

Notice & Agenda

Swift County Board of Commissioners

Tuesday, July 2, 2013

9:00 AM

Swift County Board Room – 301 14th St N, Benson, MN

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the June 18, 2013 Regular Board Meeting
	3-4	(2) Minutes from the June 18, 2013 Board of Equalization
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:30 a.m.		Environmental Services Director Scott Collins
	5-7	Consider approval of Conditional Use Permit #4313 for 4K Farms, LLP/Central Specialties, Inc. for gravel extraction and processing including crushing, screening, stockpiling and temporary hot mix plant operation
9:35 a.m.		County Engineer Andy Sander
	8-9	Consider award a contract for the federal bridge replacement and roadway reconstruction project SP 076-617-011 and SP 076-617-012
	10-15	Consider approving the purchase of a sign truck
	16-17	Consider approval of county wide striping
	18-19	Consider approval of county wide tiling
	20	Consider approval to advertise 911 Signage
9:50 a.m.		Sheriff John Holtz
	21	Consider accepting a letter of resignation from Paula Wilson from her full-time CCO position.
	None	Possible consideration of approving offer of employment for a Full Time Communication and Corrections supervisor in the Sheriff's Department (Available on Tuesday)
	None	Possible consideration of approving offer of employment for a Full Time CCO in the Sheriff's Department (Available on Tuesday)
		Other Business
	22-28	Discuss new optional wheelage tax and optional sales tax for transportation purposes
	29-30	Storm damage update and authorizations to proceed with clean up and repair work
		Closed session to consider strategy for labor negotiations
		Consider approving a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)
		Closed session to consider strategy for labor negotiations
		Adjourn close session and return to open session
12:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

June 18, 2013

Chairman Fox called the meeting to order at 5:34 PM with all members present as well as County Administrator Mike Pogge-Weaver, County Auditor Kimberly Saterbak, Payroll Officer/General Assistant Amanda Ness and guests.

Chairman Fox asked if there were any additions to the Agenda. County Administrator Pogge-Weaver asked that the board add 1) a resolution concerning the Swift County Benson Hospital bond; and 2) a presentation by Jacquie Larson on two grants for the Restorative Justice program; and 3) an update from Jen Frost and Vicki Syverson on the Small Cities Development Program (SCDP) grant.

06-18-13-01 Commissioner Klemm moved and Commissioner Rudningen seconded to approve the agenda with the additions. Motion carried unanimously.

06-18-13-02 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of the Board Meeting Minutes of June 4, 2013, approval of 2013-2014 Tobacco License Renewals, approval of 2012 Ag Inspector's Report, approval of a contract with Driessen Water Inc (Culligan of Benson) for Water Softener Services at Swift Falls Park, and approval of a resolution approving issuance of bonds by Swift County – Benson Hospital. Motion carried unanimously.

The board reviewed the Auditor and Commissioner warrants and no questions or comments were made by the board.

06-18-13-03 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the Commissioner warrants as follows: Revenue: \$117,574.77; Solid Waste: \$34,273.62; Road and Bridge: \$62,385.31; Revolving Loan Fund: \$42,183.62; Welfare and Human Services, \$83.58; Ditches: \$3,118.47; Upper Minnesota Watershed: \$6,847.13; Region 6 West Agency: \$36,177.24; and Townships and Cities Agencies: \$2,437,332.15 which includes the following bills over \$2,000: Amoco Food Shop, \$2,622.11; Ascheman Oil, \$5,56.34; Clifton Larson Allen LLP, \$8,000.00; CPUI, \$4,892.35; Craig's Inc, \$3,421.09; Kandiyohi County, \$2,000.00; Marsden Building Maintenance LLC, \$4,140.34; Midstates Hydraulic & Machine Inc, \$3,097.41; Northside Automotive Supply, \$3,950.80; Pflipsen Trucking, \$11,7456.40; Pioneerland Library System, \$28,312.50; Swanston Equipment, \$36,123.75; Swift County Benson Hospital, \$2,346.35; Swift County Highway Department, \$2,843.00; Swift County HRA, \$61,498.69; Swift County Monitor News, \$2,587.43; Swift County RDA, \$42,183.62; Treasurer, Appleton Township, \$37,123.50; Treasurer, Benson Township, \$22,774.72; Treasurer, Camp Lake Township, \$30,015.61; Treasurer, Cashel Township, \$46,198.45; Treasurer, City of Appleton, \$645,206.39; Treasurer, City of Benson, \$534,741.17; Treasurer, City of Clontarf, \$41,288.09; Treasurer, City of Danvers, \$36,123.79; Treasurer, City of Degraff, \$9,547.94; Treasurer, City of Holloway, \$96,086.65; Treasurer, City of Kerkhoven, \$153,978.42; Treasurer, City of Murdock, \$62,362.36; Treasurer, Clontarf Township, \$44,350.93; Treasurer, Dublin Township, \$41,470.41; Treasurer, Edison Township, \$35,084.44; Treasurer, Fairfield Township, \$23,316.26; Treasurer, Hayes Township, \$44,238.84; Treasurer, Hegbert Township, \$30,525.73; Treasurer, Kerkhoven Township, \$38,550.12; Treasurer, Kildare Township, \$31,822.18; Treasurer, Marysland Township, \$34,308.29; Treasurer, Moyer Township, \$31,672.86; Treasurer, Pillsbury Township, \$57,733.73; Treasurer, Shible Township, \$21,893.53; Treasurer, Six Mile Grove Township, \$30,692.81; Treasurer, Swenoda Township, \$54,873.11; Treasurer, Tara Township, \$38,964.21; Treasurer, Torning Township, \$48,719.52; Treasurer, West Bank Township, \$52,252.72; Tyler Technologies, Inc, \$3,743.42; Upper MN River Watershed District, \$6,847.13; Upper MN Valley RDC, \$42,345.74; Waste Management of Northern Minnesota, \$17,341.55; Yellow Medicine County Jail, \$10,298.69; and the Auditor warrants as presented. Motion carried unanimously.

Restorative Justice Coordinator, Jacquie Larson, gave a presentation to the board on two grants that she is applying for totaling \$262,000. The grants would help to purchase Statistical Analysis Software (SAS) used to

help track Juvenile offenders through five different data sources from Restorative Justice, Human Services, the court system, and the County Attorney's office and offer additional training to have a stronger partnership with Law Enforcement and Human Services.

HRA Director, Vicki Syverson, and RDA Director, Jen Frost, gave an update to the board on the SCDP grant. The Benson, Murdock, and Kerkhoven grants were all awarded. Murdock and Kerkhoven grant monies are for residential owner-occupied homes and commercial properties, with a maximum amount for commercial of \$40,000 each. Benson received grant monies for 24 owner-occupied homes in the targeted area and five rental properties. All applicants filled out an intent to participate form, the next step is to do environmental scans on each property which Jen will be doing, then a meeting will be held where Vicki will explain the rules of the program. Jen also mentioned an RFP for infrastructure and outreach assistance for the new Minnesota Healthcare Exchange that is rolling out in October. She is going to have a meeting with Public Health and Human Services on Thursday to discuss it further and invited any board member that wanted more information about it to attend.

Board and Committee Reports were given as follows: Chairman Fox reported on Restorative Justice, Woodland Centers, Pomme de Terre River Association, and Private Industry Council. Commissioner Klemm reported on the Safety Committee meeting and the Government Group meeting. Commissioner Peterson reported on 6W Corrections and the HRA. Commissioner Rudningen reported on the Glacial Ridge Scenic Byway. Commissioner Hendrickx also reported on 6W Corrections and Woodland Centers.

Administrator Pogge-Weaver reported on the budget kickoff meeting held with the department heads and said that they are now working on their portions of the budget which should be turned in by July 1st and will be followed up with one-on-one meetings with the department heads. He also reported that the HVAC walk thru had taken place and said that he will be bringing the options to the board at the next meeting.

Administrator Pogge-Weaver asked the board to consider approving a contract for professional services to complete an Employee Classification and Compensation Study for the County. He is recommending Springsted's bid as they are currently collecting data for five other Minnesota counties which would help meet our timeline and they use an approach that includes the supervisors and the staff.

06-18-13-04 Commissioner Peterson moved and Commissioner Hendrickx seconded to accept the bid from Springsted of \$28,500 plus reimbursable expenses up to \$1,800 to complete the Employee Classification and Compensation Study. Motion carried unanimously.

Auditor Saterbak and County Assessor Wane Knutson explained the Property Tax process, from the property assessment to the final taxation, to the board. They discussed the Property Tax Administrator's manual, deadlines, exclusions and calculation components, and Property Tax Values vs Tax Capacity.

06-18-13-05 Commissioner Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 7:03 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator

**SWIFT COUNTY BOARD OF ASSESSMENT AND EQUALIZATION
MINUTES
June 18, 2013**

County Auditor Kim Saterbak called the meeting to order at 7:04 PM with all members present as well as County Administrator, Mike Pogge-Weaver, County Assessor Wayne Knutson, and Payroll Officer/General Assistant Amanda Ness.

The County Board of Equalization members took an oath to fairly and impartially review market values and equalize as fairly as possible all values in the County.

06-18-13-01 Commissioner Henrickx moved and Commissioner Rudningen seconded to elect Commissioner Fox as Chairman of the Board of Equalization. Motion carried unanimously.

Commissioner Fox took over the meeting as Chairman and asked the board for nominations for Clerk.

06-18-13-02 Commissioner Hendrickx moved and Commissioner Klemm seconded to elect County Administrator Mike Pogge-Weaver as Clerk of the Board of Equalization. Motion carried unanimously.

Assessor Knutson explained to the board that errors were discovered between the two systems used to assess values where five parcels rolled back to partial values. The parcels affected were 23-146-000, 23-0442-000, 24-0113-100, 28-0077-100, and 29-0059-000. Assessor Knutson is still searching for any other parcels that may have been affected and has contacted the owners of the five parcels listed to explain the error.

06-18-13-03 Commissioner Hendrickx moved and Commissioner Klemm seconded to approve the correction of values. Motion carried unanimously.

Assessor Knutson noted that Alliance Pipeline has filed another petition with the tax court, this being the fourth year they have petitioned. The State assesses their property and they are defending our position. No movement has been made on any of the petitions. Taxes payable in 2013 for their seven parcels is \$458,966.

Assessor Knutson also indicated that many legislative issues are coming up that may impact the Assessor's office. First, he brought to the board's attention the licensing requirements needed. By 2019, anyone assessing property needs to be an Accredited Minnesota Assessor. As of now, Swift County has eight local assessors, none of which are accredited at this time, to assess the townships. Two of the three employees in the Swift County Assessor's office are already accredited and only need to maintain it and the third employee is only one class from being an Accredited Minnesota Assessor which would cost the County approximately \$1000. Anyone looking to become an Accredited Minnesota Assessor at this time would pay approximately \$5000 to achieve certification from beginning to end. Then, he pointed out that in the next year or two the Assessor's office would need to either reprint the field books for the local assessors or find an alternative such as a paperless option utilizing the office's laptop. It would cost approximately \$550 for the total County to go on the Computer Assisted Mass Appraisal (CAMA) system and field books last approximately six to eight years. Time would be the bigger factor in switching to paperless and possibly the expense of an

additional laptop. Then, a bill has been presented to exempt beer wells for the ethanol industry. The beer wells in Swift County are valued at a little over \$1 million. This bill has not been passed yet but will be monitored. Also a bill has been presented to exempt dry fertilizer containment facilities. The facility in Holloway is valued at \$1.5 million. This bill also has not been passed and will be monitored as well. Finally, conservation easement valuation, treatment, and definitions have not been consistent between townships and counties. The legislature is looking for a way to evenly evaluate the easements.

Commissioner Rudningen is signed up to attend the County and Local Board of Equalization and Assesments training scheduled for June 26, 2013 at the LEC at 6:30 PM.

06-18-13-04 Commissioner Klemm moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Meeting adjourned at 7:34 PM

WITNESSED:

Joe Fox, Chair

ATTEST:

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
July 2, 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 4K Farms, LLP/Central Specialties, Inc. for gravel extraction and processing including crushing, screening, stockpiling and temporary hot mix plant operation.	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
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 July 1, 2013 with special conditions.

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approval as conditioned
COMMENTS: n/a	COMMENTS: None

Board Action

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

Proposed Special Conditions
#4313
4 K Farms, LLP/Central Specialties, 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. No excavation of topsoil, mineral material, etc. shall be done within five (5) feet of a property line, right-of-way line of municipal boundary. The side walls of all extraction pits shall be sloped to a grade of not less than 4 to 1.
8. Sufficient topsoil shall be retained at the excavation site to renovate the area.
9. When sufficient area has been excavated, the area already excavated shall be removed as far as practical each year with topsoil being spread over the side slopes and bottom and seeded to cover crop.
10. Roads that are damaged due to the activities of the pit will be repaired by the pit owner or operator to their pre-existing condition.
11. An operator's permit will be required each year the gravel pit is in operation.
12. Surface water drainage in the area cannot be disturbed.
13. 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.
14. This Conditional Use Permit #4313 shall expire one year from the date of issuance if the permit is not utilized.
15. Violation of any of the above-stated conditions may result in revocation of this Conditional Use Permit.



Google earth

feet
km





Request for Board Action

BOARD MEETING DATE:
July 2, 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 federal bridge replacement and roadway reconstruction project SP 076-617-011 and SP 076-617-012.	
AGENDA YOU ARE REQUESTING TIME ON: 9:35 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Federal bridge Replacement and roadway reconstruction CSAH 17	
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 contract	RECOMMENDATIONS: Approval
COMMENTS: n/a	COMMENTS: Non

Board Action

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

Swift County Highway Department

BID TABULATIONS: S.P. 76-617-011 and S.P. 076-617-012
June 26, 2013

Construct: Bridge Replacement and Roadway Reconstruct CSAH 17 from CSAH 6 to the South County Line.

CONTRACTOR	BID
Duininck Brothers, Inc.	\$3,863,280.46
Swingen Construction Co.	\$4,232,464.10

ENGINEER'S ESTIMATE **\$3,555,315.05**



Request for Board Action

BOARD MEETING DATE:
July 2, 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: Permission to purchase sign truck	
AGENDA YOU ARE REQUESTING TIME ON: 9:35 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Replacement of budgeted item.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: State aid local funds

Review/Recommendation

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

Board Action

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

SIGN TRUCK

COMPANY	EQUIPMENT	WITH TRADE-IN	WITHOUT TRADE-IN
Northstar Truck Sales	2002 Ford F650 Extended Cab	\$34,320.00	\$38,475.00
Kohls-Weelborg Ford	2000 Sterling Acterra Crew Cab		\$38,207.81
Larson Implement	2004 F650 Extended Cab		\$40,078.13

Equipment: Post Driver, Post Puller, Reels, Torch, Etc. \$11,145

The Truck from Northstar Truck Sales is a used sign truck and we are looking to purchase this unit along with the equipment.

Total	\$45,465.00
Trading Unit 24	\$3,800
Budget	\$45,000



Northstar Truck Sales, Inc.
2939 HWY 10 South
Saint Cloud, MN 56304

Quote #1603

Date: 6-20-2013

Swift County

Quote for the purchase of 2002 Ford F650 Sign Truck.

Year: 2002
Make: Ford
Model: F650
National Crane
Aluminum Sign Body
VIN: 3FDNX65522MA31206

Trade in: 1980s Chevy C60 Flat Bed Dump

Purchase Price:	\$36,000
Trade in:	-3,800
Balance:	\$32,200
Tax:	2,093
Transfer:	27
Grand Total:	\$34,320



KOHL'S-WEELBORG FORD

2000 Sterling Acterra Crew Cab-6 Passenger

- Cummins 8.3 240HP
- Allison Automatic MD 3060
- Air Brakes
- 12000# Front Axle
- 21000# Rear Axle
- 6.14 Ratio
- 35000# GVW
- 238" WB
- Air Conditioning
- 1100x22.5 80%
- 1100x22.5 90% Grips
- Rear Differential Lock Axle
- 12' Crysteel Dump Body & Hoist
- Air Lines Run to Rear
- Hitch Plate
- Pintle Hitch
- Electric Tarp

STOCK# 4748

Color: White/Red

Miles: 101,985

Price: ~~\$36,950~~

Southern County Truck

your County price 35,750

Red Kentu

2004 FORD F650 XL



Specifications

Quantity	1
Year	2004
Manufacturer	FORD

Model	F650 XL
Price	US \$37,500
Location	Harris, Minnesota
Condition	Used
Engine Specs	Caterpillar
Engine Type	3126
Horsepower	230
Mileage	171,484 mi
Transmission	Automatic
Suspension	Spring
Tires	19.5
Number of Rear Axles	Single
Drive Side	Left Hand Drive

Detailed Description

Extended cab, air conditioning, Kilar MFG. Model 1800 rollback bed 21' long, 102" wide, with Ramsey hydraulic winch, with stinger, rear seat, nice clean good running truck.; Gross Vehicle Weight (lbs): 26000

Contact:

[Larson Implement](#)

Truck/Trailer is located in:

Harris, Minnesota

Phone: (763)689-1179

Fax: (763)689-3832



Request for Board Action

BOARD MEETING DATE:
July 2, 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: Approval of county wide striping	
AGENDA YOU ARE REQUESTING TIME ON: 9:35 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Annual striping program budgeted item.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: State aid local funds

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not 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 Highway Department

BID TABULATIONS: Striping

June 27, 2013

County Wide Striping

CONTRACTOR	BID
Traffic Marking Service, Inc	\$29,859.32
Sir Lines-A-Lot	\$30,235.07
Twin City Striping	\$37,399.00

Budget \$40,000.00



Request for Board Action

BOARD MEETING DATE:
July 2, 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: Approval of county wide tiling	
AGENDA YOU ARE REQUESTING TIME ON: July 2th 2013	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Annual tiling program budgeted item.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: State aid local funds

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not 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 Highway Department

BID TABULATIONS: Tiling

Annual quotes

County Wide tiling

CONTRACTOR	
K&K Tiling	1.29/foot without sock 4"
	1.49/foot with sock 4"
	\$37,399.00

Budget \$40,000.00



Request for Board Action

BOARD MEETING DATE:
July 2, 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: Permission to advertise 911 Signage	
AGENDA YOU ARE REQUESTING TIME ON: 9:35 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Township meeting 911 are fading need to be repalced	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: State aid local funds

Review/Recommendation

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

Board Action

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

6/27/13

Letter of resignation for Paula Wilson

Please accept this letter as a notice of my intent to discontinue my position as a full-time CCO. I am willing to continue in CCO and Deputy positions on a part-time basis if it could be worked out between this department and the Benson Police Dept.

Thank you,

A handwritten signature in black ink, appearing to read "Paula Wilson", written in a cursive style.

Paula Wilson



Request for Board Action

BOARD MEETING DATE:
June 2, 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: Discuss new optional wheelage tax and optional sales tax for transportation purposes	
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>During the 2013 legislative session; the Minnesota Legislature expanded the optional wheelage tax from just metro counties to all counties in the state and removed the referendum requirements related to the optional sales tax. Both of these optional taxes are to be dedicated to transportation funding within the County.</p> <p>For Swift County, the wheelage tax would raise \$114,000 annually while the sales tax would raise \$324,226 annually. The Road & Bridge levy payable in 2013 was \$1,905,027. The wheelage tax represents 6% of the Road & Bridge levy while the sales tax is 17% of the Road & Bridge levy.</p> <p>The following information from AMC explains the wheelage tax and local transportation sales tax:</p> <p>Wheelage Tax Expansion</p> <p>All 87 counties are now authorized to levy, by board resolution, a \$10 per vehicle wheelage tax. Previously, only the seven counties in the Twin Cities Metropolitan Area were authorized to levy this tax at \$5 per vehicle. The new legislation increases the amount to \$10 – an automatic change in those 5 counties that currently levy the tax – with the ability to impose a rate of up to \$20 per vehicle in 2018 and subsequent years. The wheelage tax does not apply to all vehicles registered in a county, exceptions include vehicles that are not renewed annually (i.e. collector vehicles), trailers and semitrailers, motorcycles and tax exempt vehicles. Funds from the tax must be deposited in the county's road and bridge fund and can only be used for "highway purposes" as defined by Article 14 of the Minnesota Constitution. Counties have the option of collecting the tax themselves or delegating that to the registrar of motor vehicles to be collected as part of the tab renewal process. All of the counties that are currently collecting a wheelage tax have asked the state to do the collection and payments are issued to the counties on a monthly basis. If a county wishes to implement the tax for 2014 and have the state do the collection, they must notify the state by August 1 of this year.</p>	

Removal of Referendum Requirement for Local Transportation Sales Tax

Greater Minnesota counties can now enact up to a ½-cent sales tax for transportation by board action, without holding a referendum. The language was also changed on the use of the funds so that the funds may be used for both capital and operating costs for transit as well as capital costs related to the Safe Routes to School program.

At the last RDA meeting it was requested that each county report back answers to the following questions:

1. Is your county interested in passing the wheelage tax and/or sales tax?
2. If your county is interested in passing one or the other, is your county interested in pooling the funds to take turns accessing a larger pot of funds (assuming a process would be agreed upon to take turns accessing the funds) OR are you only interested in using the funds your county generates to fund projects in your own county?
3. Is your county interested in adding the taxes as an additional funding source or would you look at it to replace existing levy dedicated to road funding?

Attached to this memo is language of the revised statues and estimates related to how much funding would be generated by 6W counties if these taxes are implemented.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None

Budget Information

FUNDING: These two new tax options can be used to support transportation infrastructure costs in Swift County.

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Review and discuss. No action on July 2 is requested.
COMMENTS: None	COMMENTS: None

Board Action

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



Estimated Revenue from a \$10 Wheelage Tax – District VI Counties

County	Approximate Vehicle Registrations Subject to Wheelage Tax*	Approximate Revenue from Wheelage Tax
Big Stone	6,000	\$60,000
Chippewa	12,700	\$127,000
Kandiyohi	40,200	\$402,000
Lac qui Parle	8,100	\$81,000
Renville	17,500	\$175,000
Swift	11,400	\$114,000
Yellow Medicine	11,600	\$116,000

Please note: estimates were developed by AMC Staff for planning purposes only.

*All vehicle registration data is taken from a DPS summary report of registrations by county dated 2/12/2013. Several categories of vehicle are not subject to the wheelage tax. These include: motorcycles and mopeds, trailers and semitrailers, vehicles not subject to annual registration (i.e. collector vehicles, etc.), tax exempt, and state owned vehicles.

Notes

- County Boards may levy a wheelage tax by resolution.
- The tax will be \$10, the county's only option is to levy the tax or not, the amount is not optional. Beginning in 2018, the cap will be raised to \$20 and counties will have the flexibility to set the amount of the tax anywhere up to the cap.
- Once enacted, the Board may choose to collect the tax directly or have state collect the tax on their behalf as part of the tab renewal process (all of the counties that currently have a wheelage tax have chosen to have the state do collection).
- Counties that intend to enact the tax and have the state do collection beginning on January 1, 2014 must notify the state of their intent by August 1, 2013.
- Taxes collected by the state will be paid to counties monthly.

2011 Sales Taxes and Projections for Region 6W

County	2011 Taxable Sales	Total Sales and Use Tax	Est. Half-Cent Sales Tax Revenue (2011 Taxable Sales x .005)
Big Stone	\$ 22,220,172.00	\$ 1,594,207.00	\$ 111,100.86
Chippewa	\$ 108,766,072.00	\$ 8,718,620.00	\$ 543,830.36
Lac Qui Parle	\$ 28,676,803.00	\$ 2,351,752.00	\$ 143,384.02
Swift	\$ 64,842,080.00	\$ 4,703,248.00	\$ 324,210.40
Yellow Medicine	\$ 48,645,392.00	\$ 3,653,658.00	\$ 243,226.96

Historical Taxes 2008-2011 for Region 6W

County	2011 Total Tax	2010 Total Tax	2009 TOTAL TAX	2008 TOTAL TAX
Big Stone	1594207	1535557	1495370	1416834
Chippewa	8718620	8109153	7104323	7277238
Lac Qui Parle	2351752	2287763	2093849	2073812
Swift	4703248	4369112	4196661	4300667
Yellow Medicine	3653658	3260382	3239352	3259106

163.051 METROPOLITAN COUNTY WHEELAGE TAX.

Subdivision 1. **Tax authorized.** (a) Except as provided in paragraph ~~(b)~~ (c), the board of commissioners of each metropolitan county is authorized to levy by resolution a wheelage tax ~~of \$5 for the year 1972 and each subsequent year thereafter by resolution~~ at the rate specified in paragraph (b), on each motor vehicle that is kept in such county when not in operation and that is subject to annual registration and taxation under chapter 168. The board may provide by resolution for collection of the wheelage tax by county officials or it may request that the tax be collected by the state registrar of motor vehicles; ~~and~~. The state registrar of motor vehicles shall collect such tax on behalf of the county if requested, as provided in subdivision 2.

(b) The wheelage tax under this section is at the rate of:

(1) from January 1, 2014, through December 31, 2017, \$10 per year for each county that authorizes the tax; and

(2) on and after January 1, 2018, up to \$20 per year, in any increment of a whole dollar, as specified by each county that authorizes the tax.

(c) The following vehicles are exempt from the wheelage tax:

(1) motorcycles, as defined in section 169.011, subdivision 44;

(2) motorized bicycles, as defined in section 169.011, subdivision 45; and

~~(3) electric-assisted bicycles, as defined in section 169.011, subdivision 27; and~~

~~(4) (3) motorized foot scooters, as defined in section 169.011, subdivision 46.~~

(d) For any county that authorized the tax prior to the effective date of this section, the wheelage tax continues at the rate provided under paragraph (b).

Subd. 2. **Collection by registrar of motor vehicles.** The wheelage tax levied by any metropolitan county, if made collectible by the state registrar of motor vehicles, shall be certified by the county auditor to the registrar not later than August 1 in the year before the calendar year or years for which the tax is levied, and the registrar shall collect such tax with the motor vehicle taxes on the affected vehicles for such year or years. Every owner and every operator of such a motor vehicle shall furnish to the registrar all information requested by the registrar. No state motor vehicle tax on any such motor vehicle for any such year shall be received or deemed paid unless the applicable wheelage tax is paid therewith. ~~The proceeds of the wheelage tax levied by any metropolitan county, less any amount retained by the registrar to pay costs of collection of the wheelage tax, shall be paid to the commissioner of management and budget and deposited in the state treasury to the credit of the county wheelage tax fund of each metropolitan county.~~

Subd. 2a. **Tax proceeds deposited; costs of collection; appropriation.**

Notwithstanding the provisions of any other law, the state registrar of motor vehicles shall deposit the proceeds of the wheelage tax imposed by subdivision 2, to the credit of the county wheelage tax fund account of each metropolitan county. The amount necessary to pay the costs of collection of said tax is appropriated from the county wheelage tax fund account of each metropolitan county to the state registrar of motor vehicles.

Subd. 3. **Distribution to metropolitan county; appropriation.** ~~On or before April 1 in 1972 and each subsequent year, the commissioner of management and budget~~ On a monthly basis, the registrar of motor vehicles shall issue a warrant in favor of the treasurer of each metropolitan county for which the registrar has collected a wheelage tax in the amount of such tax then on hand in the county wheelage tax fund account. There is hereby appropriated from the county wheelage tax fund account each year, to each metropolitan county entitled to payments authorized by this section, sufficient moneys to make such payments.

Subd. 4. **Use of tax.** The treasurer of each metropolitan county receiving ~~moneys~~ payments under subdivision 3 shall deposit such ~~moneys~~ payments in the county road and bridge fund. The moneys shall be used for purposes authorized by law which are highway purposes within the meaning of the Minnesota Constitution, article 14.

Subd. 6. ~~**Metropolitan county defined.** "Metropolitan county" means any of the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington.~~

Subd. 7. **Offenses; penalties; application of other laws.** (a) Any owner or operator of a motor vehicle who ~~shall willfully give~~ gives any false information relative to the tax ~~herein authorized by this section~~ to the registrar of motor vehicles or any metropolitan county, or who ~~shall willfully fail or refuse~~ fails or refuses to furnish any such information, ~~shall be~~ is guilty of a misdemeanor.

(b) Except as otherwise ~~herein~~ provided in this section, the collection and payment of a wheelage tax and all matters relating thereto ~~shall be~~ are subject to all provisions of law relating to collection and payment of motor vehicle taxes so far as applicable.

EFFECTIVE DATE. This section is effective the day following final enactment and applies to a registration period under Minnesota Statutes, chapter 168, starting on or after January 1, 2014.

297A.993 GREATER MINNESOTA TRANSPORTATION SALES AND USE TAX.

Subdivision 1. Authorization; rates.

Notwithstanding section 297A.99, subdivisions 1, 2, 3, 5, and 13, or 477A.016, or any other law, the board of a county outside the metropolitan transportation area, as defined under section 297A.992, subdivision 1, or more than one county outside the metropolitan transportation area acting under a joint powers agreement, may by resolution of the county board, or each of the county boards, following a public hearing impose (1) a transportation sales tax at a rate of up to one-half of one percent on retail sales and uses taxable under this chapter, and (2) an excise tax of \$20 per motor vehicle, as defined in section 297B.01, subdivision 11, purchased or acquired from any person engaged in the business of selling motor vehicles at retail, occurring within the jurisdiction of the taxing authority. ~~The taxes imposed under this section are subject to approval by a majority of the voters in each of the counties affected at a general election who vote on the question to impose the taxes.~~

Subd. 2. Allocation; termination.

The proceeds of the taxes must be dedicated exclusively to payment of the cost of a specific transportation project or improvement. The transportation project or improvement must be designated by the board of the county, or more than one county acting under a joint powers agreement. The taxes must terminate after the project or improvement has been completed.

Subd. 3. Administration, collection, enforcement.

The administration, collection, and enforcement provisions in section 297A.99, subdivisions 4 and 6 to 12, apply to all taxes imposed under this section.



Request for Board Action

BOARD MEETING DATE:
June 2, 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: Storm damage update and authorizations to proceed with clean up and repair work	
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: On Friday, June 21 st , Swift County was hit with strong winds that caused wide spread damage. Several County facilities were impacted by the storms, including:	
<ul style="list-style-type: none"> • Courthouse - 301 14th St N <ul style="list-style-type: none"> ○ Slate Tiles damaged with several tiles missing ○ A few of the attic truss that supports the roof are cracked. The roof is currently being reviewed by a structural engineer. Once we receive a report we will understand the damage, if any. • LEC – 301 14th St N, Suite 6 <ul style="list-style-type: none"> ○ Large sections of asphalt shingles were stripped from the roof. Temporary repair are completed and working to have permanent repairs completed. • County owned house at 212 15th St N <ul style="list-style-type: none"> ○ Garage total loss • Highway – 1000 15th St S <ul style="list-style-type: none"> ○ Salt Shed Damaged ○ Culverts stored on the site were damages • Historical Society – 22135 Minnesota Ave <ul style="list-style-type: none"> ○ Roof damage to (Building 1) ○ Large barn doors destroyed(Building 2) • Human Services Building – 410 21st St S <ul style="list-style-type: none"> ○ Roof damage on the ridge cap • Swift Falls Park <ul style="list-style-type: none"> ○ Shelter Building – Total Loss • Prairie 5 Office Building – East Highway 12 <ul style="list-style-type: none"> ○ Leak in the restroom ceiling • Pope County Radio Site <ul style="list-style-type: none"> ○ VHF Radio site destroyed. Equipment lost totaled \$8,339.19 	

MCIT was on site Wednesday, June 19 to review the damage. It would appear that the garage at 212 15th St N was not listed on our policy and thus will not be covered. Additionally, the cleanup of trees that did not fall on structure will not be covered by MCIT. Everything else, after deductibles, will be covered by MCIT.

Actions requested at this time

1. There are a number of items that had to be taken care of due to the hazard that they presented. I request after the fact approval on the following items:
 - Emergency repairs to the LEC roof – time and material not to exceed \$600.00
 - Tree removal and trimming at the courthouse and 212 15th St N - \$4,575 + tax
 - Running new electrical service to the home at 212 15th St N - \$1,100 + tax
 - Removal of all tree handlers throughout swift falls park and haul away of all trees being removed - \$6,000
 - Services of a structural engineer to review the Courthouse attic truss system - Not to exceed \$2,500.
2. To expedite recovery, authorize the County Administrator to sign any and all contracts up to \$20,000 related to the storm recovery.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None

Budget Information

FUNDING: Funding will come from county funding.

Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Did not review	RECOMMENDATIONS: Approve as requested
COMMENTS: None	COMMENTS: None

Board Action

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