

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, June 4, 2013

9:00 AM

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

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:03 a.m.		<b>Consent Agenda</b>
	1-3	(1) Minutes May 21, 2013
9:04 a.m.		<b>Commissioner and Board reports</b>
9:20 a.m.		<b>County Administrator report</b>
9:25 a.m.		<b>Citizens Comments</b>
9:25 a.m.		<b>Audit presentation by Doug Host and Sarah Utsch of Clifton Larson Allen</b>
9:45 a.m.		<b>Environmental Services Director Scott Collins</b>
	4-9	Consider approving a Conditional Use Permit #4290 for Chippewa Valley Ethanol Co. for an existing facility to construct and maintain and operating a corn receiving, storage and reclaim system to feed corn for making ethanol
	10-14	Consider approving a Conditional Use Permit #4229 for Larson Gravel Co., Inc./Central Specialties for the setup and use of a hot mix asphalt plant for the production of asphalt for road surfacing purposes.
9:55 a.m.		<b>County Engineer Andy Sander</b>
	15-16	Consider awarding contract for the Township Bridge Replacement SAP 076-599-049 and SAP 076-599-051
10:05 a.m.		<b>Sheriff John Holtz</b>
	17-18	Consider approving offer of employment for Nathan Pederson in the Sheriff's Department as a Part Time Communication and Corrections officer
	19-20	Consider accepting a letter of resignation from Deputy Bruce Nelson and authorize advertising of a part-time new deputy sheriff
10:15 a.m.		<b>Parks and Drainage Supervisor Mike Johnson</b>
	21-22	Consider authorizing the purchase of 87.92 acres of land for the Appleton Area Recreational Park and reimbursing the Appleton Project for facilitating the purchase of the property
		<b>Other Business</b>
	23	Review proposals and consider entering into an agreement for professional services to review and possibly develop plans for upgrades to the HVAC systems at the Courthouse and LEC
	24-25	Review proposals for Life and Disability Insurance and consider approving a new carrier for Disability Insurance
	26	Consider approving a request for the County Administrator to join the Kiwanis Club
	None	2014 Budget Update – Discussion item at meeting
11:00 a.m.		<b>Adjournment</b>

# SWIFT COUNTY BOARD MINUTES

## May 21, 2013

Chairman Fox called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Auditor Kimberly Saterbak, and Payroll Officer/General Assistant Amanda Ness.

Chairman Fox asked if there were any additions to the Agenda. County Administrator Pogge-Weaver asked that the board add 1) Agreement with Woodland Centers for rule 25 Chemical Use Assessment to consent agenda; and 2) an approval request for the purchase of eTimecard to other business.

**05-21-13-01** Commissioner Klemm moved and Commissioner Peterson seconded to approve a revised agenda as requested. Motion carried unanimously.

**05-21-13-02** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of May 7, 2013, approving employee appointments to the policy committee, and an agreement with Woodland Center for rule 25 Chemical Use Assessments. Motion carried unanimously.

**05-21-13-03** Commissioner Klemm moved and Commissioner Hendrickx seconded to approve the Commissioner Warrants as follows: Revenue: \$215,653.75; Solid Waste: \$46,678.21; Road and Bridge: \$113,958.10; Ditch: \$2,418.86; and State Fund Agency, \$18.00 which includes the following bills over \$2,000: The Appleton Project, \$66,000.00; Chamberlain Oil Company, \$2,879.96; Clifton Larson Allen LLP, \$36,000.00; Comm of Finance, \$2,478.00; CPUI, \$4,949.30 CPS Technology Solutions, \$3,443.00; Crysteel Truck Equipment, 42,534.01; Dooley Petroleum, \$4,285.88; E & M Electric LLP, \$7,716.46; Election Systems & Software Inc, \$7,607.50; Glacial Plains Cooperative, \$2,248.99; Hewlett Packard Co, \$2,412.62; Highway Products Inc; \$5,439.10; Macqueen Equipment Inc, \$11,174.60; Mactek Systems Inc, \$4,095.45; Maney International of Alexandria, \$4,499.92, Marsden Bldg Maint, \$8,280.68; Nolan Baker Ford Sales, \$50,657.05; Pflipsen Trucking, \$9,936.12; RG Inc, \$3,060.00; Safe Avenues, \$3,050.00; Soil Conservation Office, \$11,250.00; Three D Specialties, \$2,794.79; Towmaster Inc, \$2,160.16; Waste Management of Northern Minnesota, \$14,370.11; Widseth Smith Nolting, \$2,223.26; Yellow Medicine County Jail, \$8,173.29; and Ziegler Inc, \$3,889.41. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Fox reported on RDC Revolving Loan Fund, Woodland Centers, SCBH Board, Chippewa River Watershed Project and Restorative Justice. Commissioner Klemm reported on Prairie Lakes Youth Corrections Program, DAC, and the RDA. Commissioner Peterson reported on Soil and Water Conservation, HRA, and Countryside Public Health. Commissioner Rudningen reported on Glacial Ridge Scenic Byway and thanked EMS workers during National EMS week. Commissioner Hendrickx reported on RDC Revolving Loan Fund, Prairie Waters, and Woodland Centers.

Administrator Pogge-Weaver noted that he had received a letter regarding the Law Library. He updated the Board on the May 13<sup>th</sup> meeting with the Kerkhoven City Council regarding retaining businesses. He also noted that he had held round table meetings with the department heads as well as the security group. He updated the Board on the life, long term disability, and short term disability rates going up. He has gotten quotes from the County's insurance agent and will give a full report next meeting. He gave legislative updates on sales tax, program aids, levy limits, and 2019 legislative requirements. Counties were added to the list of purchasers eligible for a sales tax exemption on qualifying purchases which will start December 31, 2013. County Auditor, Kim Saterbak, estimates that this will save the County at least \$100,000 annually. Administrator Pogge-Weaver suggested to the department heads to hold off on major purchases until after

the end of the year to take advantage of this exemption. County program aids are being increased by \$40 million by the State. Swift County is now projected to receive \$200,969 in 2014. Legislation established a one year levy limit for taxes payable in 2014. The legislature also passed legislation requires, starting July 2019, that all individuals appraising or inspecting properties for tax values or classifications must be a licensed assessor. Even though our County Assessors are licensed, the townships may not be which could result in more work for our County Assessors' office.

Environmental Services Director, Scott Collins, met with the County Board and discussed a request from Chippewa Valley Ethanol Co. (CVEC) on a request for a Conditional Use Permit to construct, maintain, and operate a corn receiving, storing, and reclaiming system to make feed corn into ethanol. Andy Zurn and Mike Jerke of CVEC gave an overview of the proposed project.

**05-21-13-04** Commissioner Hendrickx moved and Commissioner Peterson seconded to table the request until 9:25am on June 4<sup>th</sup>, 2013. Motion carried unanimously.

Paul Petrick, Assistant County Engineer, requested approving the bid for the purchase of a tar melter, used for bituminous crack filling, from Swanston Equipment Company.

**05-21-13-05** Commissioner Hendrickx moved and Commissioner Rudningen seconded to award the bid for the purchase of the tar melter from Swanston Equipment Company for \$36,123.75. Motion carried unanimously.

Auditor Saterbak reviewed a bid request on a tax forfeited property in Appleton from Chadwick and Cynthia Syltie. The property is adjacent to the Syltie's home. The lot is also adjacent to a property that needs to be cleaned up and the Commission discussed their desire to wait until they can learn the status of that property before selling the property.

**05-21-13-06** Commissioner Hendrickx moved and Commissioner Klemm seconded to table the motion for 60 days until more information can be found out on the adjacent property. Motion carried unanimously.

Auditor Saterbak also asked the board to consider signing a resolution authorizing sponsorship of trails operated by the Northern Lights Snowmobile Club.

**05-21-13-07** Commissioner Hendrickx moved and Commissioner Rudningen seconded the approval of the resolution and the agreement that, as long as there are no changes, the Northern Lights Snowmobile Club will not need regular approval of the resolution by the board. Motion carried unanimously.

The board recessed for a break at 11:56 AM for lunch. The board reconvened at 1:00 PM.

Sheriff John Holtz and Chief Deputy Sheriff Judd Latham brought to the board the letter of resignation from Marlene Giese, the Communications and Corrections Supervisor, effective August 31, 2013 and requested authorization to advertise for her position.

**05-21-13-08** Commissioner Hendrickx moved and Commissioner Rudningen seconded to accept Marlene Giese's letter of resignation, thank her for her 31 years of service, and authorize the county to advertise for her position. Motion carried unanimously.

Sheriff Holtz and Chief Deputy Latham also discussed the proposed 2911 rules by the Department of Corrections which would require the County to have both a dispatcher and a correctional officer on duty at all times. Currently one individual is covering both positions from 11PM to 6AM. Administrator Pogge-Weaver has drafted a resolution to work with the Department of Corrections on a variance.

**05-21-13-09** Commissioner Henrickx moved and Commissioner Peterson seconded to approve moving forward with the resolution to try and get a variance from the Department of Corrections to continue to have one employee cover both the dispatcher and the correctional officer positions from 11PM to 6AM. Motion carried unanimously.

Administrator Pogge-Weaver recommended that the board send out a request for proposal (RFP) for a classification and compensation study since it was last done in 2002. He pointed out that most counties do at least a partial study every five years.

**05-21-13-10** Commissioner Peterson moved and Commissioner Klemm seconded to approve the RFP for a classification and compensation study. Motion carried unanimously.

Administrator Pogge-Weaver also discussed with the board the need for an RFP for upgrade of the HVAC system in the courthouse. He explained that it would be impossible to bid phase II of the project at this point because of the numerous options available and will rewrite that portion of the RFP but would like to get approval today because of it being on a tight timeline.

**05-21-13-11** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve an RFP for upgrading of the HVAC system. Motion carried unanimously.

A demonstration was previously done on eTimecard, which is a computer based program for clocking in and out and tracking accruals. Administrator Pogge-Weaver advised that now would be a good time to start using the program with the staff changes in the County.

**05-21-13-12** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the purchase of the eTimecard program, site visits, and 2013-2014 support at \$4,259. Motion carried.

The board recessed for a short break at 1:27 PM. The board reconvened at 1:35 PM.

The Loss Control Consultant from MCIT, Bruce Casey, made a presentation to the board on his annual update of our property, casualty, and worker's compensation coverage.

**05-21-13-13** Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 1:47 PM

WITNESSED:

\_\_\_\_\_  
Joe Fox, Chair

ATTEST:

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



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of Conditional Use Permit for Chippewa Valley Ethanol Co. for an existing facility to construct and maintain and operating a corn receiving, storage and reclaim system to feed corn for making ethanol.	
AGENDA YOU ARE REQUESTING TIME ON: 9:45 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 5.3 Code of Ordinances, Urban Development for industrial buildings. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Planning Commission approved Conditional Use Permit on May 20, 2013 with special conditions.

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

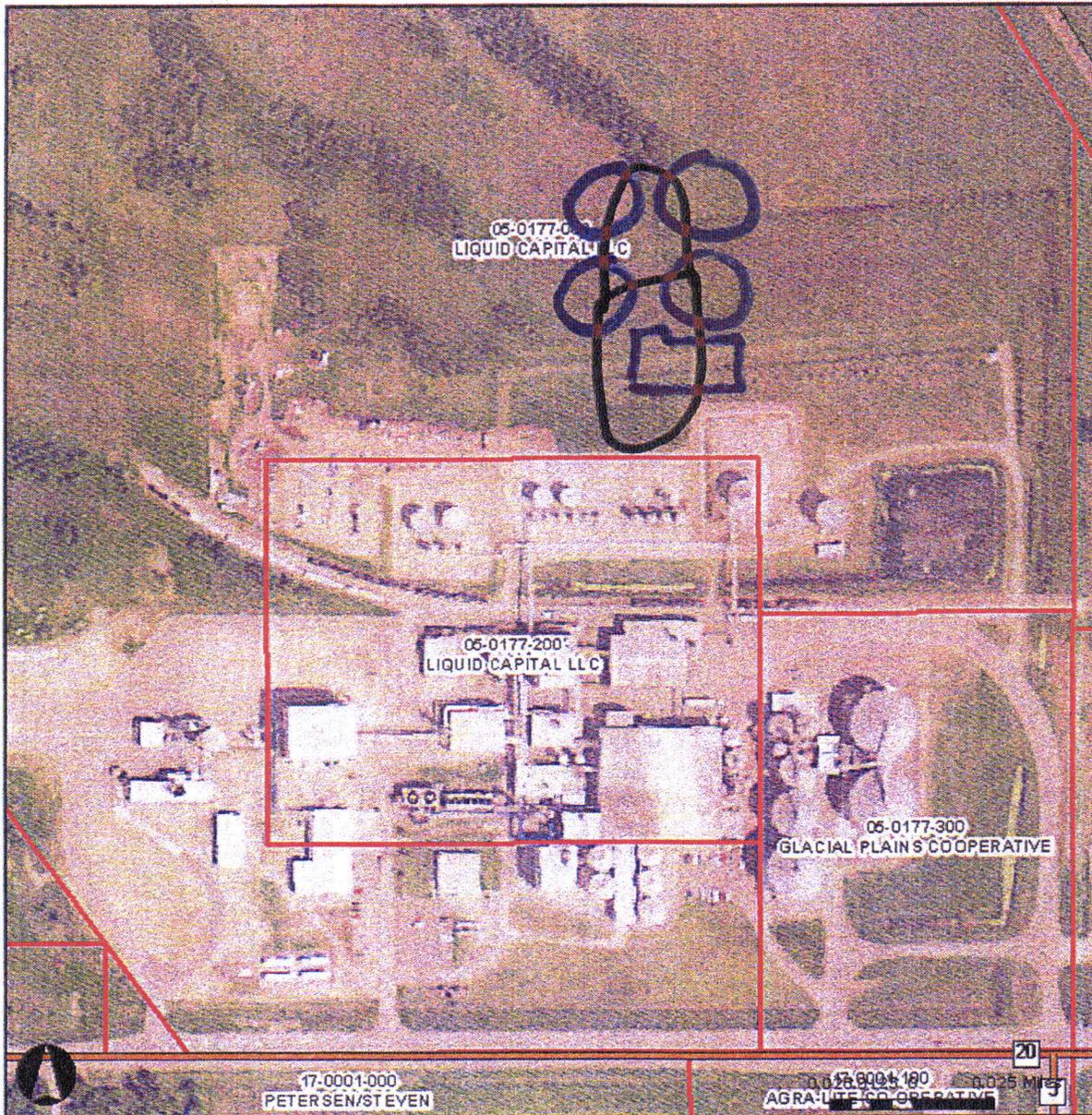
### Board Action

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

**Proposed Special Conditions**  
**CVEC**  
**#4290**

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable FAA rules and regulations as they may apply to the project.
3. The permit holder shall comply with all applicable environmental rules and regulations as they may apply to the project.
4. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by applicant's personnel within 72 hours of presentation of the complaint. Copies of all complaints and responses addressed to them shall be submitted to Swift County Environmental Services.
5. Granting of the conditional use permit shall be for the plans submitted with this initial plan only.
6. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman and the Swift County Highway Engineer. Road setbacks and maintenance plans must also be submitted to the Swift County Highway Engineer.
7. This Conditional Use Permit #4290 shall expire one year from the date of issuance if the permit is not utilized.
8. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

# Map



### Section Labels

### Roads

- Alley
- CSAH
- City

### Roads (continued)

- County
- State
- Township
- US
- Railroad
- +

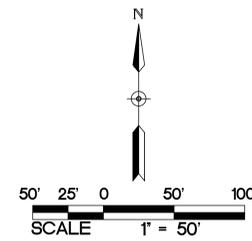
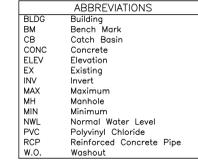
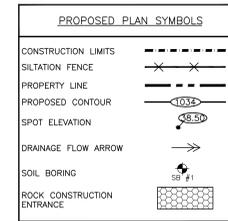
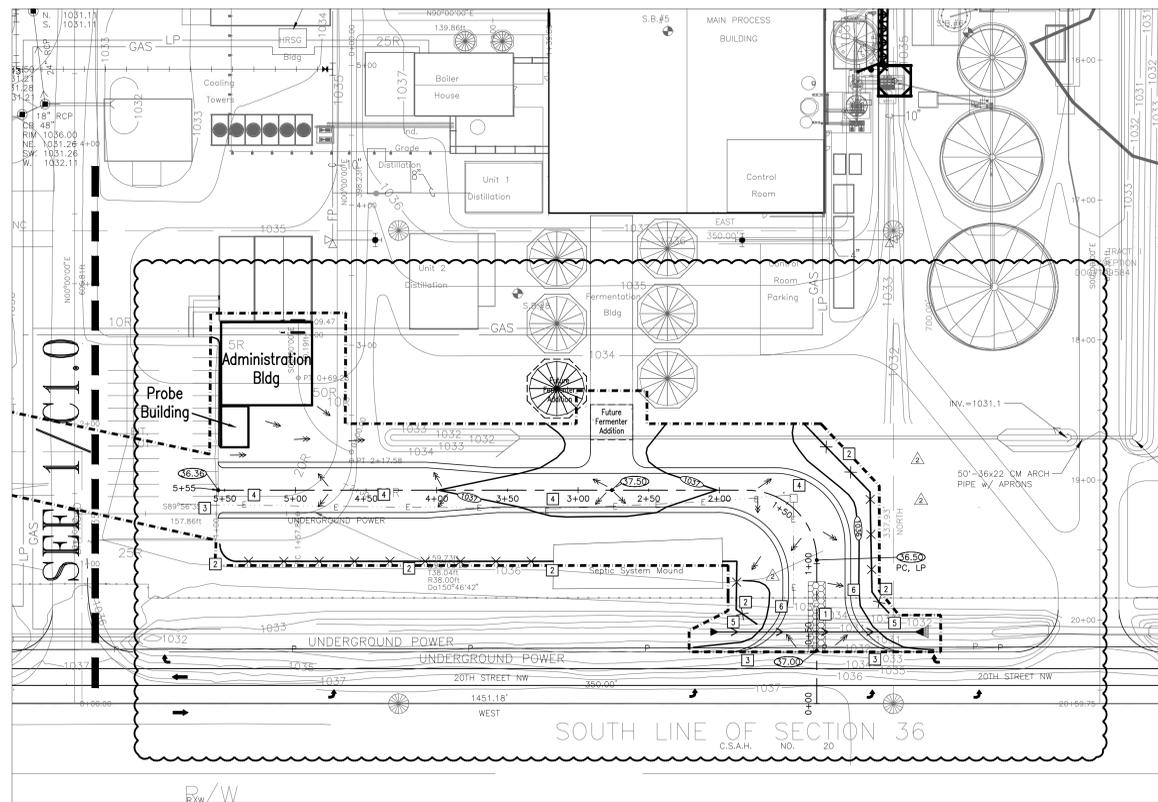
### Parcels

- Lakes
- 2010 FSA
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

# CVEC CORN STORAGE ADDITION

CHIPPEWA VALLEY ETHANOL COMPANY  
270 20TH STREET NW  
BENSON, MN 56215

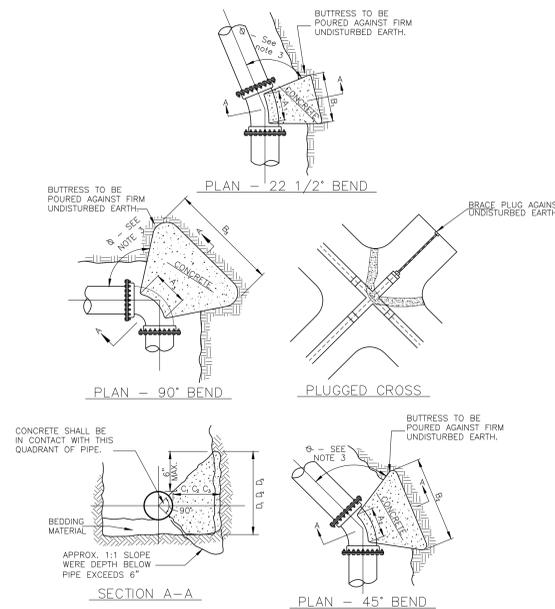
**BKBM ENGINEERS**  
5930 Brooklyn Boulevard  
Minneapolis, MN 55429-2518  
Phone: (763) 945-0420  
Fax: (763) 943-0421  
www.bkbm.com



### KEYED NOTES

- KEYED NOTES ARE DENOTED BY [ ] ON PLAN.
- INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 4/C1.1.
  - INSTALL SILT FENCE. REFER TO DETAIL 3/C1.1.
  - EXISTING BITUMINOUS PAVEMENT TO REMAIN. PROTECT AT ALL TIMES. CONTRACTOR SHALL MATCH PROPOSED ROAD INTO EXISTING BITUMINOUS PAVEMENT. MINOR ADJUSTMENTS TO THE PROPOSED ROAD MAY BE REQUIRED TO PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING AND PROPOSED SURFACES. CONTACT ENGINEER PRIOR TO ANY ADJUSTMENTS. WHERE PROPOSED BITUMINOUS PAVEMENT MEETS EXISTING, THE CONTRACTOR SHALL SAWCUT EXISTING BITUMINOUS PAVEMENT FOR SMOOTH TRANSITION.
  - REMOVE AND RELOCATE EXISTING ELECTRICAL BOX TO OUTSIDE OF THE PROPOSED ROADWAY SECTION (INCLUDING SHOULDER). EXISTING ELECTRICAL LINE MAY NEED TO BE RELOCATED/LOWERED IF WITHIN PAVEMENT CROSS SECTION. CONTRACTOR SHALL COORDINATE WORK WITH UTILITY OWNER AND CVEC PRIOR TO START OF CONSTRUCTION.
  - SURVEY WAS PERFORMED PRIOR TO RECONSTRUCTION OF 20TH STREET NW. LOCATION AND ELEVATION OF EXISTING DRAINAGE DITCH HAS CHANGED. INTENT IS TO INSTALL PROPOSED DRIVE ENTRANCE OVER DRAINAGE DITCH AND PROVIDE CULVERT UNDER PROPOSED DRIVE ENTRANCE IN LINE WITH CURRENT DITCH. CONTRACTOR SHALL GRADE FROM EDGE OF GRAVEL SHOULDER TO EXISTING ELEVATIONS AT A MAXIMUM 3:1 SLOPE.
  - CONTRACTOR SHALL REMOVE EXISTING FENCE TO 5-FEET OUTSIDE PROPOSED GRAVEL SHOULDER.

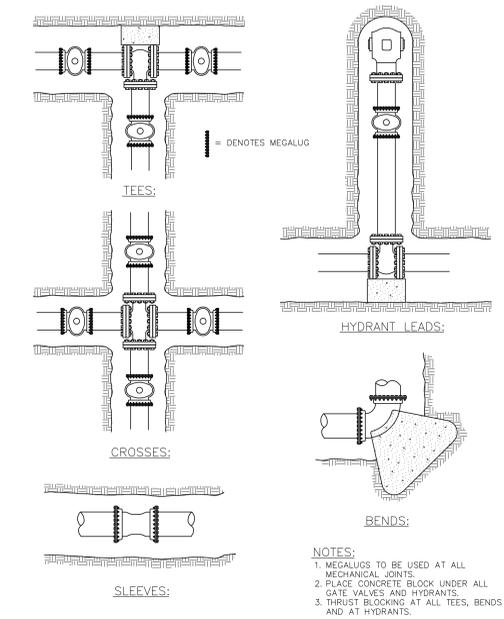
## 1 DEMOLITION, GRADING, DRAINAGE, AND EROSION CONTROL PLAN



NOTES:

- DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. AND AN EARTH RESISTANCE OF 1 TON PER SQUARE FOOT.
- DIMENSIONS C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE 0 EQUAL TO OR LARGER THAN 45°.
- DIMENSION A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH W.J. BOLTS.
- SHAPE OF BACK OF BUTTRESS MAY VARY AS LONG AS POUR IS AGAINST FIRM UNDISTURBED EARTH.

PIPE SIZE	22 1/2° Bend			45° Bend			90° Bend			
	B1	D1	B2	D2	B3	D3	B4	D4	B5	D5
6"	1'-5"	1'-5"	1'-5"	1'-5"	2'-11"	1'-6"	1'-5"	1'-5"	1'-5"	1'-5"
8"	1'-5"	1'-5"	2'-11"	1'-6"	2'-8"	2'-0"	1'-5"	1'-5"	1'-5"	1'-5"
12"	1'-10"	1'-10"	3'-4"	2'-0"	4'-9"	2'-6"	1'-5"	1'-5"	1'-5"	1'-5"
16"	3'-0"	2'-0"	3'-10"	3'-0"	6'-2"	3'-6"	1'-5"	1'-5"	1'-5"	1'-5"
20"	3'-6"	2'-8"	5'-6"	3'-4"	8'-4"	4'-0"	1'-5"	1'-5"	1'-5"	1'-5"
24"	4'-0"	3'-0"	6'-10"	3'-10"	9'-8"	5'-0"	1'-5"	1'-5"	1'-5"	1'-5"

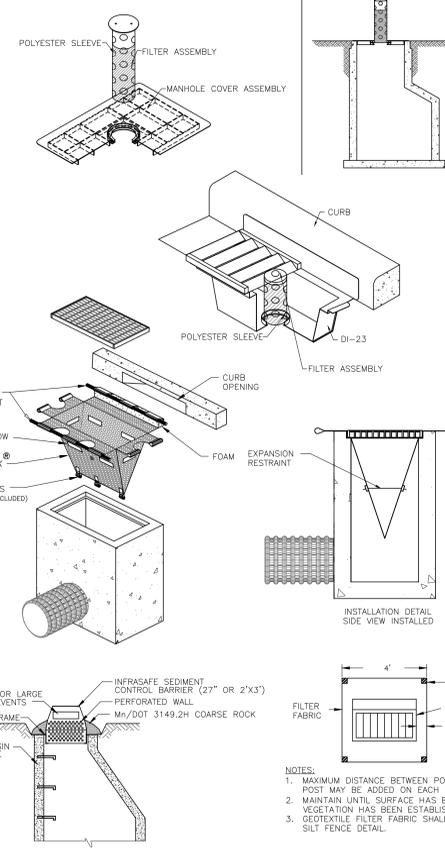


- NOTES:
- MEGALUGS TO BE USED AT ALL MECHANICAL JOINTS.
  - PLACE CONCRETE BLOCK UNDER ALL GATE VALVES AND HYDRANTS.
  - THRUST BLOCKING AT ALL TEES, BENDS AND AT HYDRANTS.

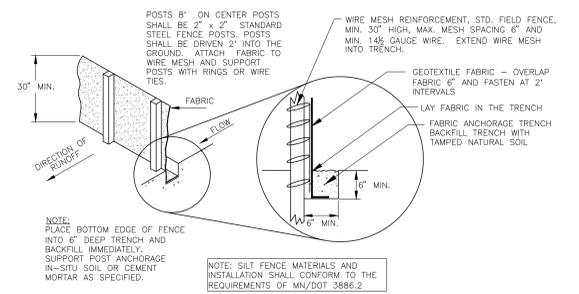
## 7 THRUST BLOCK DETAIL FOR MECHANICAL PIPE BENDS

## 6 TYPICAL MEGALUG LOCATION

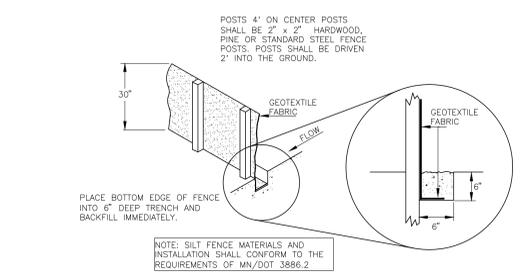
## 5 INLETS SEDIMENTATION PROTECTION OPTIONS



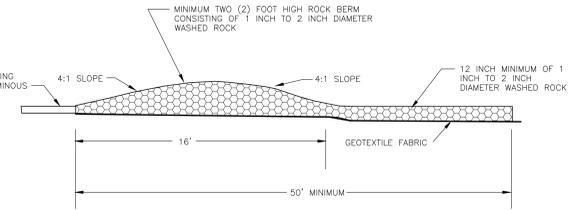
- NOTES:
- MAXIMUM DISTANCE BETWEEN POSTS IS 4'. AN EXTRA POST MAY BE ADDED ON EACH SIDE.
  - MAINTAIN UNTIL SURFACE HAS BEEN PAVED AND/OR VEGETATION HAS BEEN ESTABLISHED.
  - GEOTEXTILE FILTER FABRIC SHALL BE INSTALLED PER SILT FENCE DETAIL.



## 2 HEAVY-DUTY SILT FENCE



## 3 SILTATION FENCE



- NOTE:
- MINIMUM LENGTH OF 50 FEET AND WIDTH OF 12 FEET.
  - FOLLOW ALL CITY, WATERSHED DISTRICT AND MPCA STANDARDS.
  - CLEAN STREETS ON A DAILY BASIS OR MORE FREQUENTLY IF REQUESTED BY CITY, WATERSHED DISTRICT OR MPCA.

## 4 BERMED ROCK CONSTRUCTION ENTRANCE

No.	Revisions Description	Date
1	Owner Revisions	04/18/13
	Drive Entrance Add	05/28/13

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

*Joel W. Maier*  
Joel W. Maier Lic. No. 19181  
DATE February 28, 2013

PROJECT # 13188.00  
PROJECT STATUS CDS

DRAWN BY JAM  
CHECKED BY JWM

### KEY PLAN

## DEMOLITION, GRADING, DRAINAGE AND EROSION CONTROL PLAN

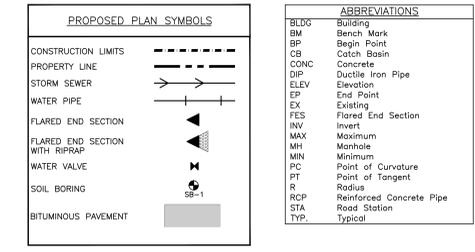
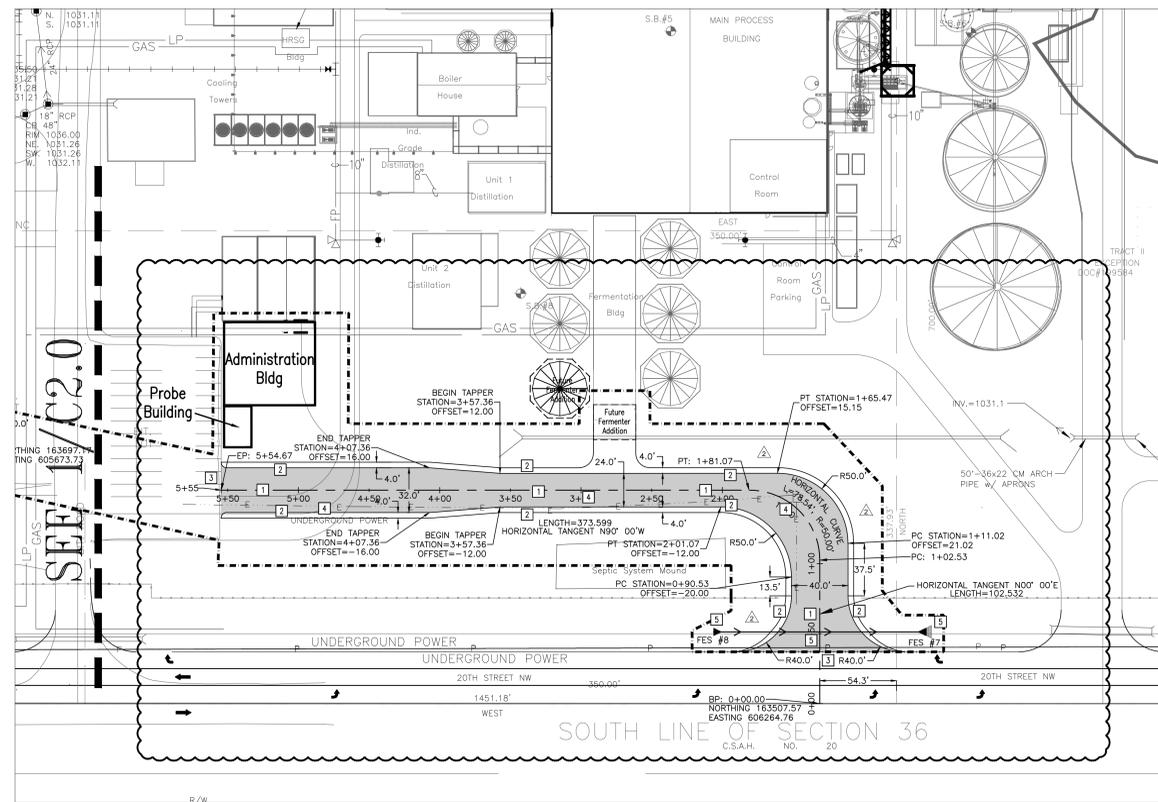
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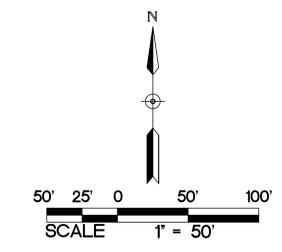
# CVEC CORN STORAGE ADDITION

CHIPPEWA VALLEY ETHANOL COMPANY  
270 20TH STREET NW  
BENSON, MN 56215

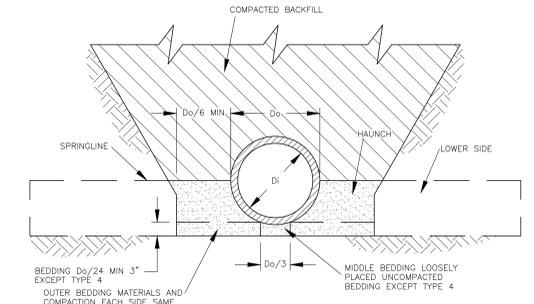
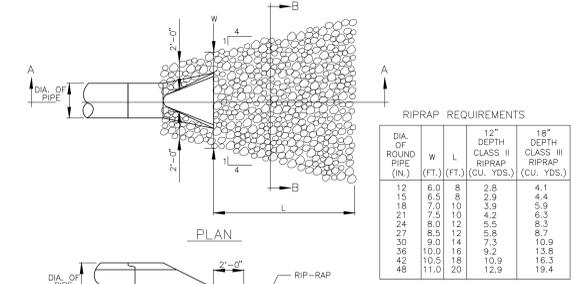
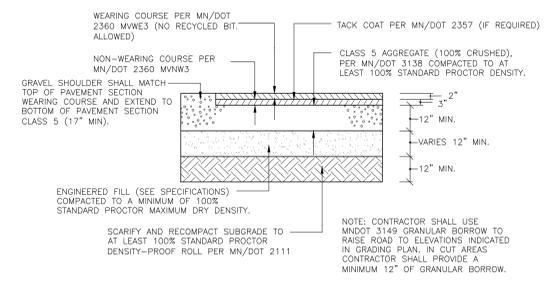
**BKBM ENGINEERS**  
6930 Brooklyn Boulevard  
Minneapolis, MN 55429-2518  
Phone: (763) 945-0400  
Fax: (763) 943-0421  
www.bkbm.com



- KEYED NOTES**  
KEYED NOTES ARE DENOTED BY [ ] ON PLAN.
- INSTALL BITUMINOUS PAVEMENT. REFER TO DETAILS 3/C2.1 AND 6/C2.1.
  - PROVIDE CLASS 5 GRAVEL SHOULDER PER DETAILS 3/C2.1 AND 6/C2.1.
  - CONTRACTOR SHALL MATCH PROPOSED ROAD INTO EXISTING BITUMINOUS PAVEMENT. MINOR ADJUSTMENTS TO THE PROPOSED ROAD GRADES MAY BE REQUIRED TO PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING AND PROPOSED SURFACES. CONTACT ENGINEER PRIOR TO ANY ADJUSTMENTS. WHERE PROPOSED BITUMINOUS PAVEMENT MEETS EXISTING THE CONTRACTOR SHALL SAWCUT EXISTING BITUMINOUS PAVEMENT FOR SMOOTH TRANSITION.
  - RELOCATE EXISTING ELECTRICAL UTILITIES TO OUTSIDE OF THE PROPOSED ROADWAY (INCLUDING SHOULDER). CONTRACTOR SHALL COORDINATE WORK WITH UTILITY OWNER AND CVEC PRIOR TO ANY CONSTRUCTION.
  - LOCATION OF CULVERT (FES #7 - FES #8) IS APPROXIMATE. CONTRACTOR SHALL INSTALL 30" CMP CULVERT WITH APRONS IN LINE WITH EXISTING DITCH.



## 1 UTILITY, PAVING, AND GEOMETRIC PLAN

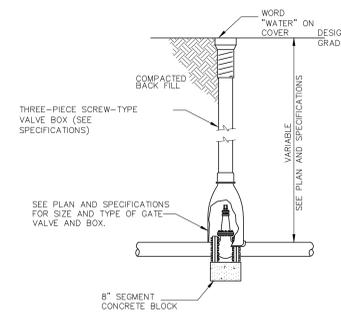


INSTALLATION TYPE	MINIMUM STANDARD PROCTOR COMPACTION REQUIREMENTS	
	HAUNCH AND OUTER BEDDING	LOWER SIDE
TYPE 1	95% CATEGORY I	90% CATEGORY I 85% CATEGORY II 100% CATEGORY III
TYPE 2	90% CATEGORY I 95% CATEGORY II	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III
TYPE 3	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III	85% CATEGORY I 90% CATEGORY II 95% CATEGORY III
TYPE 4	NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III	NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III

SOIL	UNIFIED SOIL CLASSIFICATION SYSTEM (USCS)	MN/DOT SPECIFICATION
CATEGORY I	CLEAN COURSE GRAINED SOILS: SW, SP, GH, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS WITH 12% OR LESS PASSING A #200 SIEVE	COARSE FILTER AGGREGATE MN/DOT 3149.2H
CATEGORY II	COURSE GRAINED SOILS WITH FINES: GM, GC, SM, SC, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS CONTAINING MORE THAN 12% PASSING A #200 SIEVE	AGGREGATE BEDDING MN/DOT 3149.2G
CATEGORY III	FINE GRAINED SOILS: CL, ML, (OR CL-M, CL-M, ML/CL)	NOT APPLICABLE WITH LESS THAN 30% RETAINED ON A #200 SIEVE.

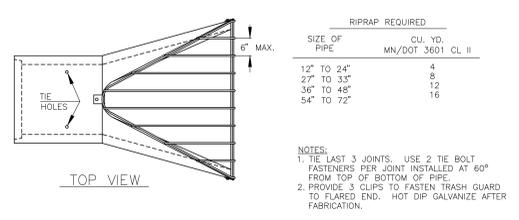
- NOTES:**
- COMPACTION AND SOIL SYMBOLS—E. "95% CATEGORY I" REFERS TO CATEGORY I SOIL MATERIAL WITH MINIMUM STANDARD PROCTOR COMPACTION OF 95%.
  - SOIL IN BEDDING AND HAUNCH ZONES SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE MAJORITY OF SOIL IN THE BACKFILL ZONE.
  - THE TRENCH WIDTH SHALL BE WIDER THAN SHOWN IF REQUIRED FOR ADEQUATE SPACE TO ATTAIN SPECIFIED COMPACTION IN THE HAUNCH AND BEDDING ZONES.
  - FOR TRENCH WALLS WITH GREATER THAN 10 DEGREE SLOPES THAT CONSIST OF EMBANKMENT, THE LOWER SIDE SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE SOIL IN THE BACKFILL ZONE.
  - NO BEDDING IS REQUIRED FOR TYPE 4 STANDARD INSTALLATION.
  - REFER TO ASTM C1479-07 FOR DETAILS.
  - TYPE III BEDDING SHALL BE USED UNLESS NOTED OTHERWISE.

## 6 BITUMINOUS PAVEMENT

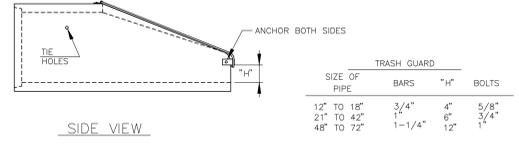


## 7 GATE VALVE AND BOX INSTALLATION

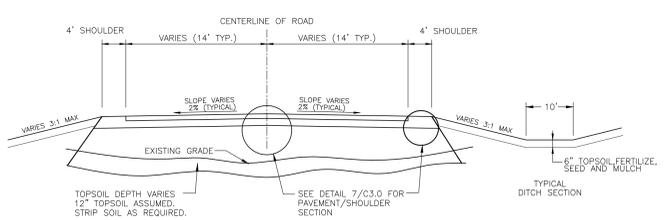
## 4 RIP-RAP AT FLARED ENDS



## 5 FLARED-END SECTION



## 2 TYPICAL PIPE BEDDING FOR RCP AND DIP



## 3 TYPICAL ROAD SECTION

No.	Revisions Description	Date
1	Owner Revisions	04/18/13
2	Drive Entrance Add	05/28/13

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

*Joel W. Maier*  
Joel W. Maier  
Date: February 28, 2013 Lic. No. 19181

DATE: **02-28-13**  
PROJECT # **13188.00**  
PROJECT STATUS **CDS**  
DRAWN BY **KAM**  
CHECKED BY **JWM**

KEY PLAN

## UTILITY, PAVING, AND GEOMETRIC PLAN

# C2.1

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## Mike Pogge-Weaver

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**From:** Andrew Sander  
**Sent:** Thursday, May 30, 2013 12:58 PM  
**To:** Mike Pogge-Weaver  
**Cc:** Paul Petrick; Andrew Sander  
**Subject:** RE: Agenda Items for the June 4th Board of Commissioner's Meeting

Mike,

The attached plan sheet shows the items that I discussed with CVAC last week.

- 1) The east driveway was not part of the original sight plan that I was giving for the variance request.
- 2) I informed them that I would not approve anything with over a 40 foot top.
- 3) I also talked to them about making this approach a entrance only because of the spacing between this one and the one to the east.

All of this can be handled on the permit for the approach.

If you have any questions give me a call.

Andrew C. Sander, P.E.  
Swift County Engineer  
1635 Hoban Ave.  
PO 241  
Benson, MN 56215  
Work 320-842-5251  
Fax 320-843-3543  
[andy.sander@co.swift.mn.us](mailto:andy.sander@co.swift.mn.us)



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of Conditional Use Permit for Larson Gravel Co., Inc./Central Specialties for the setup and use of a hot mix asphalt plant for the production of asphalt for road surfacing purposes.	
AGENDA YOU ARE REQUESTING TIME ON: 9:45 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Planning Commission will consider approval on June 3, 2013 with special conditions.

### Budget Information

FUNDING: N/A
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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

## Description of Operations

Larson Gravel Pit  
Swift County

### Location Information

- Legal Description: Section 1, T-120-N, R-43-W, NE1/4 of NE1/4
- Size of operation: Ten (10) acres
- Site Type: Existing gravel mine
- Distance to Adjacent Road: 400'
- Distance to adjacent Property: 600'
- Main Pit Entrance: 800' south of 200<sup>th</sup> Ave SW and 60<sup>th</sup> St SW, on the west side of 200<sup>th</sup> Ave SW
- Surrounding Property Type: Gravel mines and agricultural lands

### Operation Information

- Operation Type: Portable asphalt plant for hot mix asphalt (HMA) production
  - o Project specific
- Duration of Operation: Intermittent and business pending
  - o Currently two (2) weeks
  - o Late August and early September
- Hours of Operation: 5:30 a.m. to 10:00 p.m.
  - o Monday-Saturday
  - o No Sundays or holidays
- Personnel on Site: 3-30 (Including truck drivers)
- Dewatering: None
- Blasting: None
- Types of Blasting Materials stored on Site: None
- Gravel washing: None

### Pollution and Erosion Information

- Storm Water Control: Pit is designed so that all water collects and filters out within the site
- Dust Control: Watering of roads and materials, calcium or magnesium chloride (if appropriate)
- Sanitary Rest Room: Provided on site
- Waste Material: Removed from site to be disposed of elsewhere

**Proposed Special Conditions**  
**#4299**  
**Larson Gravel Co., Inc.**

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. The permit holder shall comply with all applicable environmental rules and regulations as they may apply to the project.
3. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by the applicant within 72 hours of presentation of the complaint. Copies of all complaints and responses addressed to them shall be submitted to Swift County Environmental Services.
4. Granting of the Conditional Use Permit shall be for the plans submitted with this initial plan only.
5. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman and the Swift County Highway Engineer. Road setbacks and maintenance plans must also be submitted to the Swift County Highway engineer.
6. No stock, overbearing, etc. shall be located less than 100 feet from the centerline of a road or 75 feet from the right-of-way line, whichever is greater.
7. Surface water drainage in the area cannot be disturbed.
8. Compliance with the preceding conditions shall be the responsibility of the property owner. Failure to comply with these conditions shall be cause for revoking this permit until conditions are corrected.
9. The pit owner or operator will repair roads that are damaged due to the activities of the pit to their pre-existing condition.
10. This Conditional Use Permit #4299 shall expire one year from the date of issuance if the permit is not utilized.
11. Violation of any of the above-stated conditions may result in revocation of this Conditional Use Permit.



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Google earth

feet  
meters

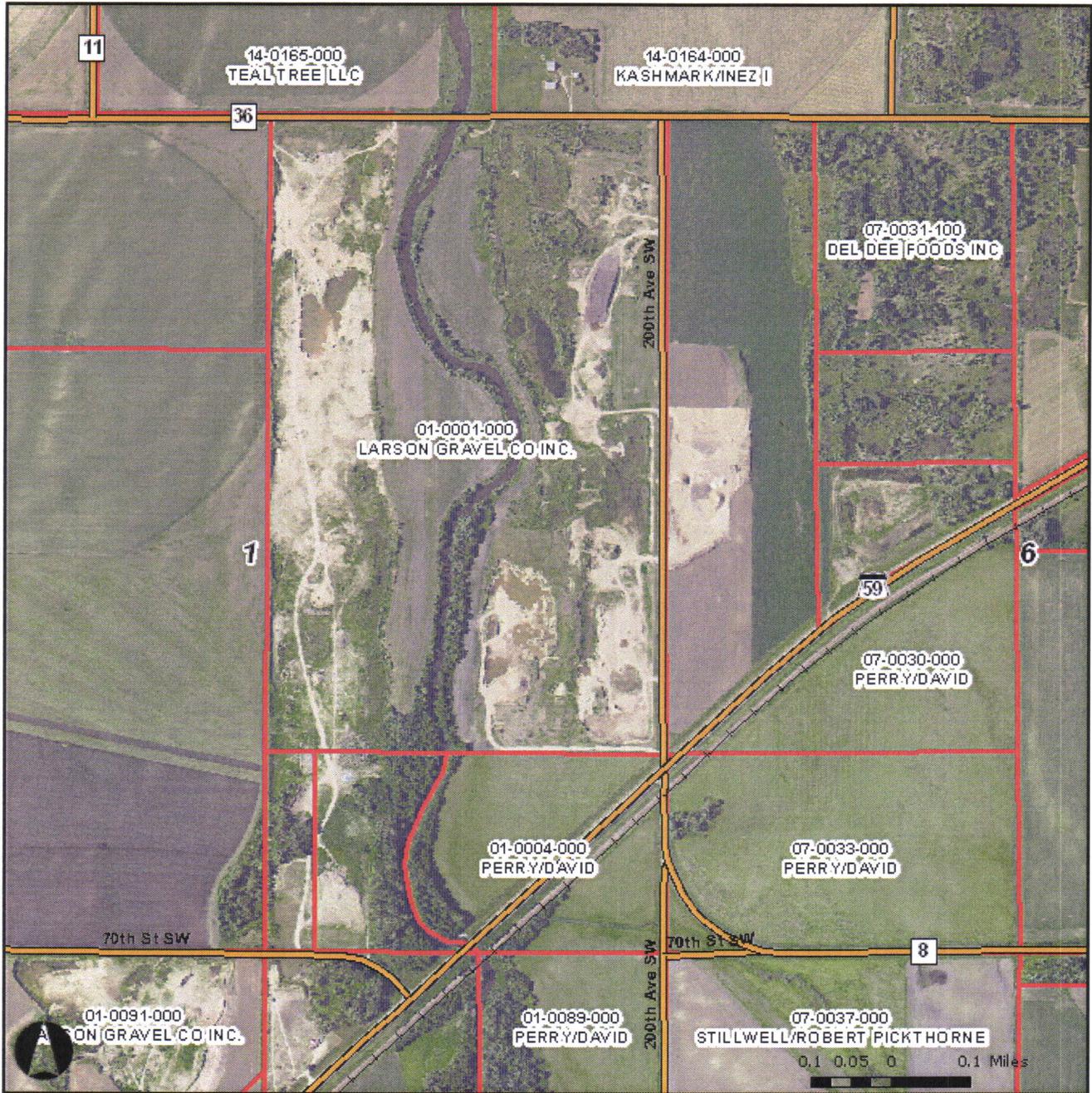


2000  
700



Google earth

# Map



### Section Labels

### Roads

- Alley
- CSAH
- City
- County

### Roads (continued)

- State
- Township
- US

### Railroad

- +

### Parcels

- 

### Lakes

- Lakes
- Municipal Boundaries

### 2010 FSA

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## 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: Award Contract for the Township Bridge Replacement SAP 076-599-049 and SAP 076-599-051.	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Township Bridge Replacement	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

### Budget Information

FUNDING: State and Local Sources
----------------------------------

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will review final contracts	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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

# Swift County Highway Department

BID TABULATIONS: S.A.P. 076-599-049 Torning Twp and S.A.P. 076-599-051 Benson Twp

May 29, 2013

Bridge Replacement

CONTRACTOR	BID
<b>Central Specialties</b>	<b>\$420,132.00</b>
<b>R &amp; G Construction</b>	<b>\$425,973.00</b>
<b>Riley Bros. Const., Inc.</b>	<b>\$444,946.00</b>
<b>Midwest Contracting</b>	<b>\$460,257.00</b>

**ENGINEER'S ESTIMATE \$466,105.00**



# Request for Board Action

BOARD MEETING DATE:  
May 7, 2013

## 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: Approval of an offer of employment for Nathan Pederson in the Sheriff Department as a part-time Communications and Corrections Officer.	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The position will fill the last current vacancies in the department.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: Funding for the position is part of the approved 2013 budget
---

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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

Swift County Sheriff's Department  
301 14<sup>th</sup> Street North  
Benson, MN 56215

**CONDITIONAL OFFER OF EMPLOYMENT**

**Position Offered:** Part Time Communications and Corrections

**Classification:** Part time, non exempt

**Compensation:** \$16.80/hour

**Benefits:** Vacation, sick and Holiday leave  
Life Insurance  
Health Insurance is available as outlined in the LELS  
Local #10 Union Contract

**Contingencies:** Successful completion of 12 month probationary period

**Provisional Start Date:** June 10, 2013

This offer is contingent upon Swift County Board of Commissioners approval at their June 4, 2013 meeting.

\_\_\_\_\_  
Nathan Pederson

\_\_\_\_\_  
Joe Fox  
Swift County  
Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Swift County Sheriff's Office	REQUESTOR: John Holtz	REQUESTOR PHONE: 320-843-3133
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider accepting a letter of resignation from Deputy Bruce Nelson and authorize advertising of a part-time new deputy sheriff.	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Deputy Bruce Nelson resignation. Bruce had been working Part Time in court and some on the road to cover shifts. Again we thank Bruce for coming back from retirement to work here because he is an asset to the Sheriff's Office. At this time we are requesting the ability to replace this position. With one more part time Deputy retiring in September leaving us short two spots for court and covering other areas.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: Sheriff Department Budget
------------------------------------

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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



# SWIFT COUNTY SHERIFF'S OFFICE

John Holtz, Sheriff  
301 – 14<sup>th</sup> St N, Suite 4  
Benson, MN 56215

(320) 843-3133 / 289-2356 / 264-5972 Fax: (320) 843-2299

May 7, 2013

Sheriff John Holtz  
301 14<sup>th</sup> St. N. Suite 4  
Benson, MN 56215

Dear Sheriff Holtz,

This letter is to inform you of my decision to terminate my part-time employment with the Swift County Sheriff's Office. My final day of work will be May 31, 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce K. Nelson".

Bruce K. Nelson  
Deputy



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider authorizing the purchase of 87.92 acres of land for the Appleton Area Recreational Park and reimbursing the Appleton Project for facilitating the purchase of the property	
AGENDA YOU ARE REQUESTING TIME ON: Board Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The Appleton Project purchased an 87.92 acre property that was being leased and used by the county for the Appleton Area Recreational Park. The County received a \$66,000 grant to help cover the cost of the purchase. The Appleton Project spent a total of \$72,787.40 to acquire the property in purchase price, taxes, and attorney fees. The remaining \$6,787.40 is not currently budgeted by the County. The Appleton Project is willing to accept reimbursement for the amount that will not be covered by the grant in 2014 when the County can budget for the expense.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: \$66,000 MN DNR Grant and \$6,787.40 from the 2014 County General Fund
---

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will review documents related to the land acquisition	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: None

### Board Action

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

**EXPENSES FOR RONGLIEN PROPERTY—ATV PARK**

<b>Down-payment</b>	<b>\$10,000.00</b>	<b>12-7-12</b>
<b>Wire transfer to Watson T.A.</b>	<b>60,117.40</b>	<b>4-17-13</b>
<b>Swift County Treasurer 1<sup>st</sup> half taxes</b>	<b>484.00</b>	<b>5-8-13</b>
<b>Swift County Treasurer 1<sup>st</sup> half taxes</b>	<b>51.00</b>	<b>5-8-13</b>
<b>Attorney fees to date</b>	<b>2,135.00</b>	<b>5-30-13</b>
<b>TOTAL TO DATE</b>	<b>\$72,787.40</b>	

TOTAL P. 22



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## 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 proposals and consider entering into an agreement for professional services to review and possibly develop plans for upgrades to the HVAC systems at the Courthouse and LEC	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The County solicited proposals for professional services to review and possibly develop plans for upgrades to the HVAC systems at the Courthouse and LEC. The original deadline for proposals was set for Wednesday (May 29 <sup>th</sup> ); however, due to the holiday staff elected to extended the deadline to Friday (May 31 <sup>st</sup> ). Once the proposals are received and reviewed on Friday staff will send a report to the Board on Friday for review before the meeting on Tuesday.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?    Approved the RFP on May 21st.	

### Budget Information

FUNDING:    This work can be covered out of the building maintenance fund. The first phase of the project should be around \$20,000 to complete. If we proceed with the second phase the cost will be based on the type of system the County selects. The County is looking for grants and rebates that may cover all or part of these costs.
---

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Contract will be reviewed before it is signed	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

### Board Action

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



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## 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 proposals for Life and Disability Insurance and consider approving a new carrier for Disability Insurance	
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: As an employee benefit, Swift County provides the following insurance policies to each full time employee: a \$20,000 life, an \$800/month short term disability, and a \$1,000/month long term disability. These are the "core" policies that are provided to each full time employee at no cost to them. Additionally, employees can add "voluntary" coverage which is paid via payroll deduction. Recently the county received notice that the rates were set to increase. Due to this staff elected to rebid the policies. Four bids were received. The bids were very competitive and will result in savings for both our employees and the County with no change in the policy benefits. The attached table summarized the current and proposed cost of the policies and the expected savings. Additionally, the new policies have the same or enhanced benefits for our employees.	
<u>Life insurance</u> Our current life insurance carrier is Minnesota Life. The lowest bid was received from our current carrier Minnesota Life. The rates for the life insurance are guaranteed for 3 years.	
<u>Disability Insurance</u> Currently our disability insurance is with Assurant. The lowest bid was received from CIGNA. The rates for the disability insurance from CIGNA are guaranteed for 2 years.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: This change will result in savings to both the county and our employees.
---

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

### Board Action

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

Life, Short Term Disability and Long Term Disability  
Insurance Summary  
July 1, 2013

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<b>Life</b>	Current	Proposed	Savings
Carrier	MN Life	Mn Life	
Core premiums	\$ 7,324.80	\$ 4,447.20	\$ 2,877.60
Voluntary premiums	\$ 19,021.20	\$ 13,230.72	\$ 5,790.48

<b>Short Term Disability</b>	Current	Proposed	Savings
Carrier	Assurant	CIGNA	
Core premiums	\$ 14,011.00	\$ 8,064.00	\$ 5,947.00
Voluntary premiums	\$ 2,698.00	\$ 1,695.96	\$ 1,002.04

<b>Long Term Disability</b>	Current	Proposed	Savings
Carrier	Assurant	CIGNA	
Core premiums	\$ 13,986.00	\$ 6,993.00	\$ 6,993.00
Voluntary premiums	\$ 6,951.00	\$ 4,201.00	\$ 2,750.00

<b>Total Savings</b>	Current	Proposed	Savings
Core premiums	\$ 35,321.80	\$ 19,504.20	\$ 15,817.60
Voluntary premiums	\$ 28,670.20	\$ 19,127.68	\$ 9,542.52

Note: Core premiums is what the county pays for county provided insurance. Voluntary premiums are paid by employees for optional coverage. The above figures are annual cost and savings.



# Request for Board Action

BOARD MEETING DATE:  
June 4, 2013

## 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 request for the County Administrator to join the Kiwanis Club	
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: I have been asked to join the local Benson Kiwanis Club. This would be beneficial to the County as I work to expand my connections to the Swift County Community. The annual cost for dues and meeting cost is approximately \$400.00 per year.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: This can be funded out of the Administration budget line item dues, subscriptions and books.
---

### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: None
COMMENTS: n/a	COMMENTS: None

### Board Action

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