

Notice & Agenda

Swift County Board of Commissioners

Tuesday, August 4, 2015

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. Times are only estimates and items may be taken out of order.

<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 July 21, 2015 Meeting
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:25 a.m.		Audit presentation by Doug Host and Sarah Utsch of Clifton Larson Allen (Copy of the Audit is available on the County's website)
9:45 a.m.		Presentation from Maggie Boese on the Safe Communities Coalition
9:55 a.m.		County Treasurer Ron Vadnais
	3-5	Review second quarter 2015 financials
10:00 a.m.		County Auditor Kim Saterbak
	6-12	Review second quarter 2015 Executive Departmental Budget Report
10:05 a.m.		Vicki Syverson HRA Executive Director
	13-17	2016 HRA Budget Discussion
10:20 a.m.		Andy Sander, County Engineer
	18-20	Consider approving the purchase of flatbed truck.
	21-22	Consider approval of annual maintenance striping
	23-24	Consider approving the annual weed spraying of a portion of the roadside ditches
		Other Business
	25-29	Consider approval of a MOU with Goff Public for Public Relations and Lobbying services related to Prairie Correctional Facility in Appleton.
	None	Strategic Plan Update
	30	Employment Updates
10:30 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

July 21, 2015

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, Assistant County Attorney Matt Novak, County Auditor Kim Saterbak, Amanda Ness and Joel Swanson from the MCIT.

Chairman Peter Peterson asked if there were any changes to the agenda. Administrator Pogge-Weaver requested the addition of a resolution appointing William Warnock as the Restorative Practices Coordinator as item four under the consent agenda.

07-21-15-01 Commissioner Fox moved and Commissioner Rudningen seconded to approve the agenda with the noted change. Motion carried unanimously.

07-21-15-02 Commissioner Hendrickx moved and Commissioner Edward Pederson seconded to approve the Consent Agenda which consisted of: (1) Minutes from the July 7, 2015 Regular Meeting, (2) Minutes from the July 7, 2015 Executive Session, (3) Approval for final payment to Commerford Gravel, Inc. for the 2015 gravel crushing contract, and (4) Appointment of William Warnock as the Restorative Practices Coordinator. Motion carried unanimously.

Administrator Pogge-Weaver requested an amendment to revise the amount to Environmental Services from \$15,000.00 to \$4,000.00 for petty cash.

07-21-15-03 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the revised Commissioner warrants as follows: Revenue: \$241,899.49; Solid Waste: \$117,367.02; Road and Bridge: \$1,294,674.50; County Ditches: \$12,609.58; and County Health Insurance: \$424.00 which includes the following bills over \$2,000: 6W Department of Community Corrections, \$105,202.23; Ascherman Oil, \$2,316.30; Benson Gravel, \$2,052.00; CliftonLarsonAllen LLP, \$30,800.00; Commerford Gravel Inc., \$5,611.24; Countryside Public Health, \$45,712.50; Duinick Inc., \$1,150,318.21; Hawleys Inc., \$2,903.94; L.G. Everist, Inc., \$9,955.64; Mactek Systems Inc., \$4,145.00; Nuss Truck Group Inc., \$2,274.23; OK Tire Store-Motley, \$2,590.00; RDO Equipment, \$103,490.00; Ron Ringquist, \$6,812.69; Swift County Benson Hospital, \$2,151.52; Swift County Environmental Services, \$4,000.00; University of Minnesota, \$17,712.65; Waste Management of Northern Minnesota, \$8,079.63; West Payment Center, \$3,715.34; and Yellow Medicine County Jail, \$4,339.46. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Pete Peterson reported on CPH and Restorative Practices interviews. Commissioner Fox reported on RLF, Woodland Centers, Chippewa River Watershed, Well-Being Committee, and Restorative Practices. Commissioner Edward Pederson reported on RDA. Commissioner Rudningen reported on the Well-being Committee, Prairie Lakes Youth, CEE-VI Drug Taskforce, and Glacial Ridge Scenic Bi-way. Commissioner Hendrickx reported on NACO, AMC Conference Planning Committee, Governance and Strategic Planning, and RLF.

Administrator Pogge-Weaver updated the board on CCA discussions concerning the Appleton prison and Appleton Limited Partnership's offer to purchase Diamond Village.

MCIT Risk Management Consultant Joel Swanson gave the board an update.

Kevin Beyer, of Federated Telephone, and Jacki Anderson, of the Upper Minnesota Valley Regional Development Commission, updated the board on the Border to Border Broadband Grant application.

07-21-15-04 Commissioner Rudningen moved and Commissioner Fox seconded to approve and agreement

with the University of Minnesota for providing extension program locally and employing extension staff for 2016-2018. Motion carried unanimously.

County Engineer Sander reviewed bid and requested the approval of three bridges in the County.

07-21-15-05 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve accepting bids and awarding contracts for project SAP 076-598-011 on CR 54 Bridge, SAP 076-599-055 and 076-599-058 Bridge Replacements. Motion carried unanimously.

County Engineer Sander reviewed bid and requested the approval of seal coating on County Roads 6, 35, and 39.

07-21-15-06 Commissioner Rudningen moved and Commissioner Fox seconded to approve accepting bids and awarding contracts for project SAP 076- 030-003 on CSAH 6, 35 and 39 for sealcoating. Motion carried unanimously.

County Engineer Sander requested board approve, accept the project, and make final payment on CP 012-001 on CR 73.

07-21-15-07 Commissioner Fox moved and Commissioner Rudningen seconded to approve, accept the project, and make final payment on project CP 012-001 on CR 73. Motion carried unanimously.

Commissioner Fox discussed his concerns on ditch mowing and specifically the Highway Department mowing a ditch that already has the top cut previously cut. County Engineer Sander indicated that he will look into addressing this concern.

Administrator Pogge-Weaver updated the Board on work related to the strategic plan specifically on the diversity work being completed by the University of Minnesota Morris and work being completed by the RASP Team.

07-21-15-08 Commissioner Hendrickx moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 6:36 PM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
August 4, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Treasurer	REQUESTOR: Ron Vadnais	REQUESTOR PHONE: 320-843-3544
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review 2nd Quarter 2015 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: 9:55 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? NO
IS THIS MANDATED? NO	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: N/A	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: N/A	RECOMMENDATIONS: N/A
COMMENTS: N/A	COMMENTS: N/A

Swift County Cash & Investments

(Includes unrealized gains)

As of 6/30/15

Acct	6/30/15 Balance
ASSETS	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	31,011.00
HS MMKT#1006436-1st Security	26,018.99
HS-MMIS# 14534(Credit Union)	106,532.06
PSB-Appleton	17,631.27
R&B MMKT#29306-ComDevBank	755,928.22
R&B-MMIS#1006493-1st Security	1,905,678.07
Rev-MMKT#1007665-1st Security	1,102,523.51
Revenue 14-10	100,000.00
Revenue 14-11	100,000.00
Revenue 14-3	100,000.00
Revenue 14-4	100,000.00
Revenue 14-5	100,000.00
Revenue 14-6	100,000.00
Revenue 14-7	100,000.00
Revenue 14-8	100,000.00
Revenue 14-9	100,000.00
Revenue 15-3	200,000.00
Revenue 15-4	200,000.00
Revenue14-12	100,000.00
Revenue14-13	100,000.00
Revenue14-14	100,000.00
Revenue15-1	245,000.00
Revenue15-2	245,000.00
StBkDanvers	3,675,496.67
WELLS FARGO	1,505,520.28
TOTAL Cash and Bank Accounts	11,216,340.07
Other Assets	
EMP BENEFITS--CD@ Riverwood Bk	200,000.00
TOTAL Other Assets	200,000.00
Investments	
REV-HEALTH CARE	524,981.42
TOTAL Investments	524,981.42
TOTAL ASSETS	11,941,321.49
LIABILITIES	0.00
OVERALL TOTAL	11,941,321.49

FUND	FUND NAME	BANK #	INSTITUTION	ID#	DATE PURCHASED	ACCRUAL DATE	MATURITY DATE	INVESTMENT AMOUNT	ADDS & DELETES	TOTAL INVEST	INTEREST RATE	MONTH ENDED	ACCRUED INTEREST	INTEREST MTD
1001	Tax Accts-Consolidated		Various				30-Jun-15			\$48,642.27		30-Jun-15		
1001	Revenue/checking	2	St Bk of Danvers	267151			30-Jun-15			\$3,675,496.67	0.10%	30-Jun-15		\$334.29
1001	Revenue	1	1st Security Benson	MMIS#1007665			30-Jun-15	\$1,101,512.28	1011.23	\$1,102,523.51	0.20%	30-Jun-15		\$187.25
1092	Revenue	1	WELLS FARGO	1AB21819			30-Jun-15			\$1,505,520.28	0.01%	30-Jun-15		\$6.02
1101	Rev/Health Care	15	Franklin Fund-MF	45789			30-Jun-15			\$524,981.42	1.02%	30-Jun-15	\$1,260.23	\$1,162.76
1101	Human Services	1	1st Security Benson	MMIS#1006436			30-Jun-15	\$25,600.44	418.55	\$26,018.99	0.15%	30-Jun-15		\$3.31
3001	Human Services	17	Co-op Credit-Benson	Savings#14534		4/1/2015	30-Jun-15	\$106,223.46	308.6	\$106,532.06	0.30%	30-Jun-15	\$78.80	
3001	R&B	13	Comm Dev Bk	29306		4/1/2015	30-Jun-15	\$755,174.80	753.42	\$755,928.22	0.20%	30-Jun-15	\$372.79	
1097	R&B	1	1st Security Benson	MMIS#1006493			30-Jun-15	\$1,903,778.71	1899.36	\$1,905,678.07	0.20%	30-Jun-15		\$323.65
1097	Revenue	15	DiscoverBk-DE	254671BH2	5/25/2012	11/24/2014	26-May-15	\$100,000.00	-100000	\$0.00		30-Jun-15	\$0.00	\$529.32
1097	Revenue	15	1st Niagra Bk NY	33583CJL4	8/15/2014	8/15/2014	15-Aug-15	\$100,000.00		\$100,000.00	0.45%	30-Jun-15	\$393.29	
1097	Revenue	15	Synovus Bk-Georgia	87164DEA4	3/5/2014	3/5/2015	4-Sep-15	\$100,000.00		\$100,000.00	0.35%	30-Jun-15	\$112.19	
1097	Revenue	15	Safra Ntl Bk NY	78658QEHE2	8/15/2014	2/15/2015	16-Nov-15	\$100,000.00		\$100,000.00	0.50%	30-Jun-15	\$184.93	
1097	Revenue	15	Choice Financial Group	17037TEC7	9/25/2014	3/25/2015	12/28/2015	\$100,000.00		\$100,000.00	0.50%	30-Jun-15	\$132.88	
1097	Revenue	15	Investors Bk-NJ	46176PDE2	8/25/2014	2/25/2015	25-Feb-16	\$100,000.00		\$100,000.00	0.65%	30-Jun-15	\$222.60	
1097	Revenue	15	Ally Bk-Midvale UT	02006LHX4	9/18/2014	3/18/2015	3/18/2016	\$100,000.00		\$100,000.00	0.75%	30-Jun-15	\$213.70	
1097	Revenue	15	Goldman Sachs	38147JYG1	4/30/2014	4/30/2015	2-May-16	\$100,000.00		\$100,000.00		30-Jun-15	\$0.00	\$274.25
1097	Revenue	15	TCF Ntl Bank	872278JU1	12/24/2014	12/24/2014	24-Jun-16	\$100,000.00		\$100,000.00	0.60%	30-Jun-15	\$309.04	
1097	Revenue	15	Peoples Ntl Bk	71270QFL5	8/20/2014	2/20/2015	22-Aug-16	\$100,000.00		\$100,000.00	0.85%	30-Jun-15	\$302.74	
1097	Revenue	15	Ally Bk-Midvale UT	02006LJB0	9/18/2014	3/18/2015	19-Sep-16	\$100,000.00		\$100,000.00	1.05%	30-Jun-15	\$299.18	
1097	Revenue	15	Eagle Bank	27002YCF1	12/24/2014	5/26/2015	27-Dec-16	\$100,000.00		\$100,000.00	0.90%	30-Jun-15	\$86.30	\$150.41
1097	Rev/R&B/HS Emp Ben Fund	4	Riverwood Bk	811001421	3/10/2014	3/10/2014	10-Jan-17	\$200,000.00		\$200,000.00	1.05%	30-Jun-15	\$2,744.38	
1097	Revenue	15	Am Express Central Bk	02587DWP9	12/4/2014	12/4/2014	4-Dec-17	\$100,000.00		\$100,000.00	1.50%	30-Jun-15	\$854.79	
1097	Revenue	15	MizuhoBk	60688MKK9	3/4/2015	3/4/2015	4-Sep-15	\$245,000.00		\$245,000.00	0.35%	30-Jun-15	\$277.22	
1097	Revenue	15	Baroda Bk	06062AN88	3/10/2015	3/10/2015	10-Sep-15	\$245,000.00		\$245,000.00	0.40%	30-Jun-15	\$300.71	
1097	Revenue	15	Berkshire Bk	084601EA7	6/30/2015	6/30/2015	30-Dec-15	\$200,000.00		\$200,000.00	0.40%	30-Jun-15		
1097	Revenue	15	Cathay Bk-Los Angeles	149159KL8	6/30/2015	6/30/2015	30-Dec-15	\$200,000.00		\$200,000.00	0.40%	30-Jun-15		
										\$11,941,321.49	0.54%		\$7,567.85	
			SCBH-LOAN		12/31/2012	6/1/2015	12/1/2032	\$2,000,000.00	-\$208,526.02	\$1,791,473.98	2.00%	30-Jun-15	\$2,846.73	\$2,997.66
			CNH LOAN#1		12/31/2012	4/9/2015	10/11/2016	\$1,500,000.00	-\$1,037,528.19	\$462,471.81	1.75%	30-Jun-15	\$1,818.21	\$1,755.80
			CNH LOAN#2		12/31/2012	4/9/2015	7/9/2019	\$400,000.00	-\$152,751.54	\$247,248.46	1.75%	30-Jun-15	\$972.06	\$1,135.83



Request for Board Action

BOARD MEETING DATE:
August 4, 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: Review 2nd Quarter 2015 financial information	
AGENDA YOU ARE REQUESTING TIME ON: 10:00 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The 2nd quarter financial information, with comparison to prior year amounts will be presented for the Boards review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: n/a	RECOMMENDATIONS: n/a
COMMENTS: n/a	COMMENTS: n/a

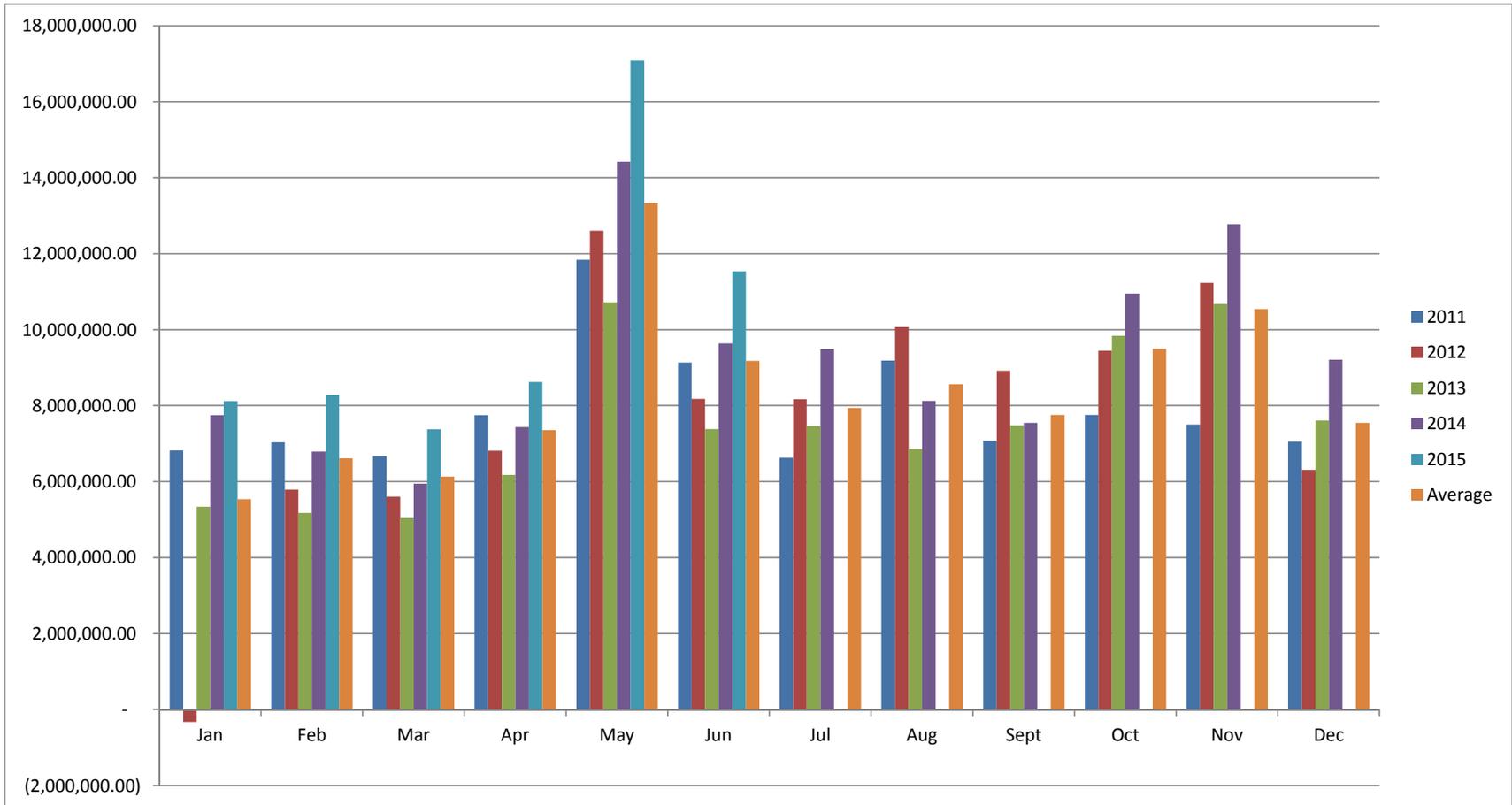
Summary of Funds
Actual & Budget Comparison
As of 06/30/2015

	Budget	Actual	Difference	
			\$	%
Revenue Funds:				
General	6,628,031	3,457,179	(3,170,852)	52%
Solid Waste/Environmental	818,750	443,826	(374,924)	54%
Road & Bridge	5,288,879	3,615,315	(1,673,564)	68%
Human Services	4,613,275	2,462,548	(2,150,727)	53%
	17,348,935	9,978,868	(7,370,067)	58%
Expenditures:				
General	6,652,581	3,216,823	(3,435,758)	48%
Solid Waste/Environmental	1,036,270	429,941	(606,329)	41%
Road & Bridge	5,169,791	1,776,741	(3,393,050)	34%
Human Services	4,613,275	2,443,178	(2,170,097)	53%
	17,471,917	7,866,683	(9,605,234)	45%
Change in Fund Balance	(122,982)	2,112,185	2,235,167	

*** (designates deficit or under budget)

Ending Cash Balance Summary	As of June 30			
	2015	2014	2013	2012
Cash and Bank Accounts	\$ 11,541,321	\$ 9,641,134	\$ 7,390,545	\$ 8,178,458
Employee Benefits - CD	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Investments - Health Care	\$ 524,981	\$ 524,981	\$ 524,981	\$ 524,981
Loan Receivable - General Fund Summary				
SCBH	\$ 1,791,475	\$ 1,876,137	\$ 1,959,124	-
CNH Loan #1	\$ 462,472	\$ 765,016	\$ 1,062,537	1,354,584
CNH Loan #2	\$ 247,248	\$ 303,156	\$ 358,101	-
County Indebtedness	\$ -	\$ -	\$ -	40,000

Swift County
Average Compared to Actual Monthly Cash & Investment Balances
For Months Ending 2010 thru June 30, 2015



**SWIFT COUNTY
BUDGET TO ACTUAL COMPARISON - 2nd QTR 2015**

Fund	Department	Expense	Revenue	Actual Expenses		Annual Budget	
				Current Yr	Prior Year	Current Yr	Prior Yr
01	003	General Government		\$ 177,746	\$ 340,152	\$ (5,000)	\$ (8,000)
	5	Board of Commissioners		\$ 118,855	\$ 104,808	\$ 241,220	\$ 235,225
01	021	Law Library		\$ 7,373	\$ 15,610	\$ 23,475	\$ 23,475
	31	County Administrator		\$ 107,139	\$ 109,622	\$ 214,615	\$ 207,565
	40	County Auditor		\$ 86,987	\$ 78,294	\$ 182,290	\$ 175,700
	41	County Treasurer	Every 5 year - a majority of the notaries apply for renewal. The remainder is due to an increase in volume, not foreseeable.	\$ 97,655	\$ 91,964	\$ 202,830	\$ 197,820
	42	County Assessor	Assessors revenue is received from services provided to Cities for assessments which are billed and received in the 1st 1/2 of the year.	\$ 119,207	\$ 98,045	\$ 275,395	\$ 223,405
01	043	Public Examiners	Expense (mainly annual audit expense). A \$30,800 invoice was paid in July - so it will be reflected in the 3rd qtr.	\$ 12,200	\$ 1,216	\$ 63,800	\$ 60,000
01	044	License and Permits		\$ -	\$ -	\$ 1,375	\$ -
01	060	Data Processing	County will reimburse in December	\$ 43,145	\$ 31,203	\$ 93,800	\$ 70,000
01	080	Election	Expenses paid for #777 school levy - which will be reimbursed to the County. Was not included in the originally budgeted items - but once the income is received - it will offset the expenses	\$ 8,872	\$ 11,448	\$ 7,700	\$ 57,990
01	090	County Attorney	Purchase of the building increased the expenses in 2015 compared to budgeted amounts Money comes from the forfeiture fund-paid randomly	\$ 299,808	\$ 194,681	\$ 415,840	\$ 400,750
01	100	Land Records	Scanning bills have not been received, as of today. Volumn is consistent with last year. Budgeted amount includes Tech Fund dollars that won't be received until we pay the bill	\$ 110,111	\$ 99,586	\$ 456,220	\$ 284,680
01	110	Courthouse		\$ 103,375	\$ 79,172	\$ 205,120	\$ 213,620
	111	County Museum Building	2014 includes payments for mowing that in 2015 is being done "in house". Historically the actual expenses are significantly less than budgeted amounts.	\$ 8,472	\$ 8,980	\$ 34,920	\$ 52,555
	112	CPHS Building		\$ 6,368	\$ 8,586	\$ 50,050	\$ 51,830
	113	Prairie 5 Building		\$ 4,341	\$ 12,821	\$ 49,200	\$ 52,555
	114	Rental House		\$ 207	\$ -	\$ 1,347	\$ -
	122	Veterans Services	Grant of \$7,500 is usually received in Sept/Oct.	\$ 70,483	\$ 70,713	\$ 154,795	\$ 141,040
	123	Planning & Zoning	The Block Grant is received in the 4th Qtr for the next fiscal year. This grant has been \$68,000.	\$ 34,585	\$ 41,702	\$ 87,750	\$ 82,375
01	148	Technology Committee		\$ 2,584	\$ 2,321	\$ 21,400	\$ 19,600
01	149	Tech Support	Monthly average billing is approx \$2,000 less than the average monthly budget amount	\$ 50,354	\$ 47,956	\$ 147,920	\$ 145,350

**SWIFT COUNTY
BUDGET TO ACTUAL COMPARISON - 2nd QTR 2015**

01	200	Sheriff		Budget amount was reduced - 2014 received a \$41,000 50/50 800 mhz grant.... Both 2014 and 2015 were in excess of 110% at mid-year.	\$	620,886	\$	866,962	\$	1,194,407	\$	1,452,680
01	202	911 Distribution		Consistent with last 4 years... We may need to reduced the budget revenue amount	\$	26,196	\$	32,812	\$	197,000	\$	197,000
01	204	Coroner	Expenses paid as needed.		\$	4,715	\$	5,434	\$	14,000	\$	15,000
01	205	Jail		More jail usage year to date compared to prior	\$	390,055	\$	367,399	\$	909,800	\$	898,145
01	251	Grant 6W Community Corrections			\$	105,202	\$	90,402	\$	210,405	\$	180,804
01	261	Restorative Justice			\$	26,059	\$	23,809	\$	56,695	\$	52,985
01	280	Emergency Management		Full grant payment received during the first half of the year.	\$	42,177	\$	39,989	\$	74,070	\$	72,420
01	400	Countryside Public Health			\$	45,713	\$	44,381	\$	91,425	\$	88,762
01	406	Youth Programs			\$	15,323	\$	46,516	\$	30,300	\$	104,160
01	520	County Parks	Expenses generated mainly in 2nd & 3rd Qtr	Revenue generated in 2nd and 3rd Qtr (mainly the Appleton Area Park).	\$	8,905	\$	6,805	\$	21,500	\$	435,000
01	521	Parks & Drainage		Revenue is consistent with prior year.	\$	99,932	\$	81,311	\$	198,438	\$	223,128
01	600	Extension			\$	31,435	\$	45,934	\$	140,310	\$	136,355
01	602	Agriculture Inspector			\$	6,750	\$	6,750	\$	13,500	\$	13,500
01	603	Predator Control	Expenses paid as needed.		\$	7,895	\$	9,638	\$	8,000	\$	8,000
01	703	Grants and Appropriations			\$	207,203	\$	167,266	\$	442,419	\$	440,163
					\$	3,108,313	\$	3,284,288	\$	6,528,331	\$	7,005,637

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of June 30, 2015



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2015 06/30/2015 Actual	Variance	PCT	Full Year Budget	1/1/2015 06/30/2015 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	(5,000)	177,746	(182,746)	-3555	5,606,296	3,096,562	(2,509,734)	55	2,918,816
5 Board Of Commissioners	241,220	118,855	122,365	49	0	0	0	0	(118,855)
21 Law Library	23,475	7,373	16,102	31	14,000	7,779	(6,221)	56	407
31 County Administration	214,615	107,139	107,476	50	0	0	0	0	(107,139)
40 County Auditor	182,290	86,987	95,303	48	25,000	0	(25,000)	0	(86,987)
41 County Treasurer	202,830	97,655	105,176	48	12,600	9,483	(3,117)	75	(88,172)
42 County Assessor	275,395	119,207	156,188	43	38,700	26,081	(12,619)	67	(93,126)
43 Public Examiners	63,800	12,200	51,600	19	0	0	0	0	(12,200)
44 Licenses And Permits	1,375	0	1,375	0	4,150	4,195	45	101	4,195
60 Data Processing	93,800	43,145	50,655	46	24,142	0	(24,142)	0	(43,145)
89 Elections	7,700	8,872	(1,172)	115	3,850	0	(3,850)	0	(8,872)
90 County Attorney	415,840	299,808	116,032	72	5,000	3,660	(1,340)	73	(296,149)
100 Land Records	456,220	110,111	346,109	24	172,500	44,423	(128,077)	26	(65,688)
110 Courthouse	205,120	103,375	101,745	50	0	0	0	0	(103,375)
111 County Museum building	34,920	8,472	26,448	24	0	0	0	0	(8,472)
112 CPHS building	50,050	6,368	43,682	13	0	0	0	0	(6,368)
113 Prairie 5-Counsel Assoc building	49,200	4,341	44,859	9	0	0	0	0	(4,341)
114 Rental House	1,347	207	1,140	15	6,000	2,500	(3,500)	42	2,293
122 Veterans Service	154,795	70,483	84,312	46	17,250	1,891	(15,359)	11	(68,592)
123 Planning And Zoning	87,750	34,585	53,165	39	80,000	11,799	(68,201)	15	(22,786)
148 Technology Committee	21,400	2,584	18,816	12	0	0	0	0	(2,584)
149 Technical Support	147,920	50,354	97,566	34	113,000	44,135	(68,865)	39	(6,219)
200 Sheriff	1,194,407	620,886	573,521	52	30,625	37,535	6,910	123	(583,352)
202 911 Distributioon	197,000	26,196	170,804	13	197,000	33,309	(163,691)	17	7,113
204 Coroner	14,000	4,715	9,285	34	0	0	0	0	(4,715)
205 Jail	909,800	390,055	519,745	43	22,000	23,835	1,835	108	(366,220)
251 Grants 6W Community Corrections	210,405	105,202	105,203	50	0	0	0	0	(105,202)
261 Restorative Practices	56,695	26,059	30,636	46	500	150	(350)	30	(25,909)
280 Emergency Management	74,070	42,177	31,893	57	16,500	17,782	1,282	108	(24,395)
400 Countyside Public Health Service	91,425	45,713	45,713	50	0	0	0	0	(45,713)
406 Youth Programs	30,300	15,323	14,977	51	300	0	(300)	0	(15,323)
520 County Parks	21,500	8,905	12,595	41	10,500	4,533	(5,967)	43	(4,372)
521 Parks And Drainage	198,438	99,932	98,506	50	122,118	12,118	(110,000)	10	(87,814)
600 Extension	140,310	31,435	108,875	22	1,000	1,095	95	109	(30,341)
602 Agriculture Inspector	13,500	6,750	6,750	50	0	0	0	0	(6,750)
603 Predator Control	8,000	7,895	105	99	0	0	0	0	(7,895)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0
703 Grants And Appropriations	442,419	207,203	235,216	47	0	0	0	0	(207,203)
800 Unallocated	0	0	0	0	0	0	0	0	0

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of June 30, 2015



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2015 06/30/2015 Actual	Variance	PCT	Full Year Budget	1/1/2015 06/30/2015 Actual	Variance	PCT	
1 County General Revenue	6,528,331	3,108,316	3,420,015	48	6,523,031	3,382,865	(3,140,166)	52	274,549
2 Solid Waste Fund									
390 Environmental Services	1,036,270	426,409	609,861	41	818,750	443,826	(374,924)	54	17,417
2 Solid Waste Fund	1,036,270	426,409	609,861	41	818,750	443,826	(374,924)	54	17,417
3 County Road & Bridge									
300 Highway Administration	208,014	140,486	67,528	68	5,198,670	3,413,832	(1,784,838)	66	3,273,346
301 Shared County Engineer	180,058	83,896	96,162	47	90,209	43,107	(47,102)	48	(40,788)
310 Maintenance	1,836,394	555,284	1,281,110	30	0	0	0	0	(555,284)
311 Authorized Work Contributions	0	5,150	(5,150)	0	0	0	0	0	(5,150)
315 Engineering	122,765	54,168	68,597	44	0	0	0	0	(54,168)
320 Construction	1,711,729	181,059	1,530,670	11	0	0	0	0	(181,059)
330 Equipment & Maintenance Shops	720,311	292,558	427,753	41	0	0	0	0	(292,558)
350 Other (Highway)	11,000	2,046	8,954	19	0	0	0	0	(2,046)
360 Accounts Receivable	0	1,535	(1,535)	0	0	0	0	0	(1,535)
370 Inter-Governmental Expense	379,520	400,921	(21,401)	106	0	0	0	0	(400,921)
3 County Road & Bridge	5,169,791	1,717,102	3,452,689	33	5,288,879	3,456,939	(1,831,940)	65	1,739,837
8 Revolving Loan Fund									
700 Revolving Loan Fund	0	48,933	(48,933)	0	0	253,260	253,260	0	204,327
8 Revolving Loan Fund	0	48,933	(48,933)	0	0	253,260	253,260	0	204,327
11 Human Services									
404 Income Maintenance	1,208,815	538,994	669,821	45	1,208,815	525,292	(683,523)	43	(13,702)
405 Social Services	3,423,710	1,708,654	1,715,056	50	3,404,460	1,610,649	(1,793,811)	47	(98,005)
11 Human Services	4,632,525	2,247,648	2,384,877	49	4,613,275	2,135,940	(2,477,335)	46	(111,708)
40 County Ditches Fund									
3 General Government	0	0	0	0	0	251,998	251,998	0	251,998
800 Unallocated	0	68,445	(68,445)	0	0	0	0	0	(68,445)
40 County Ditches Fund	0	68,445	(68,445)	0	0	251,998	251,998	0	183,552
65 County health insurance									
0 ...	0	676,044	(676,044)	0	0	857,214	857,214	0	181,170
65 County health insurance	0	676,044	(676,044)	0	0	857,214	857,214	0	181,170
	17,366,917	8,292,898	9,074,019		17,243,935	10,782,042	(6,461,893)		2,489,144



Request for Board Action

BOARD MEETING DATE:
August 4, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Discuss the Swift County HRA 2016 preliminary levy.	
AGENDA YOU ARE REQUESTING TIME ON: 10:05 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Swift County HRA would like to request \$145,000 for our 2016 Levy which is an increase of \$100,000 over our 2015 levy. The additional funds would be used for a new demolition program that has been discussed over the past year. Attached is an outline of a program that we are looking to start. If these funds are approved the HRA would bring together a working group to develop the final program criteria. We would look to have the final program criteria approved by both the HRA and county boards. Swift County HRA is allowed a maximum levy request of \$538,157; MN Statute, Section 469.001 - 469.047.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

Budget Information

FUNDING: 2016 levy request is attached.

Review/Recommendation

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

Resolution 15-08-01

The Housing and Redevelopment Authority of Swift County, Minnesota
Resolution Approving the
Authorization of the Special Benefit Tax
Pursuant to Minnesota Statutes 469.033, Subd.6

Whereas, the Housing and Redevelopment Authority of Swift County, Minnesota (the HRA) was created by the Swift County Board of Commissioners pursuant to Minnesota Statutes, Section 469.004; and

Whereas, pursuant to such action, the HRA was granted all powers and duties of a Housing and Redevelopment Authority under the provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes, Section 469.001 to 469.047 (formally 462.411-462.711) ("The Act") and

Whereas, the HRA desires to levy such a special benefit tax in the amount of \$145,000 which is less than 0.0185% of taxable market value upon all taxable property, both real and personal, within the HRA's area of operation; and

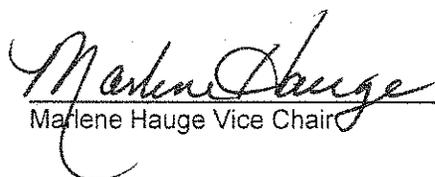
Whereas, the levy of such a special benefit tax is subject to the consent of the Board of Commissioners of Swift County, Minnesota; and

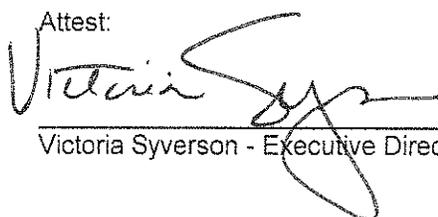
Whereas, the HRA is also required pursuant to Section 469.033, Subd. 6, of the Act to, in connection with the levy of such a special benefit tax, formulate and file a budget in accordance with the budget procedure of the County in the same manner as required of the executive departments of the County, and the amount of the tax levy for the following year shall be based on that budget and approved by the Board Commissioners of Swift County;

Now Therefore, be it resolved that the duly appointed Board of Commissioners of the Housing and Redevelopment Authority of Swift County, Minnesota hereby submits its approved 2016 administrative budget and authorizes a request for a levy of a special benefit tax for taxes payable in 2016 within the Authority's taxing jurisdiction in the amount of \$145,000 for purposes outlined and authorized by Minnesota Statutes 469.001 to 469.047, but in no case shall the dollar levy for the HRA exceed the limitations prescribed by Minnesota Statutes, Section 469.027 to 469.033.

Be it further resolved, that the consent resolution of the Board of Commissioners of Swift County to this special tax be attached to this resolution and made part of it upon approval by the Board of Commissioners of Swift County.

Dated this 27th day of July, 2015


Marlene Hauge Vice Chair

Attest:

Victoria Syverson - Executive Director

SWIFT COUNTY DEMOLITION PROGRAM APPLICATION

Swift County HRA • 301 14th St N, PO Box 286 • Benson, MN 56215
Phone: (320) 843-4676 • Fax: (320) 843-4850

Objective: The Swift County HRA is an advocate for neighborhood initiatives in the County and is active in a variety of strategic partnerships to promote community revitalization and reinvestment in central business districts and residential neighborhoods. The Swift County Demo Fund as administered by the HRA will promote and facilitate community revitalization & reinvestment in residential neighborhoods and central business districts.

Purpose: To reenergize county neighborhoods through blight elimination while enhancing the health, safety and general welfare of the community.

- A strong emphasis will be placed on the subject land for purposeful reuse that stimulates reinvestment.
- The program is not intended to eliminate the financial and maintenance responsibility of private property owners.
- The program is principally designated to address municipal owned structures (tax forfeiture) or privately owned properties key to a community's revitalization plan.
- In the event demand of demolition funds exceeds available dollars, preference may be given to those municipalities who have not received demolition assistance during the previous 12 month period.

Program match or percentage or dollar amount and revitalization conditions for each of the following property type and may require both owner and local municipality match:

Single family residential

- 50% match requirement

Multi-family residential, multi-structure

- 50% match requirement

Commercial structures

- 50% match requirement
- Reuse must fit within local zoning ordinance, county comprehensive plan or redevelopment efforts

Municipal-owned (tax forfeiture/court-ordered) residential properties:

- Match to be determined after further study of costs
- Revitalization criteria must be met or exceeded (example: property may change ownership following)

Special projects

- Consideration given to special projects based on revitalization criteria; reinvestment, job creation, and overall economic impact. Match, including in-kind match, requirements are determined on a case-by-case basis. (necessary for fed ED use match)

50% County
25% Municipality
25% Owner

The program policy and application are still being defined and will be approved by the county board before the program becomes effective. Program materials will define and include:

- Program Objective
- Funding Source(s) assuming these funds may leverage other fund sources
- Eligible Funding Recipients
- Eligible Structures
- Eligible Costs
- Post-Demolition Use of Site
- Application
- FAQs
- Legal Agreement/required documentation

Structure currently occupied: Yes No

If not occupied, when was structure last occupied: _____ Years _____ Months

Purchase price of building: \$ _____ Year purchased _____

Re-use for site after demolition: Yes No

Explain how this reuse fits within local zoning ordinance, county comprehensive plan and/or community redevelopment efforts:

If your project is selected, is there a match in place for the demolition project in accordance with the attached policy:

Yes No

Explain: _____

It is the sole responsibility of the property owner to verify with the municipality if a lien will be placed on the subject property.

Have the owner(s) served in any capacity during the previous twelve (12) months, or are they related to any Local, or County officials.

Yes No

List relationship & capacity served: _____

I certify that the above information is true and correct to the best of my/our knowledge.

Municipality:

(Signature of Municipal Official required)

Owner(s):

**SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE FUNDING OF THE PROJECT.
PROJECTS ARE SELECTED ON A COMPETITIVE BASIS AND SUBJECT TO AVAILABLE FUNDING**



Request for Board Action

BOARD MEETING DATE:
August 4, 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 the purchase of flatbed truck.	
AGENDA YOU ARE REQUESTING TIME ON: 10:20 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: One new flatbed truck and equipment that is in this year's budget. This will be purchased off of the State Contract.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: County

Review/Recommendation

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

Swift County Highway Department

BID TABULATIONS: Flatbed Truck and Accessories

July 29th, 2015

Flatbed truck with accessories:

CONTRACTOR		BID
Nolan Baker	F-350 SD	\$33,185.68
Schwieters Ford	F-350 SD	\$33,626.61

Crysteel Truck Equipment (State Bid Price)

Dump Body and Hoist

\$6,782.12

	Total
	\$40,410

Budget

\$35,000.00



Request for Board Action

BOARD MEETING DATE:
August 4th, 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 approval of annual maintenance striping.	
AGENDA YOU ARE REQUESTING TIME ON: 10:20 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The County requests quotes from striping contractors to stripe a portion of the county's paved roads annually.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: State Aid

Review/Recommendation

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

Swift County Highway Department

BID TABULATIONS: Weed Spraying

July 29th, 2015

Weed Spraying County Road Ditches:

CONTRACTOR	BID
Holmgren Roadside Spraying, LLC	\$13,570.00
DeAngelo Brothers, LLC	\$17,000.26

Budget	\$20,000.00
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Request for Board Action

BOARD MEETING DATE:
August 4, 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 the annual weed spraying of a portion of the roadside ditches.	
AGENDA YOU ARE REQUESTING TIME ON: 10:20 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The highway department bids out roadside weed spraying annually.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? See above	

Budget Information

FUNDING: County

Review/Recommendation

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

Swift County Highway Department

BID TABULATIONS: Maintenance Striping

July 29th, 2015

County Wide Annual Maintenance Striping:

CONTRACTOR	BID
AAA Striping Service Co.	\$30,449.01
Traffic Marking Service, Inc.	\$31,269.88

Budget	\$35,000.00
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Request for Board Action

BOARD MEETING DATE:
August 4, 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 approval of a MOU with Goff Public for Public Relations and Lobbying services related to Prairie Correctional Facility in Appleton	
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: We have learned over the past few months that the Minnesota Department of Corrections is proposing to request bonding funds from the Minnesota Legislature in 2016 between \$85 to \$100 million dollars to construct 500 new beds at their Rush City facility. Additionally in 2018 or 2020 we understand that they will make a similar request bring the total new beds in the DOC system to 1,000 beds. With the Prairie Correctional Facility in Appleton currently vacant, our region has a compelling story to have the DOC to use this existing facility versus constructing new prison space. To be effective in promoting the availability of the Prairie Correctional Facility in Appleton with the DOC, the legislature, and the public; staff feels it is important to engage the services of a firm that can help us effectively tell our story through public relations and lobbying. After discussing this with a number of organizations including Pope County and AMC, both of which have used Goff Public and highly recommended their services, staff requests board approval to move forward and enter into the attached MOU with Goff Public. Additionally staff requests that the board approve an initial allocation of \$10,000 from County Board Discretionary Funds for this work. We are also requesting that both the RDA and City of Appleton participate in this work. Finally, we anticipate bring back a budget with a proposed scope as this work moves forward into the 2016 legislative session.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: County Board Discretionary Funds

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Approval to form	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

TO: SWIFT COUNTY BOARD OF COMMISSIONERS

FROM: CHRIS GEORGACAS

DATE: JULY 29, 2015

RE: MEMORANDUM OF UNDERSTANDING

Thank you for the opportunity to provide government relations and public relations services for Swift County. Goff Public is prepared to begin work immediately to support your efforts to promote the currently closed prison as a solution for the State of Minnesota's challenge to house inmates within existing facilities.

The initial scope of Goff Public's work will include:

- Strategic assessment of current stakeholder engagement activities, key messages, and audiences
- Key messages development
- Public relations and government relations strategic plan (August 2015-May 2016)

Goff Public will charge our nonprofit/local government hourly rate of \$175. Outside expenses, such as mileage, will be billed at the federally designated rate.

After these initial tasks are completed, we would work with you to outline and budget the additional tasks needed to accomplish your goals.

If these terms are correct and satisfactory, please sign and date this memo, email it to chris@goffpublic.com or fax it to 651-292-8091, and keep the original for your records.

Thank you for choosing Goff Public. We look forward to working with you.



Chris Georgacas
Goff Public

7/29/15
Date

Swift County

July 17, 2015

Goff Public is one of Minnesota's top public relations and government relations firms. We serve a diverse range of clients, from large corporations to small nonprofits. Many of our employees have backgrounds in politics and journalism. We will celebrate 50 years in business in 2016.

Goff Public is unique in the Minnesota marketplace: Ours is the only company offering a full range of public relations services (strategic communications, traditional media relations, social media management, spokesperson training, and crisis communications) which also practices government relations (lobbying) and its related disciplines (coalition building, grassroots communications, and advocacy). This allows our deep knowledge of government and politics to inform our public relations work, and vice versa.

Approach

From our understanding of Swift County's situation, Goff Public is well-positioned to provide you with a broad range of services to achieve your goals of raising the profile of your available infrastructure, increasing awareness of how it may be the most cost-effective option for the State of Minnesota to address its growing prison population, and potentially pursue state bonding dollars to reopen your facility for the state's use.

The public stage is already being set on this issue in advance of the 2016 legislative session. Nationally, recent media stories have highlighted nationwide trends of increased incarceration rates despite decreased rates of major crimes. Locally, *MinnPost* pointed to the Minnesota Department of Corrections' preliminary capital investment request of \$85 million to expand its Rush City facility to accommodate close to 500 new beds as a result of this trend. Our Goff Public team has also picked up comments from both an influential state senator and the state's Commissioner of Human Services, both expressing the need for more beds and intimating that the Rush City expansion may be a good solution.

In order to be successful in influencing media and policymakers' perceptions, it is important for Swift County to implement a fully integrated approach to government and public relations. Goff Public stands ready to work with you to fully assess your situation, establish your goals, and strategically implement tactics to support those goals.

Goff Public has a long history of working with local government clients. We have worked within local governments to help align their internal communications and external marketing efforts. We also work with local governments on economic development projects, both in advocating for state bonding dollars and in providing public relations assistance. For the last two legislative sessions, we have lobbied with the Minnesota Association of County Social Services Administrators (MACSSA) on a variety of issues, including child protection and county cost shares related to the Minnesota Sex Offender Program. Additionally, we have worked with MACSSA and individual counties on media relations efforts related to the child protection issue. We assisted them in reducing the negative media rhetoric on a highly sensitive topic. Our professional experiences have contributed to a deep understanding and respect for the work that local governments do.

Services

Goff Public provides a wide range of public relations and government relations services, from media relations to coalition building to direct lobbying. We will work with you to determine the right mix of services to accomplish your goals. From our initial discussions with you, the following services appear to be most relevant to Swift County's needs:

- Strategy and planning
- Media relations
- Government relations
- Reputation management
- Coalition building and management
- Crisis communications
- Community relations

Our firm is large enough to have an expert available on almost any issue area, yet small enough to be nimble and personally engaged with each client. Recognizing that we do our best work for clients when we draw upon our collective knowledge, we employ a collaborative approach in everything we do.

Budget

Goff Public prides itself on delivering excellent service on time and on budget. We recognize that every client has unique goals, and we are committed to working with you to ensure that we make the best use of your investment. Our approach to all projects, no matter the size, is to exceed client expectations and be good stewards of your dollars. We do not want budgets to impede project success.

Goff Public would provide services to Swift County at our nonprofit, discounted hourly rate of \$175. We can be flexible in developing a payment structure – whether it be hourly, hourly with a “not-to-exceed” cap, or fee-based so payments are uniform each month.

We would like the opportunity to gather more information from you regarding scope of work, strategic deliverables, and timeline before we assemble a preliminary cost structure. From there, we stand ready and eager to work with you to develop a scope of services, budget, and payment structure that best fits your needs.

Personnel

Our team for Swift County would be led by [Elizabeth Emerson](#), our director of government relations, who would serve as your main point of contact and lead strategist. She would be assisted by Goff Public President, [Chris Georgacas](#), who would play a key strategic role in developing a public relations strategy. Account Executive [Matt Roznowski](#) would play a key role in executing media relations efforts. Matt has a strong background in legislative communications and through that work has developed relationships with reporters throughout Minnesota.

While this team would serve as your primary points of contact, we would draw on the expertise of our entire Goff Public team to most effectively achieve your goals. You can learn more about our entire team [here](#).

Next steps

We look forward to learning more about your needs during our conference call on Tuesday, July 28. After that time, we are glad to define the scope of our work and provide a budget.



SWIFT COUNTY ADMINISTRATION

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

Memo

To: Board of Commissioners
From: Mike Pogge-Weaver, County Administrator *MPW*
Date: July 30, 2015
Re: Employment Updates

The following individuals were appointed since July 21, 2015:

- None

The following positions were approved to begin advertising since July 21, 2015:

- 1 Deputy Assessor or Appraiser position, Assessor Office
- 2 Social Worker Positions, Human Services
(1 new position and 1 replacement for Peggy Hans)
- 3 part-time CCO positions, Sheriff Department
- 1 Maintenance Worker III position, Highway (replacement of Michael Staton)

The following individuals tendered their resignation since July 21, 2015:

- Peggy Hans, Social Worker, Human Services, Effective August 11th