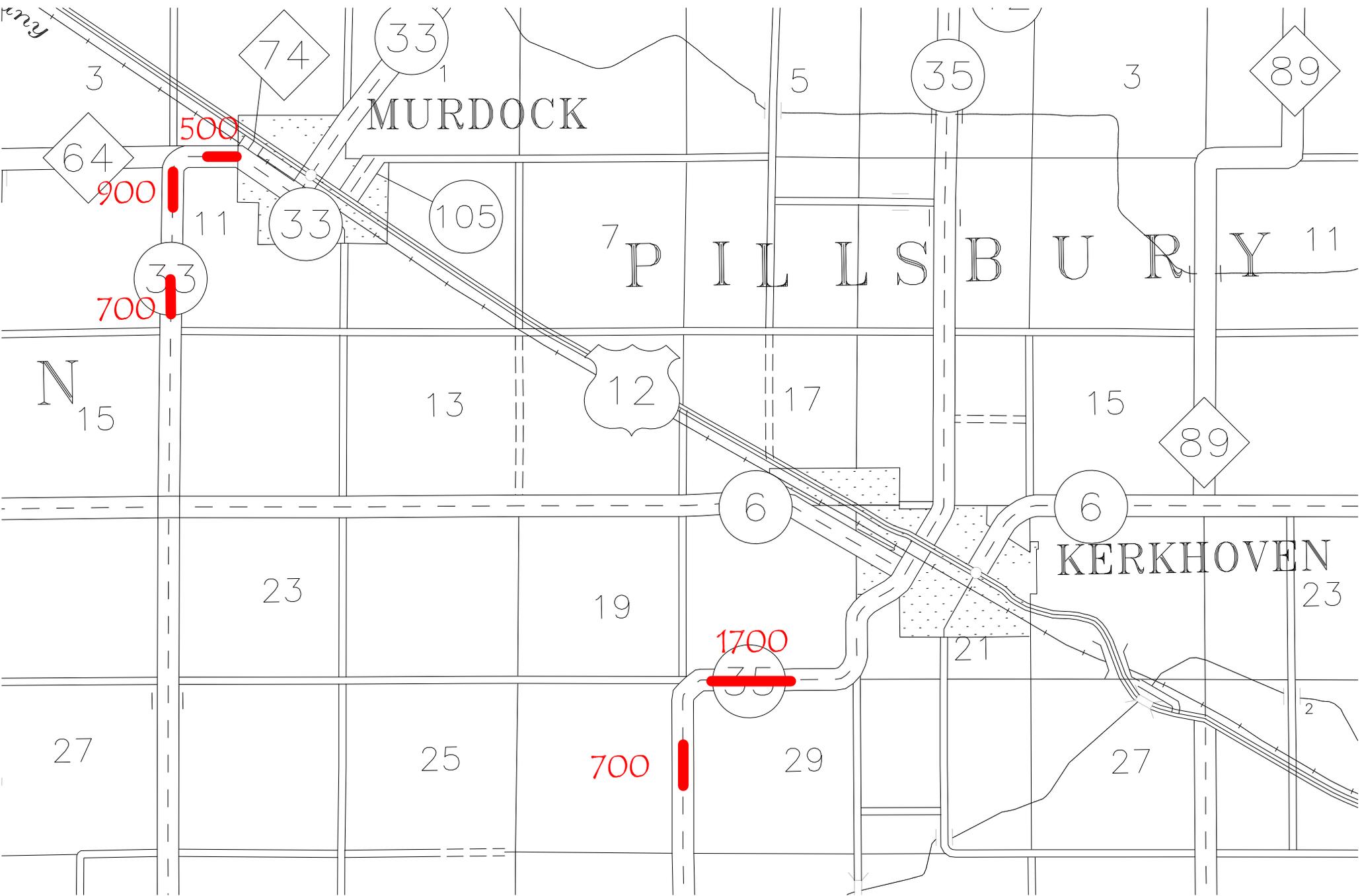
BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving patching work on CSAH #35	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Areas on CSAH #35 have broken up which need to be patched. The county has budgeted \$100,000 in its 2015 budget for patching work in the County.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

### Budget Information

FUNDING:	Local and State
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not reviewed prior to the meeting	RECOMMENDATIONS: Review and consider an action
COMMENTS: n/a	COMMENTS: None



MURDOCK

PILLSBURY

KERKHOVEN

500

900

700

1700

700



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## 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: Approve an RFP for professional services to complete a space needs and projected building program analysis for the County	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
<p>BACKGROUND/JUSTIFICATION:</p> <p>The County budgeted funds for 2015 to complete a space needs and projected building program analysis for the County. The purpose of the work is to review all of the County buildings, identify issues &amp; needs that need to be address, and then develop a plan that prioritizes building needs that need to be addressed. This is seen as the first step as the County work to replace the 1970s HVAC system at the courthouse. It is anticipated that responses to the RFP will be presented to the board either June 23 or July 7 for review and possible action.</p> <p>The project will specifically look at the following areas:</p> <ul style="list-style-type: none"> <li>• Staffing Analysis (current and future space needs)</li> <li>• Building Programming</li> <li>• Building Security</li> <li>• Efficiency of Space</li> <li>• Costs and benefits of potential renovations. In particular looking at:             <ul style="list-style-type: none"> <li>o The Courthouse HVAC and possible space efficiency improvements</li> <li>o Additional office space at Human Services</li> <li>o A new Highway Garage in Benson</li> </ul> </li> <li>• Cost and Sustainability Analysis</li> </ul> <p>By completing this project, the County will understand the needs at all of our building and can made plans to address the needs in a systematic way.</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

## Budget Information

<b>FUNDING:</b> The county budgeted \$30,000 for this project as part of the 2015 budget.
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## Review/Recommendation

<b>COUNTY ATTORNEY:</b> Danielle Olson	<b>COUNTY ADMINISTRATOR:</b> Mike Pogge-Weaver
<b>RECOMMENDATIONS:</b> Reviewed to form	<b>RECOMMENDATIONS:</b> Approve
<b>COMMENTS:</b> None	<b>COMMENTS:</b> None



## Request for Proposals

### Swift County space needs and projected building program analysis

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May 19, 2015 -- RFP Issued

June 2, 2015 at 1:00 pm -- Pre-submission conference in the LEC lower level conference room at the Swift County Courthouse

June 3, 2015 at 4:00 pm – Deadline to submit questions regarding RFP (via email)

June 4, 2015 by 4:00 pm – County responds to submitted questions regarding the RFP

June 10, 2015 at 4:00 pm -- Responses to the RFP are due

## **Introduction and Background**

Architectural and design firms are invited to submit a response to this Request for Proposal (RFP) for review and consideration by Swift County, Minnesota to perform a space needs and projected building program analysis. This analysis will involve reviewing the following County owned facilities in Benson, Minnesota 56215 including: 1) Historic Courthouse and attached Law Enforcement Center (301 14<sup>th</sup> St N); 2) Human Services (410 21st St S); 3) Highway and Parks & Drainage (1635 Hoban Ave); 4) Environmental Services (1000 Industrial Dr); 5) County Attorney (211 11<sup>th</sup> St N); 6) Countryside Public Health (201 13th St S); and 7) Swift County Historical Society Buildings (2135 Minnesota Ave).

The selected firm will provide, in consultation with appropriate county staff, a staffing study and a building use needs study for short and long-term, a recommendation as to how best to obtain efficiencies, and a building program as to how and where to meet the demands for the current county operations.

This RFP provides the following information:

- Section 1. Brief History and Background
- Section 2. Scope of Work (Phase 1)
- Section 3. Required Qualifications
- Section 4. Pre-submission Review
- Section 5. Required Information/Content of Proposals

### **Section 1. Brief History and Background**

Swift County, Minnesota is located in west central Minnesota with the county seat located in Benson. Swift County was incorporated in 1870 and contains 739 square miles with a 2013 estimated population of 9,783 people. Swift County is primarily a rural agricultural community with 8 incorporated communities. The county currently has 108 full-time employees and will likely add additional staff to meet growing state requirements.

County Administrative functions and Law Enforcement operate out of the Courthouse along with housing two district courtrooms operated by the State of Minnesota, 6W Regional Corrections, Swift County HRA, Swift County RDA, Swift County Extension, Emergency Management, and a branch office for Safe Avenues.

The Human Services, Highway and Parks & Drainage, Environmental Services buildings are all exclusive to those users. The County Attorney Building houses the County Attorney and the Restorative Justice Practices.

Countryside Public Health is housed in a county owned building which is the main office for a 5 county public health Joint Power Agency.

Swift County Historical Society is a private non-profit that operates out of buildings owned and maintained by Swift County.

### **Current Buildings**

*Courthouse - 301 14th St N (1897, HVAC System 1970's, Renovations 1985)*

Uses: County Administrative functions, District Court operated by the State of Minnesota, Swift County HRA, Swift County RDA, Swift County Extension, Emergency Management, and a branch office for Safe Avenues.

Approximate Areas: 1st Floor 7,455 Sq. Ft. 2nd Floor 7,455 Sq. Ft. 3rd Floor 7,187 Sq. Ft. and 4th Floor 2,337 Sq. Ft. for a total of 24,434 Sq Ft.

*Law Enforcement Center - 301 14th St N (1985) (Note: The LEC is attached to the Courthouse)*

Uses: Sheriff, 6W Regional Corrections, and large meeting room.

Approximate Areas: Basement and 1st Floor 7,029 Sq. Ft. for a total of 14,058 Sq. Ft.

*Human Services Building - 410 21st St S (1998)*

Uses: Human Services

Approximate Area: 1 floor and 7,167 sq. ft.

*Highway and Parks & Drainage Site - 1635 Hoban Ave*

Building #1 – Highway and Parks & Drainage Office Building (2005)

Uses: Highway and Parks & Drainage

Approximate Area: 1 floor and 6,706 sq. ft.

Building #2 – Benson Highway Garage (1971)

Uses: Highway garage

Approximate Area: 1 floor and 14,110 sq. ft.

Building #3 – Highway storage (1955)

Uses: Highway storage and sign shop

Approximate Area: 2 floors and 7,192 sq. ft.

*Environmental Services Site - 1000 Industrial Dr*

Building #1 – Office and sorting building (1990)

Approximate Area: 1 floor and 37,200 sq. ft. (office area is approximately 800 sq. ft.)

Building #2 – Compost storage building (1992)

Approximate Area: 1 floor and 12,150 sq. ft.

*County Attorney – 211 11<sup>th</sup> St N (1956)*

Uses: County Attorney and Restorative Practices

Approximate Area: 1 floor and 2,165 sq. ft.

*Countryside Public Health Building - 201 13th St S (1965, Renovations in 1996)*

Uses: Countryside Public Health

Approximate Area: 1 floor and 7,500 Sq Ft

*Swift County Historical Society Buildings – 2135 Minnesota Ave (1965, Renovations in 1996)*

Building #1 – Main Museum Building (1970?)

Uses: Swift County Historical Society

Approximate Area: 1 floor and 10,440 sq. ft.

Building #2 – Cold storage museum building (1988?)

Uses: Swift County Historical Society

Approximate Area: 1 floor and 3,840 sq. ft.

Building #3 – Sheriff's Department Impound Building (unknown/built in 2 phases)

Uses: Sheriff's Department

Approximate Area: 1 floor and ~1,600 sq. ft.

The county additionally owns the following buildings in Benson that are not part of this study: Prairie V building located at 640 Atlantic Avenue. The county additionally has satellite Highway maintenance shops located in Holloway and Murdock both of which were constructed in 2005.

## **Section 2. Scope of Work (Phase 1)**

The scope of work involves the following:

### **Staffing Analysis**

Working with the County Administrator and Department Heads, the applicant will prepare a staffing analysis. This long-term analysis will examine required staffing levels by department, office or area of service. The analysis should also consider potential changes to department structures in the future. Attached is a list of current employment by department and building. Not all positions may be occupied at this point in time. The firm should be able to provide advice regarding staff in comparable county organizations, now and 20 years into the future. Additionally, new programs or requirements may affect staffing levels which should be accounted for to the extent practicable. A report of anticipated employment levels shall be provided to contain the following, by department, office or area of service:

- Present positions, present required positions, and estimated positions in 10 and 20 year increments.
- Demographic trends should be analyzed to better assist in the staffing and space programming analyses.

### **Building Programming**

Using the above staffing analysis and other relevant common aspects to programming of spaces, provide an analysis of the anticipated staffing needs following the format of the staffing analysis, that is, current estimated need and need in 10 and 20 year increments. In addition, based on the staffing and building needs, identify ancillary and accessory programming requirements, such as, but not limited to, data and telecommunications (specifically looking at creating a space that is climate controlled, contains dry chemical fire suppression system, and is more secure for servers and related IT equipment in the Courthouse, Human Services, and Public Health), conference rooms, printer, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways and

similar space allocations. The building programming analysis shall be compiled by department, office, or area of service and then formatted into particular use relationships for building purposes. Examine the relationship between various departments to maximize efficiency of use, and how best to accomplish the intended needs at each identified increment level. If recent trends in ergonomic design affect space requirements, please note the potential cumulative effect.

Provide an explanation of how best to meet the need at each increment level. However, it is important to examine the anticipated long-term situation so as to maximize efficiency of construction, service, and interaction. This may mean looking at expansion of the current site, or location of other site(s) to house certain departments, offices or area of service. Identify preferred locations of any uses relocated off-site. Evaluation of centralized compared to decentralized service areas and space needs shall be evaluated. It may be necessary to work through several building program and siting options.

### **Security**

Review and analyze the current state of security at all County buildings. Working with building users, identify security issues/concerns and ways that they could be addressed. It is a goal to keep County to keep our facilities open and inviting to the public and avoid physically and programmatically disconnecting them from the public. This goal of keeping county buildings open and inviting to the public needs to be balanced with the need of keeping staff and the public safe and secure while in county buildings. The Swift County Courthouse in particular was built in a prominent location in the Benson community and is a cornerstone of the community and a source of local pride. Balancing security, ADA access, and historic and prominent entrances to the Courthouse will be particularly important to review.

### **Efficiency of Space**

Review and analyze current work spaces and flow. Identify any efficiency and cost-effective layout alterations that may provide space for additional employees so as to possibly defer additional construction activity. In addition, the firm may propose automation, electronic, or other techniques which may serve to provide efficiency of file/storage space, with a cost benefit analysis.

### **Costs and benefits of potential renovations**

Some building spaces, especially at the Historic Courthouse, will need renovations. The Courthouse will need the 1970s HVAC system replaced (see separate Courthouse HVAC report completed in 2013) and space efficiency improvements. Additional office space will be needed to be constructed for Human Service due to recent and expected growth. A new Highway Garage will be needed for the Benson location in the next decade. Overall renovations for all county building should consider, but are not limited to, HVAC, electrical, lighting, and space efficiencies. Planning should consider initial outlay and future needs of the various facilities.

## **Cost and Sustainability Analysis**

Provide an estimated cost in current dollars for estimated design, construction, inspection, furnishing and equipment, and contingency fees to meet the needs identified in the planning work. Level of construction shall be complimentary to the buildings at the respective building site, especially at the 1897 Historic Courthouse that was listed on the National Register of Historic Places on September 19, 1977. Separately provide a factor or amount to account for a higher level of sustainability than what is standard for general office construction. This is to recognize that as a long-term building owner, the additional cost of construction in the short term may be offset by realized energy savings. The firm will provide time frame(s) to analyze the pay-back services.

The firm shall provide a written report, spreadsheets and other documents as necessary to provide the final product to the county in both written (four copies) and an acceptable electronic format. All work performed shall become the property and ownership of Swift County and the county reserves the right to use the produced work as they so choose.

At this time the phases of this project are outlined in general as follows:

Phase 1 – Design, planning, budgeting and cost/benefit analysis

Phase 2 – Construction drawings, architecture, grants procurement, specification documents, and construction documents for work at the Courthouse. In particular the Courthouse work will likely include the HVAC replacement, exterior weatherization, and interior security and efficiency improvements. Other buildings will be done in the future. (Dependent on funding)

Phase 3 – Construction management. (Dependent on funding)

## **Section 3. Required Qualifications**

Interested firms shall submit the following information:

- A. Firm name, address, contact person and contact information
- B. Brief history of firm
- C. A statement on the firm's understanding of and capabilities to carry out the specified work. Sub-consultants may be used, but the demarcation of work shall be clearly established. If any sub-consultants are used provide three references for each subconsultant.
- D. Key personnel to be assigned to the project, resumes, and their experience with similar levels of governmental staffing, and space needs analysis.
- E. Identify your last three governmental space needs analysis, when accomplished, and contact information for each to use for a reference check. Provide the firm's key personnel assigned to the project and their responsibilities.
- F. A one page description of interest and qualifications for this project.
- G. Provide a description (no more than four pages) of your proposed methodology to perform the required work, with time frame (based on number of months from when work is commenced).
- H. Provide a cost not-to-exceed to perform the required services. Agree to attend an interview at no charge.

## Section 4. Pre-submission Review and Questions

Interested firms are required to attend a pre-submission conference that will be held on June 2, 2015 at 1:00 pm in the LEC lower level conference room at the Swift County Courthouse. Visits will be made to each of the facilities in the study. Questions on the RFP need to be submitted in writing via email by 4:00 pm on June 3, 2015 to [mike.poggeweaver@co.swift.mn.us](mailto:mike.poggeweaver@co.swift.mn.us). The County will respond to the questions by 4:00 PM on June 4, 2015. Responses will be posted on our website ([swiftcounty.com/BuildingProjects](http://swiftcounty.com/BuildingProjects)) and sent via email.

To prevent interruptions to county staff, all points of contact are to be made and directed to Mike Pogge-Weaver, County Administrator. Site visits are discouraged outside of the pre-submission conference on June 2<sup>nd</sup>. If site visits are needed outside of that time arrangements are to be made through Mike Pogge-Weaver by calling 320-314-8399.

## Section 5. Required Information/Content of Proposals

- Proposal Cover Sheet – A brief letter of intent that will include a description of the services to be provided and other relevant information.
- Qualifications
  - Company history
  - References and examples of prior work
  - Approach to a phased design and construction project of this size, scope and limitations
  - Experience with “best value” procurement
  - Experience with green building design
  - Experience with historical renovation
  - Address items listed in Section 3.
- Proposed fees
  - A firm quote on fees for Phase 1 of the project based on a hourly-not-to-exceed basis.
  - Estimates on fees for later phases of the project as a hourly-not-to-exceed basis (the County understands that this may be difficult without a specific scope of services and is asking the respondent to state any assumptions)
- Any additional information which may be pertinent

Please provide one electronic copy (PDF) and four hard copies of the response. A committee of county staff will review the submitted proposals and intends to select certain firms for interview. The review will be based in part on the firm’s history and ability to provide the required work, its understanding and approach to the identified work program, the committee’s review of the one page statement of interest, and understanding of the dynamics of the community. The top firm will be invited to negotiate a contract with the county.

Responses to this RFP shall be submitted by June 10, 2015 at 4:00 PM to:

Swift County  
Attn: Mike Pogge-Weaver  
County Administrator  
PO Box 288  
Benson, MN 56215

**Attachments:**

County 2015 Positions (see next page).  
Courthouse HVAC Study – Available on-line at [swiftcounty.com/buildingRFP](http://swiftcounty.com/buildingRFP)

**Summary of RFP deadlines:**

May 19, 2015 -- RFP Issued  
June 2, 2015 at 1:00 pm -- Pre-submission conference in the LEC lower level conference room at the Swift County Courthouse  
June 3, 2015 at 4:00 pm -- Deadline to submit questions regarding RFP (via email)  
June 4, 2015 by 4:00 pm – County responds to submitted questions regarding the RFP  
June 10, 2015 at 4:00 pm -- Responses to the RFP are due

**Approval of a proposal**

The County anticipates considering the proposals by the Board of Commissioner at either their June 16 (11:00 AM) or July 7 (9:00 AM). A select number of firms may be requested to discuss their proposals with the subcommittee of county staff and/or the Board of Commissioners. Staff will be in contact with the firms responding to the RFP once the proposals are received and a determination is made on interviews, if any, that will be held and when.

**NOTICE:**

The Swift County Board of Commissioners reserves the right to reject any or all proposals, to waive irregularities in any proposals and to accept the proposals deemed to be in the best interest of Swift County. As a proposal for professional services, Swift County reserves the right to select the proposal that best meets the County’s needs and not necessarily the lowest price proposal.

**ATTACHMENT****2015 Positions by Building**

<u>Department/Office</u>	<u>Full/part time</u>	<u>Intern/Seasonal</u>	<u>Total</u>	<u>Notes</u>
<u>Courthouse</u>				
Custodian	1 FT	0	1 FT	
Emergency Manager	1 FT	0	1 FT	
Extension	2 FT	1 PT	2 FT / 1 PT	
HRA	1 FT / 1 PT	0	1 FT / 1 PT	
RDA	1 FT	1 PT	1 FT / 1 PT	
Safe Avenues	1 FT	0	1 FT	
Veteran Services	2 FT	0	2 FT	
Administration	2 FT	0	2 FT	
Assessor	4 FT	0	4 FT	
Auditor	2 FT	1 PT	2 FT / 1 PT	
Land Records	3 FT	0	3 FT	
Treasurer	2 FT	0	2 FT	
Courts	4 FT	0	4 FT	(Up to 4 FT additional from time to time based on court work load)
<u>LEC Building</u>				
Sheriff	6 FT	0	6 FT	(Weekday Daytime Staffing Level)
Sheriff	17 FT/ 9 PT	0	17 FT/ 9 PT	(Total Staffing)
6W Probation	3.5 FT	0	3.5 FT	
<u>Human Services Building</u>				
Human Services	35 FT	3 infrequent PT	35 FT/3 infrequent PT	
<u>Highway and Parks &amp; Drainage Building</u>				
Highway (Office)	6 FT	0	6 FT	
Highway (Shop)	15 FT	0	15 FT	
Parks and Drainage	2 FT	0	2 FT	
<u>Environmental Services Building</u>				
Enviro. Services	5 FT	0	5 FT	
DAC	5 PT	0	5 PT	
STS	2 PT	0	2 PT	
<u>County Attorney</u>				
County Attorney	5 FT	0	5 FT	
Restorative Practices	1 FT	0	1 FT	
<u>Countryside Public Health Building</u>				
Public Health	10 FT	0	10 FT	



# Request for Board Action

BOARD MEETING DATE:  
May 19, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a grant application with the Minnesota Historical Society for a State Capital Projects Grants-in-Aid in the amount of \$300,000 for HVAC replacement and other improvements at the Swift County Courthouse	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Staff would like to submit for a State Capital Projects Grants-in-Aid in the amount of \$300,000 for HVAC replacement and other improvements at the Swift County Courthouse. The grant requires that the County Board of Commissioners approve the application by a motion and certify that it can commit funds to meet its match. The County's required match if the grant is awarded is \$920,300. The County has sufficient funds in reserves to make this commitment at this time. If the project is awarded, the board can later determine if the required match will be covered by reserves, 2016 general revenue funds, and/or bonding.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: The initial commitment of funds will be made if the board approves the grant application.
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review prior to the meeting	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

R-CAP-1505-06581

Swift County

R-CAP-1505-06581 | \$300,000 | Capital

Swift County HVAC Replacement



Status:

Draft

All the fields in bold marked with an \* must be completed in order to save your application for the first time. Be sure to complete the entire application before submitting. **Incomplete applications will not be considered.**

State Capital Request



Applicant : Swift County  
: Benson, MN  
County: Swift

Project Information

\* Project Title: Swift County HVAC Replacement  
\* Project Summary: One line summary (600 character limit):  
Replacement of the 1970s HVAC system at the Swift County Courthouse.

Geographic Focus of Project: Swift  
Consider For Pre Application Review: No

Historic Property Information

Property Name: Swift County Courthouse  
Address: 301 14th St N  
City: Benson  
Zip: 56215  
County: Swift  
NR Number:

This property is listed in the National Register of Historic Places: Yes

This property is eligible for the National Register of Historic Places: No

### Budget Request Details

BUDGET LINE ITEMS					
Budget Item	Grant Amt Requested	Match: Cash	Match: In-Kind	Match: Donation	Total Match
HVAC Replacement	\$300,000	\$825,000			\$825,000
Masonry repairs and tuckpointing		\$25,000			\$25,000
Exterior sealant and repairs		\$2,500			\$2,500
Insulation of transom panels		\$6,000			\$6,000
Window retrofitting		\$16,800			\$16,800
Construction of insulated shelter in attic for HVAC equipment		\$45,000			\$45,000
Total:	\$300,000	\$920,300	\$0	\$0	\$920,300

#### How were the above figures determined?

Studies commissioned by Swift County on the HVAC system (completed by Engineering Design Initiative, LTD) and exterior envelope assessment (completed by Collaborative DesignGroup) that were completed in July 2013.

\* Amount Requested: \$300,000.00

Match Amount (Must be equal to or greater than Amount Requested): \$920,300.00

#### Application Narratives

### **Brief History and Significance of Property:**

The Swift County Courthouse is significant both as an example of the Richardsonian Romanesque influence on design of late nineteenth century public buildings and as the location of Swift County's government offices since 1897.

By 1888, Swift County had outgrown the courthouse which had housed all county offices since 1876. In 1889 the Minnesota Legislature authorized the County Board of Commissioners to issue bonds for the construction of the courthouse. The architectural plans of the firm of Beuchner and Jacobsen were accepted and the contract for the execution of those plans were awarded to the Deeks Company in 1897. The courthouse was officially dedicated in June of 1898.

The courthouse is a three story brick and Kasota stone building on a rusticated limestone foundation. The most prominent feature is a four story corner tower with gabled roof. The juxtaposition of bush hammered stone and brick, triple arched projecting entry, projecting pavillions, and window sills and lintels exemplify the Richardsonian Romanesque design.

The exterior of the courthouse is embellished with decorative details including finished granite columns with carved capitals supporting the triple arches in the entry, carved stone frieze, carved stone tympani on the second story level of the tower, pressed metal cornices, and central gables capped with finials on each facade of the building.

The interior of the building retains much of the original design integrity. The original golden oak woodwork, parquet floors, oak wainscotting, and marble mop boards are in an excellent state of preservation.

### **Physical Description and Description of Need:**

Overall the building is in good condition; however, deferred maintenance issues need to be addressed.

In addition to the HVAC project, the building needs various weatherization and energy efficiency projects completed. Related to weatherization, the County needs to replace the flat roof over the front porch on the courthouse, complete brick tuck-pointing, and grade around the building to create positive drainage away from the building. Related to energy efficiency, the County needs to add insulation in the attic space, create a climate controlled space for the HVAC equipment in the attic, insulate around the existing windows, and replace (non-historic) trim around the existing windows to prevent heat and cooling loss. Note that none of the existing windows will be replaced.

Beyond weatherization and energy efficiency projects, the County is in the process of completing an overall building space analysis for all County buildings. This study will look at building programming, security, efficiency of space, costs and benefits of potential renovations, and sustainability.

The County is committed to beginning the HVAC replacement, weatherization work, energy efficiency work, and recommendations that come from the building space analysis in the spring of 2016.

While all HVAC improvements are expensive, the cost of this project is high due to the historic nature of the building and the confines of the spaces the project is required to work in to maintain the historic nature of the building. This grant is necessary to offset the additional cost and enable the County to continue to preserve this important building.

### **Project Planning and Timeline:**

The County commissioned a study on the HVAC system (completed by Engineering Design Initiative, LTD) and exterior envelope assessment (completed by Collaborative DesignGroup) that were completed in July 2013. This work is the basis for the HVAC replacement work.

The County issued an RFP on May 19, 2015 to complete a county wide building space analysis. The County plans to approve a contract in mid-June/early-July for the work. This phase would be completed in October 2015. Phase 2 would be scheduled to begin work on the construction

documents in October 2015 with completion of the Construction documents by the end of January 2016. Bidding would commence with the work on the project starting in May of 2016. Depending on the ultimate scope of the work, work would likely be completed by the fall of 2016; however, the overall project may take longer depending on the interior work that is ultimately undertaken by the County.

#### Property Use and Funding:

Today, the Swift County Courthouse is still in active use housing county administrative functions, two district courtrooms operated by the State of Minnesota, Swift County HRA, Swift County RDA, Swift County Extension, Emergency Management, and a branch office for Safe Avenues. These uses are expected to continue after the completion of the project.

The Swift County Board of Commissioners are committed to retaining the integrity of the building as a focal point for County operations and plan to continue to use for County functions. The County will fund the building's operation and maintenance through county funds.

#### Public Benefit:

The Swift County Courthouse is located on a city block opposite Roosevelt Park north of Benson's central business district and is bordered on two sides (north and east) with State Highway 29 and is visible from US Highway 12 two blocks to the south and State Highway 9 one block to the east.

The Swift County Courthouse is an excellent example of 19th century public buildings that remain in public use and that is in excellent state of preservation.

As Swift County prepares to celebrate its 150 anniversary in 2020, completing this project now will ensure that the County continues to use the courthouse into the future for the next 150 years.

#### Application Attachments and Required Documentation

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Use the Request Documents section below to upload files/s from your computer to your application. Label all uploaded files as to what they specifically contain (photos, plans, bids, etc.) Do NOT upload .ZIP files. Click on the green + to locate the items to be uploaded. Then click the Add Files button on the lower left to find the files on your computer. Once you have added the files to be uploaded, click on the Start Upload button to upload the files. Wait until the status shows 100% before closing.

Required Documents to be uploaded with completed grant request:

1. Scope of Work Form (link opens in new window) including project specifications and/or product literature if applicable. Be sure to save a copy of this form on your computer before you begin to work on it.
2. Current photographs of the building with a photo key.
3. Certification of Eligibility (link opens in new window)
4. Additional requirements for nonprofit organizations with a management or lease agreement with an eligible governmental unit.
  1. a copy of the management or lease agreement
  2. a signed Resolution of Support from a Designated Agency Form.
  3. proof of non-profit status (a single copy of the organization's IRS 501 (c)(3) ruling letter)
  4. a copy of the organization's financial statement for the most recently completed year.

REQUEST DOCUMENTS
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▼  
▼ Check contact information on file

**CURRENT ORGANIZATION & CONTACT INFORMATION ON FILE**

**Organization Name:** Swift County  
**Street Address:** 301 14th St N  
**Street Address 2:** PO Box 288  
**City:** Benson  
**State / Province:** Minnesota  
**Postal Code:** 56215  
**Country:** United States  
**Phone:**  
**Primary Contact:** Mike Pogge-Weaver  
**Primary Contact Email:** mike.poggeweaver@co.swift.mn.us

Street Address	
Street Address 2	
City	
State	
Postal Code	
Primary Contact	
Email	
Phone	

**CERTIFICATION OF ELIGIBILITY**

I hereby certify that Swift County is a public entity as defined by Minnesota  
Statutes 16A.695.  
(Applicant)

SIGNED:

05/19/15

\_\_\_\_\_  
Signature (Authorized Official)

\_\_\_\_\_  
(Date)

**Peter Peterson**

\_\_\_\_\_  
Print Name

**Board Chair**

\_\_\_\_\_  
Print Title

CERTIFICATION OF MATCH

I hereby certify that the Swift County (name of applicant) has committed sufficient funds to meet the State Capital Projects Grants-in-Aid program match requirements and complete the proposed project.

Signed:

05/19/15

\_\_\_\_\_  
Signature (Authorized Official)

\_\_\_\_\_  
date

Peter Peterson

\_\_\_\_\_  
Print Name

Board Chair

\_\_\_\_\_  
Print Title



## SWIFT COUNTY ADMINISTRATION

Historic Courthouse  
301 14th Street N  
P.O. Box 288  
Benson, MN 56215

### Memo

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To: Board of Commissioners  
From: Mike Pogge-Weaver, County Administrator *MPW*  
Date: May 19, 2015  
Re: Employment Updates

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The following individuals were appointed since May 5, 2015:

- John Weeding, Summer Assistant, Parks and Wetlands
- Matthew Plumhoff, Summer Assistant, Parks and Wetlands

The following positions were approved to begin advertising since May 5, 2015:

- GIS Coordinator and/or GIS Specialist

The following individuals tendered their resignation since May 5, 2015:

- Christina Kallevig, Social Worker