

Notice & Agenda

Swift County Board of Commissioners

AGENDA

Tuesday, August 7, 2018

9:00 AM

LEC Meeting 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
	1-3	(1) Minutes from the July 17, 2018 Regular Meeting
	4	(2) Minutes from the July 17, 2018 Executive Meeting
	5-6	(3) Consider the request for approval of the Pickup bid
	7	(4) Consider the request for approval unpaid leave
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.		Paul Petrick, Assistant Engineer
	8-9	Consider approving the low bidder on bids for the SAP 076-625-014 & CP18-01 grading projects, on county roads 25 & 72
	10-11	Consider approving a bid for the 2018 gravel processing contract
9:35 a.m.		Michael Johnson, Parks, Drainage & Wetlands
	12-13	Consider setting a public hearing date for petition for outlet imp to JD #8
	14-15	Consider setting a public hearing date for petition to abandon part of BR#2 to Imp to JD#8
	16-17	Consider setting a public hearing date for petition for outlet D #5
9:45 a.m.		Kelsey Baker, Administrator
	18-34	Proposal for fully Mobile-Friendly Website design, Website Service, and Support Review 2018 Department Budget Requests Update
		Other Business
10:00 a.m.		Wendy Munsterman, Representative of the Humane Society of Swift County
10:15 a.m.		Jen Johnson, Safe Avenues Funding Request
10:30 a.m.		Liz Auch, Countryside Public Health discussion
10:45 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

July 17, 2018

Chairman Rudningen called the meeting to order at 9:02 AM with all members present. Also present: County Attorney Danielle Olson, County Administrator Kelsey Baker, County Auditor Kim Saterbak, Human Services Director Catie Lee and Amanda Ness.

Chairman Rudningen asked if there were any changes or additions to the agenda. No changes or additions were requested.

07-17-18-01 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the agenda as presented. Motion carried unanimously.

07-17-18-02 Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the Consent Agenda which consisted of: (1) Minutes from the July 3, 2018 Regular Meeting, (2) Resolution to declare Swift County's intent to retain a CPA firm, and (3) Swift Planning Grant in the amount of \$10,000 to the City of Kerkhoven. Motion carried unanimously.

07-17-18-03 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: County General Revenue, \$139,523.33; Solid Waste Fund, \$32,082.13; Road and Bridge, \$290,152.52; Debt Service, \$3,771.47; Capital Projects Fund, \$50,221.89; County Ditches Fund, \$12,973.00; which includes the following bills over \$2,000: Bituminous Paving Inc., \$11,173.95; CliftonLarsonAllen LLP, \$20,000.00; Commerford Gravel Inc., \$2,895.40; Dooley Petroleum, Inc., \$2,637.39; Douglas County Sheriff Dept., \$3,362.36; Federated Telephone, \$3,771.47; Johnson Controls, \$29,303.00; Kandiyohi County Sheriff's Dept., \$9,348.51; KnowInk, \$18,050.00; Nolan Baker Ford Sales, \$58,635.66; Danielle H Olson, \$2,000.00; Pflipsen Trucking LLC, \$15,409.94; Swift County DAC, \$2,074.52; Thomson Reuters-West Payment Center, \$2,539.32; Treasurer, City of Kerkhoven, \$37,435.73; Van Heuveln General Contracting Inc., \$10,077.60; Viking Office Supply Inc., \$11,241.99; Waste Management Of Northern Minnesota, \$10,315.04; Wold Architects & Engineers, \$7,633.10; Ziegler Inc., \$232,177.00. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Hendrickx reported on 6W Community Corrections, Appleton OHV Park Meeting, and Woodland Centers. Commissioner P. Peterson reported on 6W Community Corrections, Countryside Public Health, and Policy Committee. Commissioner E. Pederson reported on SWCD, and the Counties Providing Technology (CPT) Meeting. Commissioner Fox reported on Well-Being Committee, Woodland Centers, and Pomme de Terre River Watershed. Chairman Rudningen reported on Well-Being Committee, Enhancing the Organization, CPT, and Policy Committee.

Administrator Kelsey Baker updated the board on the resignation of Restorative Practices Director Will Warnock, budget meetings with Department Heads, upcoming meetings and conferences, Policy Committee, and needed maintenance at the Prairie Five building.

Chairman Rudningen asked for Citizens comments. There were none.

Chairman Rudningen opened the Public Hearing regarding Lateral E on Judicial Ditch #19 at 9:35 AM.

Rinke Noonan Attorney Kurt Deter explained the purpose of the hearing and requested moving agenda item #7 Engineer's Report and Recommendation after #4 Explanation and Presentation of Petition and then #8 Possible Action by Drainage Authority.

Parks, Drainage and Wetlands Supervisor Mike Johnson stated the Record of Notice Requirements.

Petitioner Robin Robert presented his explanation of the petition to outlet into Lateral E on JD #19.

Attorney Deter directed the board to the Engineer's report and recommendation from Brent Johnson PE of Bolten & Menk.

The hearing was opened to public comment. Randy Brandt of Benson and Robin Roberts of Benson provided comments.

07-17-18-04 Commissioner Hendrickx moved and Commissioner Fox seconded to deny the petition to outlet due to the lack of capacity in Lateral E for additional lands. Motion carried unanimously.

07-17-18-05 Commissioner Hendrickx moved and Commissioner Fox seconded to advise owners of existing unassessed outlets to block or disconnect unauthorized lines within thirty days. Motion carried unanimously.

Chairman Rudningen closed the public hearing at 9:55 AM.

Director Catie Lee presented the monthly Human Services update.

Fiscal Supervisor Gary Jensen presented the Human Services financial accounts update.

Administrator Baker presented monetary requests from Southwest Initiative Foundation and the Humane Society of Swift County for consideration for the grants and appropriations portion of the 2019 budget.

The board recessed at 10:15 AM.

The board reconvened at 10:26 AM.

07-17-18-06 Commissioner Fox moved and Commissioner P. Peterson seconded to approve accepting Will Warnock's resignation. Motion carried unanimously.

Administrator Baker updated the board on the CPT buy-in amounts.

Chairman Rudningen opened the Public Hearing regarding issuance and sale of industrial development revenue bonds for the Riverview, LLP project at 10:33 AM. Chairman Rudningen further pointed out that the date in section F needs to be corrected.

Administrator Baker updated the board on the change in funds available for the Riverview, LLP project.

The hearing was opened to public comment. Tom Walsh of Riverview, Rick Metzger of Riverview, and Larry Mahoney of Appleton provided comments.

Chairman Rudningen closed the public hearing at 10:46 AM.

07-17-18-07 Commissioner Fox moved and Commissioner P. Peterson seconded to approve authorizing the issuance and sale of industrial development revenue bonds for the Riverview, LLP project per the resolution presented with the date correction. Motion carried unanimously.

07-17-18-08 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve a closed session for preliminary consideration of allegations against an individual subject to the board's

authority pursuant to Minnesota Statutes §13D.05. Motion carried unanimously.

The regular meeting recessed to closed session at 10:53 AM.

The regular meeting reconvened at 11:48 AM.

The board took no action during the closed session.

07-17-18-09 Commissioner E. Pederson moved and Commissioner P. Peterson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:48 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
July 17, 2018

Date Convened: Tuesday, July 17, 2018

Time Convened: 10:54 AM

Time Adjourned: 11:47 AM

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

Members Absent: None

Also Present: Labor Attorney Kristi Hastings, County Administrator Kelsey Baker, County Attorney Danielle Olson and Amanda Ness

Purpose: Preliminary consideration of allegations against an individual subject to the board's authority pursuant to Minnesota Statutes §13D.05

Chairman Rudningen called the executive session to order at 10:54 AM with all members present as well as Labor Attorney Kristi Hastings, County Administrator Kelsey Baker, County Attorney Danielle Olson and Amanda Ness. The Board discussed allegations against an individual.

The board took no actions at the meeting.

07-17-18-1-ExS Commissioner Fox moved and Commissioner P. Peterson seconded to adjourn. Motion carried.

Executive Session adjourned at 11:47 AM

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

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 approving Pick up bid	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: \$25,000.00 and more
BACKGROUND/JUSTIFICATION: 2018 Budget for ¾ ton pickup	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Board board approved budget	

Budget Information

FUNDING: Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

Michael Johnson
 Devon Savage
Parks, Drainage & Wetlands



1000 15th Street South
 P.O. Box 241
 Benson, MN 56215

Phone: (320) 843-5341
 Fax: (320) 843-3543

e-mail: mike.johnson@co.swift.mn.us
 e-mail: devon.savage@co.swift.mn.us

SWIFT COUNTY REQUEST FOR QUOTES
 FOR
 ONE NEW EXTENDED CAB ¾ TON 4X4 PICKUP

Quotes will be accepted until 3:00 pm, July 31, 2018 at the Parks, Drainage and Wetlands Office located at 1635 Hoban Ave., Benson, MN. 56215

The Parks, Drainage and Wetlands Office is planning to purchase a pickup as per following minimum specifications. The price will include all taxes, licensing and delivery charges to Swift County.

Make, model and year of vehicle	SuperCab Ford F-250 2019	
1) One standard full size pickup with extended cab and 8' box		16'4"
2) 4 wheel drive		X2B
3) GVWR: 9000 pounds		10,000
4) Transmission, automatic heavy duty, with overdrive, trailer/tow mode, internal and external cooler		yes
5) Differential, Locking heavy duty		X3E
6) 8 cylinder 5.4 liter or larger		6.2 Liter
7) Air conditioning		yes
8) AM/FM/Bluetooth radio		Sync/Sirrus
9) Cruise control / tilt wheel		525
10) Mirrors, exterior, power adjustable		54F Telescoping
11) 5 tires, all terrain tread		TBm
12) Intermittent wipers		yes
13) Battery, minimum 600 CCA		yes
14) Skid plate		17X FX4
15) Trailering equipment, heavy duty tow hitch with 7 and 4 pin wire connectors		yes
16) Electric trailer brake control		52B
17) Tinted glass	1 rear defroster	43B/924
18) Cloth seats, front and rear		15 grey
19) Power windows and locks		90L
Delivery Transfer title		\$ 50.00
Cost of vehicle		\$ 29,822.72
Tax		\$ 1,353.47
License	Nolan Baker Ford Sales, Inc. Box 348, 901 Atlantic Ave. Kerkhoven, MN 56252	\$ 20.00
Less Trade-in Amount		\$ 9,000.00
Total cost of vehicle		\$ 22,246.19

Thanks Tom Baker

I would like to request Aug 6-31
off with unpaid leave for FMLA
purposes

- Nathan Motzko
Highway Dept.



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Paul Petrick	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: The Highway Department opened bids for the SAP 076-625-014 & CP 18-01 Grading projects, on County Roads 25 & 72 (near the East edge of Benson). Approval of the low bidder is requested.	
AGENDA YOU ARE REQUESTING TIME ON: Regular – 8/7/18	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: These projects were planned for 2018 on the formerly approved 5-Year Plan.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: State Aid funding on CSAH 25, County funding on CR 72.

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

BID SUMMARIES

S.A.P. 076-625-014 & CP 18-01

LETTING: July 31, 2018 @ 10:00 A.M.

BIDDER	BID BOND Yes/No			NET GRAND TOTAL
Central Specialties, Inc.	Yes			\$1,374,389.90
Commerford Gravel and Construction, Inc.				
Duininck Inc.	Yes	SAP 076-625-014	\$737,664.66	\$917,597.26
		CP 18-01	\$179,932.60	
Midwest Contracting, LLC	Yes			\$1,181,598.75
Minnerath Construction, Inc.				
Quam Construction Co, Inc.				
Riley Bros. Construction, Inc.				
Wm. D. Scepaniak, Inc.				
076-625-014 ENGINEER'S ESTIMATE				\$777,955.00
CP 18-01 ENGINEER'S ESTIMATE				\$190,020.00
GRAND TOTAL				\$967,975.00



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Paul Petrick	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: The Highway Department opened bids for the 2018 Gravel Processing contract. One bid was received, and we are asking for Board approval.	
AGENDA YOU ARE REQUESTING TIME ON: Regular – 8/7/18	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: This was the second attempt at opening bids for the 2018 Gravel Processing.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The Highway Dept. previously opened bids 4/20/18. A decision at the 5/1/18 Board meeting was made to reject and re-bid due to the proposed crushing site being outside of Swift County. The new low bidder is proposing to crush in Western Swift County.

Budget Information

FUNDING: County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

BID SUMMARIES

2018 Gravel Processing

LETTING: July 31, 2018 @ 10:30 A.M.

BIDDER	Bid Bond Yes/No	Unit Price	NET TOTAL
Central Specialties, Inc			
Commerford Gravel, Inc.	YES	\$3.15	\$126,000.00
Ferguson Brothers Excavating, Inc			
Hard Rock Screening, LLC			
WM. D. Scepaniak			



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

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 setting public hearing date for petition for outlet Imp to JD #8	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Drainage law
BACKGROUND/JUSTIFICATION: Landowner requests to petition unassessed lands into Imp.-JD #8	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH IMPROVEMENT TO JUDICIAL DITCH #8
SWIFT COUNTY, MN

Petition for an Outlet, Pursuant
to Minnesota Statutes § 103E.401

WHEREAS, Paul and Donna Bjornjeld Estates own the SE ¼ of Sec. #30 T121-N, R40-W (Six Mile Grove Twp.)

WHEREAS, Paul and Donna Bjornjeld Estates are requesting an outlet for the above mentioned property into Improvement to Judicial Ditch #8

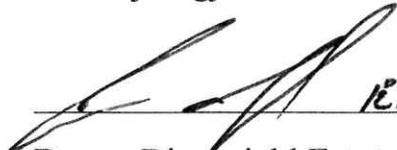
THEREFORE, the petitioner respectfully requests the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. § 103E.401, subd. 4.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. § 103E.401, subd. 4 and describe and state in its order the property to be benefited by the drainage system and that an outlet fee and benefits to the property be determined.

Dated this 17 day of ^{July} ~~May~~, 2018



Paul Bjornjeld Estate



Donna Bjornjeld Estate



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

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 setting public hearing date for petition to abandon part of Br#2 to Imp. To JD #8	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Drainage law
BACKGROUND/JUSTIFICATION: Landowner requests to petition abandon part of Br. #2 open ditch to Imp. To JD #8	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH IMPROVEMENT to JUDICIAL DITCH #8
SWIFT COUNTY, MN

Petition for Partial Abandonment,

Pursuant to Minnesota Statutes § 103E.806

WHEREAS, Gerald Wersinger et al owns the NE ¼, Section 30 T121-N, R40-W (Six Mile Grove Twp.)

WHEREAS, the above owner is requesting to abandon part of Br. #2 (open ditch) from approximately 4+00 to 18+00 (end)+/- (East Township Right of Way of 70th Ave. to end of BR #2 open ditch) to Improvement to Judicial Ditch #8 in the above mentioned description

THEREFORE, the petitioner respectfully request the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. § 103E.806, subd. 3.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. § 103E.806, subd. 3 and describe and state in its order that part of the drainage systems to be abandoned.

Dated this 2nd day of August, 2018

Gerals Wersinger et al



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

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 setting public hearing date for petition for outlet D #5	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Drainage law
BACKGROUND/JUSTIFICATION: Landowner requests to petition unassessed lands into Imp.-JD #5	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING: Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS:	COMMENTS:

Board Action

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

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY JUDICIAL DITCH #5
SWIFT COUNTY, MN

Petition for an Outlet, Pursuant
to Minnesota Statutes § 103E.401

WHEREAS, Swift County 153 Partnership owns the NW ¼ Sec. #17
T121-N, R39-W (Torning Twp.)

WHEREAS, Swift County 153 Partnership are requesting an outlet for
the above mentioned property into Swift County Judicial Ditch #5

THEREFORE, the petitioner respectfully requests the following:

1. That the auditor set a time and location for a hearing on the above mentioned property, provide notice of the hearing by mail and publication pursuant Min. Stat. § 103E.401, subd. 4.
2. That the Drainage Authority conduct a hearing on the above mentioned property pursuant Min. Stat. § 103E.401, subd. 4 and describe and state in its order the property to be benefited by the drainage system and that an outlet fee and benefits to the property be determined.

Dated this 14th day of June, 2018



Request for Board Action

BOARD MEETING DATE:
August 7, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving GovOffice website upgrades	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	
BACKGROUND/JUSTIFICATION: The Swift County Website is in need of an upgrade to have more of a website presence. We currently have a contract with GovOffice. The funding would be through the One-time Exception funds available with the RDA. These funds would cover for the first three years, then the county would need to start covering the costs in 2022.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	Click here to enter text.

Budget Information

FUNDING: One-time Exception Funds through RDA

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Approve
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

Board Action

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

GOV OFFICE



Proposal for Fully Mobile-Friendly Website Design, Website Service, and Support

Swift County, Minnesota

Today's Date: 7/3/18

Expiration Date: 10/3/18

Mike Chaloupka
GovOffice Web Solutions
2112 Broadway Street NE, Suite 250
Minneapolis, Minnesota 55413
612-617-5709 direct
Mike@GovOffice.com
www.GovOffice.com

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Testimonial of a Major Upgrade Client 16



Our History

GovOffice Web Solutions is a division of Avenet LLC, a national leader in delivering state-of-the-art Web solutions for government, education, nonprofit, advocacy and campaign sectors. Minneapolis, Minnesota-based Avenet was founded in 1999 and began serving local governments in 2001 through its GovOffice partnership with the International City/County Management Association (ICMA) and 12 state municipal leagues. GovOffice is a leading national provider of websites and content management systems to local governments, serving over 1,400 cities and counties in 42 states and Canada.

Our Value Proposition

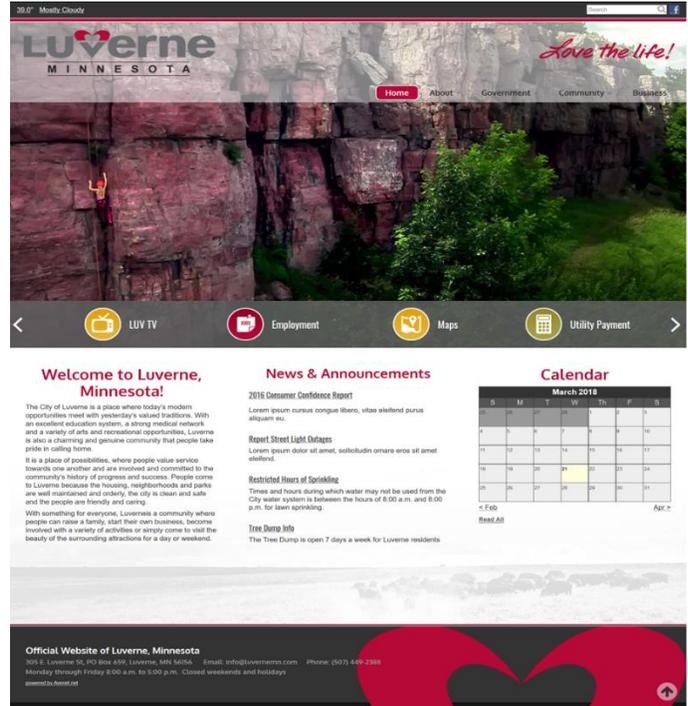
Our population-based pricing makes GovOffice an effective, affordable solution for every size of local government. With GovOffice, you don't pay for a bunch of pricey features you don't want or need. Our solution provides all the core features used by most local governments, and enables you to add more specialized features as needed. In short, we are easier to use, more affordable, and offer the features you and your citizens need, designed to fit a government budget. And as governments try to do more with less now more than ever, that's the perfect win-win for you and your constituents.

GovOffice is Powerful and Affordable

GovOffice delivers the solution you need with a whole lot less hassle and expense, including:

- Custom, professional graphic design
- Powerful, flexible Content Management, with unlimited sections and subsections
- Mobile-friendly guarantee
- Online forms system for sign-ups, comment forms, polls, and more
- Audio and video files integration
- Calendars, News, Image galleries
- Security system enabling multiple users with varying levels of editing permissions to update the website

Proposed Design Concept (Actual Drafts Developed for Other Clients)



Your website development project will involve graphic customizations to the **GovOffice Responsive Framework**. Customizations include the incorporation of a title graphic (official logo and/or name of city and slogan, if applicable) with a stylish font treatment, custom fonts (choice of Google Fonts) for section titles, sidebar titles, and promotions, custom colors for the body of the design, custom colors for navigation menu buttons and Sidebars, availability of Facebook, Twitter, YouTube, Pinterest, and Instagram icons, and incorporation of a Favicon and Mobile Touch Icon.

The Client's new design will sport an Enhanced Footer, styled Content Boxes, Search engine, programming of a self-admin Film Strip that displays Icons that will give visitors one-click access to focus areas of the website (up to 10 icons included). The very popular self-admin Image Slider (with captions and optional linking) to showcase up to 5 community photographs at a time on the homepage will be included. Further, the Client's Responsive design will include the in-demand, self-administered Notifications Banner (notices, emergency alerts, reminders, etc. atop the homepage), and Local Weather Integration (a dynamic feed from the National Weather Service).

Creative Process

- 1) Personal consultation with our graphic designer, 2) Development of up to 2 drafts by our graphic designer, 3) Presentation of design drafts to the Client via Preview Mode, 4) Up to 2 rounds of revision to the Client's chosen draft, 5) After revision is completed, presentation of final draft to the client via Preview Mode; Client's approval is then requested

Programming Process

- 6) Constructing the final design draft approved by the Client onto a working test site (Test Mode), 7) Adjustment as necessary to the display or behavior of the design on the test site, 8) Testing of the design across the latest versions of all major Web browsers; further adjustment made, if necessary; *Content Services take place starting here*, 9) Schedule a date for upload of the finished, browser-tested design with the Client, 10) Upload of the design to replace the Client's existing design on its live, public website; the project is then declared completed

Responsive Website Design (RWD) Features

1. Development of new **title graphic** including official logo, slogan, and stylish font type. It may lay over the Image Slider images on the homepage and move automatically to the navigation menu and Search bar on smaller devices.

2. **Image Slider** allows staff to put up and take down community photos at any time, on the homepage (5 images at a time). Each image may be captioned and linked to any page, internal or external. Further, website visitors may swipe forward or back with their cursor or finger to see more photos.

3. The **Film Strip** contains **Icons** that allow one click access to the most highly trafficked pages of the website. The Icons will be uploaded, arranged, and linked for the Client per the Homepage Setup process and will slide automatically on a loop. Website visitors may swipe forward or back with their cursor or finger to see more Icons.

4. An **Enhanced Footer** is a fixture on all Progressive level customized websites. It will be personalized to the Client’s branding with a custom color, font, image, etc.

5. **Local Weather Integration** is a dynamic, linked reading of the community’s current temperature and weather condition, delivered by a feed from the National Weather Service (weather.gov). It is easily accessible but not obtrusive like commercial weather widgets available online. In this example the weather feed is seen to the far right side of the design, just to the left of Search and social media icons.

6. Like Image Slider and Film Strip, the **Notifications Banner** is another self-administered, self-activated feature to Responsive designs. It allows Clients to draw citizens’ attention to urgent notices, alerts, reminders, etc. on the homepage with an eye-catching, roll down banner which has a close out button.

7. Shown here are six **Content Boxes**; these are a standard, self-admin feature of the GovOffice Responsive framework.

This entire area of the homepage (and all interior pages), left to right, is where **self-administered website content** displays. If a Section Introduction is added, it will be located in the center. Regular Promotions, such as a calendar, and Sidebars may be added to the left, center, or right, and all are totally Responsive, meaning each will resize and rearrange automatically to conform to any screen size being used, either in portrait or landscape view.

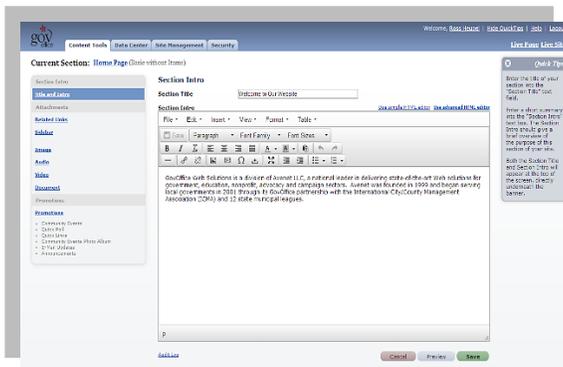


Content Management Highlights

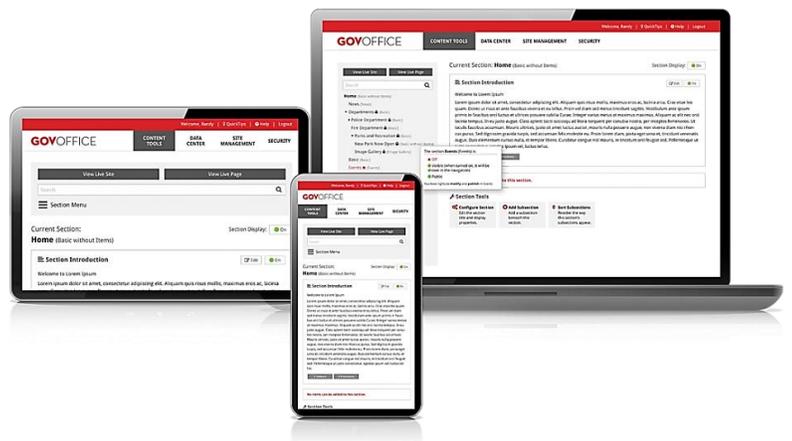
Every day GovOffice users efficiently manage their websites from their office and at home—on any computer that is connected to the Internet through the latest versions of modern Web browsers—and they enjoy the many features that GovOffice offers:

- Unlimited number of sections and subsections are allowed to expand your site
- Unlimited number of links throughout your site
- Build a home page that includes a greeting, breaking news, upcoming events
- Online sign-up for newsletters, comment forms, polls, and surveys
- Audio and video files posted throughout the site
- Image gallery that serves as an online photo album
- News articles that can be featured and archived
- Post meetings agendas and minutes as documents
- Calendar of all community events and meetings
- Contact information of staff and elected officials
- Advanced users may switch to HTML mode for added flexibility
- Social media integration
- Security system allows multiple users with varying levels of permissions to update the website simultaneously
- And much more!

Example of GovOffice Site Administration (Microsoft based solution empowers all staff to edit their pages):



Current Version of GovOffice CMS (3.0)



NEW Version of GovOffice CMS (4.0) to be Launched in 2018!

GovOffice CMS Version 4.0: A Message from Our CEO

GovOffice was launched in 2001 as the centerpiece of a unique public-private partnership to bring website technologies to cities across America. Founding partners included the International City-County Management Association, League of Minnesota Cities, and Avenet Web Solutions which developed the GovOffice technology. Over time an additional 15 state municipal leagues joined our partnership.

In those 17 years local government websites have evolved from being a novelty to a necessity. We have served over 1500 local governments in 44 states and stayed true to our mission of providing state-of-the-art web technologies that meet the needs of local government, at an affordable cost. Now we are excited to announce that we have initiated a major development initiative to create the next generation of our technology:

GOV OFFICE 4.0

GovOffice CMS 4.0 will meet the needs of our local government clients and your constituents well into the future.

This major upgrade will be implemented in multiple phases which will help users absorb and adopt to changes over time. User interface upgrades will maintain a priority on ease of use. Current sites will be seamlessly upgraded to the new system with no or minimal disruption.

Phase 1 will result in:

- A faster, more intuitive Admin system
- Even faster public websites
- A new site-wide Search system
- Refresh of the Admin look & feel aimed at enhancing ease of use; also, it will be fully Responsive (mobile-friendly)
- A state-of-the-art code which can be extended rapidly to add new features in subsequent phases

Additional, incremental upgrades will feature new content types to meet the growing needs of our clients.

Subsequent phases may include:

- New file upload software
- eNotification/ eAlert system
- New, more robust bulk-mail/messaging system
- Upgraded SuperForms & ePayment
- Document management repository
- Customized content types, such as Council Packets/ Agendas

Thank you for being a client and partner in preparing for the next generation of GovOffice!

Eric Johnson, CEO
Avenet/ GovOffice Web Solutions

Delivery of GovOffice Technology, Hosting, and Security

GovOffice has provided the website technology to over 1500 local governments for over 15 years. We have developed unique expertise in protecting local government websites from security concerns and delivering a proven record of reliability, performance and data protection for our clients.

Delivery of GovOffice CMS Technology

The GovOffice technology stack is architected for redundancy and scalability. We use blade servers with Intel Xeon processors with SSD storage. The GovOffice CMS is hosted on a load-balanced Web farm that can easily be expanded as resources require. Our application servers run Windows Server 2016 with IIS 10.0 and SQL Server 2016, which allows SSL communication to be done over TLS 1.2. The GovOffice design framework utilizes jQuery and HTML 5 to provide Responsive designs that look great and are optimized on both desktop and mobile browsers.

In contrast to some widely used software systems, GovOffice CMS is a proprietary system that does not have known exploits published on public websites for hackers to exploit. The GovOffice team installs patches on a regular basis, adheres to the highest standard of web server administration and access and logs access to all of our infrastructure.

Worry-Free Hosting & Security

All GovOffice websites include our worry-free hosting and support which includes the following services:

Web Monitoring

- Data center engineers monitor all of our servers and infrastructure, 24/7/365

Up-time and Disaster Recovery

- 99.99% up-time
- Daily backups of all website data and are kept for 90 days
- Website data can be restore as needed from backups, typically within hours

Enterprise Class Data Center

GovOffice websites are hosted in a highly secure, cutting-edge global data center with 24 x 7 monitoring to meet your critical need for robust bandwidth, streamlined data storage, and business continuity.

Located only 15 minutes from GovOffice's corporate office, the data center is monitored by trained technicians with a Network Operations Center (NOC) team. The NOC adheres to a strict escalation procedure to help ensure that GovOffice websites are available to the public at all times. Our primary data center is located in a former US Federal Reserve System building, constructed to withstand natural disasters, such as earthquakes, tornadoes, and floods.

Security

The safety and security of your data is our highest priority. Our data center is SAS 70 audited, SOC 2® attested, and SOC 3® certified

We observe industry best-practice standards including, but not limited to:

- Hand biometric and RFID card controlled access to data center
- Cage door sensors
- Motion activated surveillance cameras
- 24 x 7 Monitoring
- 24 x 7, on-premise security guards

DDoS protection

Federal, state and local government websites have become prominent targets for both domestic and foreign originated Distributed Denial of Service (DDoS) attacks designed to impair or shut down websites. All GovOffice clients' websites are protected through a system-wide DDoS solution designed to combat this growing threat.

The data center utilizes an enterprise level DDoS solution developed by a leading DDoS security company, Corero. The key benefit of the Corero solution is that it automatically mitigates DDoS attack traffic before it impacts GovOffice clients, enabling us to keep our networks clean of attack traffic.

Training & Technical Support

Our Training & Technical Support Team is available Monday through Friday, excluding national holidays, from 8:00 AM to 5:00 PM Central Standard Time. It provides assistance to clients via toll-free phone and e-mail in the areas of initial online training of the GovOffice toolset, additional training, technical support of websites, and more.

Online training sessions typically take 90 minutes to complete. If your staff has a basic understanding of Microsoft Word, everyone will easily pick up our Content Management System. Support will schedule a training session that fits your group's schedule, and sessions are conducted via Webinar. No expensive on-site meetings is necessary, and there is no charge for future training sessions with new or existing staff.

GovOffice Support Delivers:

- Online Training Sessions
- Toll-Free Phone Support
- Quick Tips
- Video tutorials
- Support documents
- Online Chat

CMS Product & Service Features

GovOffice requires no specialized software skills, and it allows staff to administer the site anytime, from any Internet connection. GovOffice CMS is a database driven web application based upon underlying Microsoft technologies, including SQL Server.

Our Software as a Service (SaaS) hosting model means your website will be worry-free. GovOffice provides the hosting, technical infrastructure, upgrades and maintenance, saving you time and money. No additional software is required.

Professional Design	Standard	Optional
Access to 48 stock design template styles; customization of the design by the end user is limited to adding your organization's name, slogan, and a footer	✓	
Customized graphic design to incorporate branding and a community theme into a Responsive Website Design (RWD) format		Proposed; see page 14
Self-admin linking of Facebook and Twitter icons; in addition, YouTube, Pinterest, and Instagram icons are available on all customized designs	✓	
Web Hosting, Performance, and Support	Standard	Optional
Up to 2 GB of stored uploads; nightly data backups at a cloud based Web hosting facility	✓	
Extended Storage Plan for an additional 2 GB of stored uploads on your website		Continued; see page 14
DDoS (Distributed Denial of Service) protection	✓	
SSL encrypted administrative website	✓	
SSL encrypted public website	✓	
Unlimited online Webinar training of the GovOffice CMS and selected modules	✓	
Unlimited access to toll-free Technical Support for all staff	✓	
Video tutorials and unlimited, live Help Chat at help.govoffice.com	✓	
GovOffice Mobile delivers mobile version of website (smartphones)	✓	
Page-relevant Quick Tips within the administrative website	✓	

Website Access, Editing, and Management	Standard	Optional
Homepage Setup by a GovOffice Content Specialist	✓	
Unlimited number of administrative users on the GovOffice system	✓	
Limit access and administrative permissions to each user and group(s) on the system	✓	
Preview feature that shows how an unsaved edit would appear if it was saved and activated on the live website	✓	
Live Site feature that allows users to switch between the live and administrative websites within one browser window	✓	
Data storage tracker to help manage your load of Web content	✓	
Audit log that shows editing activity of all administrative users	✓	
Google Analytics integration	✓	

CMS Features	Standard	Optional
Flexibility to name and order all navigation menu buttons	✓	
Import, type, and edit text with formatting controls essential for a Web page	✓	
Create unlimited number of links to internal pages and external websites	✓	
Upload, resize, position, and caption photos	✓	
Online forms for questions, comments, and requests to be contacted by staff	✓	
Upload and post audio and video files	✓	
Upload and name documents, such as Agendas & Minutes and newsletters	✓	
Schedule of events, including recurring events, within a true calendar display	✓	
Online opinion polls with controlled responses and option to display the results	✓	
Image gallery to create a Community Photo Album; includes slideshow capability	✓	

- Ability to add, turn on & off, and easily remove sidebars from all pages ✓
- Directory, including contact information and photos, of Elected Officials and staff ✓
- Post news stories with a pre-set release date for automatic display on live website ✓
- Display job listings with post & deadline dates and post the employment application ✓
- List Frequently Asked Questions by department or the entire organization ✓
- Highlight *related links* to associated websites without posting long URLs ✓
- Directory of local attractions and automatically created links to a Google Map ✓
- Site Map for added ease by site visitors in locating a desired section of the website ✓
- Last Edit* stamp that shows the date on which any Web page was last updated ✓
- Printer-Friendly* option and some flexibility in the placement of the link ✓
- Site-wide search engine that also searches keywords within uploaded documents ✓

Advanced Features	Standard	Optional
SSL SuperForms module for robust online forms, such as service requests		Proposed; see page 14
HTML mode for editing—example: embed community videos from your YouTube Channel or Google Maps of your area	✓	
Friendly URLs (for example, govofficecity.com/ police) for quicker and direct access to select sections the website—bypassing the home page entirely	✓	
Intranet capability for <i>staff only</i> areas of the website; accessed only by username and password	✓	
Bulk e-mail tool that allows visitors to opt-in and opt-out of receiving e-mail notifications from your government office	✓	
RSS feeds <i>in</i> from other news-related websites	✓	

Navigation and Content Services

The **Complete Navigation Analysis & Restructure** will make your navigation menu compatible with a Responsive Website Design and greatly enhance speed of service to your website visitors.

Our content professionals will analyze the entire site navigation menu and then organize and label it according to best practices of usability, Web design and the latest standards for government websites. The end result is a well-organized, intuitive website that ensures your site visitors will quickly and easily find the information they need.

After completion of the Complete Navigation Analysis & Restructure project, GovOffice will address the homepage by doing a **Homepage Setup** which involves organizing your existing homepage content to follow the best practices of Web writing and design. Specifically it involves:

- Re-writing and formatting welcome text for efficient online reading
- Organizing and labeling primary site navigation menus
- Incorporating images effectively
- Using Promotions to display news, events, calendars, etc. in a visually appealing way
- Using Sidebars to display related links, text and images

“I’ve worked with GovOffice for several years now. While I have always been happy with the customer service, my latest experience with them was exceptional.

We recently had a Complete Navigation Analysis & Restructure content service done. The staff was very easy to work with and completely professional. We are very happy with the re-organization of our entire website.”

Lynne A. Fuller, City Clerk
City of Norton Shores, Michigan
www.nortonshores.org

3-Year Budget Payment Plan: *the* solution for forward-thinking, yet budget-conscious, local governments

Summary of Services Over 3 Years

<p>Annual Service Package (\$1150) + Citizen Action SuperForms Module (\$300)—Delivered Year 1 License and Upgrades of GovOffice CMS, Annual Website Hosting, Maintenance & Security, Daily Data Backups, 4 GB of Uploads, DDoS Protection, SSL Encrypted Administrative and Public Websites, Unlimited Live Training & Technical Support, Domain Name Service, and SSL Citizen Action SuperForms Module</p>
<p>Annual Service Package (\$1150) + Citizen Action SuperForms Module (\$300)—Delivered Year 2 License and Upgrades of GovOffice CMS, Annual Website Hosting, Maintenance & Security, Daily Data Backups, 4 GB of Uploads, DDoS Protection, SSL Encrypted Administrative and Public Websites, Unlimited Live Training & Technical Support, Domain Name Service, and SSL Citizen Action SuperForms Module</p>
<p>Annual Service Package (\$1150) + Citizen Action SuperForms Module (\$300)—Delivered Year 3 License and Upgrades of GovOffice CMS, Annual Website Hosting, Maintenance & Security, Daily Data Backups, 4 GB of Uploads, DDoS Protection, SSL Encrypted Administrative and Public Websites, Unlimited Live Training & Technical Support, Domain Name Service, and SSL Citizen Action SuperForms Module</p>
<p>Responsive Website Design (\$6030 after 10% discount)—Performed Year 1 <i>Progressive</i> Level Responsive Website Design (fully mobile-friendly) includes the following features: Image Slider, Display of logo, city name and slogan, Horizontal navigation system, Basic custom color scheme and Web safe fonts, Standard styled Content Boxes, Search engine, Facebook, Twitter, YouTube, Instagram, Pinterest icons, Mobile Touch Icon, Favicon, Local Weather Integration, Filmstrip + up to 10 Icons, Notifications Banner, and Enhanced Footer</p>
<p>Navigation and Content Services (\$550)—Performed Year 1 Complete Navigation Analysis & Restructure and Homepage Setup</p>

Project Total and Payment Schedule

Total Charge Over 3 Years: \$10,930
Number of Equal Payments: 3
March 2019 – February 2020: \$3640
March 2020 – February 2021: \$3640
March 2021 – February 2022: \$3640

3-Year Budget Payment Plan: Three Options to Continue with GovOffice at the End of Year 3

1. The original Agreement may be renewed in 2021 for an additional 3 years at a rate of **\$3640/ year**. With renewal GovOffice will repeat all of the services performed in the original Agreement, including development of a totally new graphic design and content services.

This plan will keep the County in a modern, compelling website design at all times, and the County will be insulated from any rate increase that occurs between now and **2025** in the areas of Annual Service & Maintenance, Graphic Website Design, and Professional Content Services.

2. The County may opt not to renew the original Agreement, rather start an entirely new 3-year Agreement (again, with an option for renewal for Years 4-6). The new annual charge could be less than or greater than the 2019 Agreement, depending on the services selected.
3. The County may opt out of the original 3-year Agreement and convert back to a year-to-year commitment at the then-current Annual Service Package and SSL SuperForms Module rates.

One-Time Payment Option

The County is not required to participate in the 3-Year Budget Payment Plan program. To remain on its current, year-to-year Agreement with GovOffice, the County will make a one-time only payment in the amount of **\$6700** for the *Progressive* Level Responsive Website Design service plus **\$550** for a Complete Navigation Analysis & Restructure and Homepage Setup, and the regular Annual Service Package and SSL SuperForms charges will be billed per the County’s usual billing cycle (March – February).

General Project Timeline

The implementation timeline for deliverables is subject to client participation, direction, and approvals. The Client’s totally remade GovOffice website may be deployed in approximately 3 to 3^{1/2} months (estimate only).

Responsive Website Design (RWD) process—creative & programming	8 - 10 weeks
Complete Navigation Analysis & Restructure and Homepage Setup	4 weeks
Site testing across all major Web browsers and mobile devices	Less than 1 week
Webinar training/ re-training of GovOffice CMS for staff	90 minutes

Testimonial of a Major Upgrade Client

“After 5 years, we decided to upgrade our GovOffice site. I contacted Mike Chaloupka in Sales to get the ball rolling. Mike was great in getting pricing for different things we may want and patient in waiting for the budget year to cycle around. The whole beauty of his proposal was that we paid only for what we wanted. They worked with what WE wanted, not what they wanted.

We then moved on to Janelle Gulka, our Designer. I’d worked with Janelle in the past on several projects and was excited to be working with her again. We had a good rapport in the past, and I knew we would do well together again. What a gem she is! Janelle is such a wonderful person to work with. She is so innovative. Janelle tried a couple of different things that had me saying “wow” and then “YES!” She knows her stuff and does it so well.

The last step was Ben Woolman, the Content Specialist. Ben seemed to know what I wanted even before I opened my mouth. He knew exactly what he was doing, what I wanted, and he put it in motion. Before I knew it, he had implemented what we had wanted, the site was done, up and running!

Because of these three professional people, we now have a totally new, clean, uncluttered Responsive website design. It looks totally modern and beyond what I had imagined.

I’d be remiss if I did not mention that I or a member of our staff here will be able to maintain the site ourselves. If we happen to have a question or run into a problem, there is live support, tutorial videos, and a help website to assist us. But, honestly, the content management system is very user-friendly. You can’t go wrong with GovOffice.”

Jodi P. LaCroix, CMC
City of Lakesite, Tennessee
www.lakesitetn.gov



More Testimonials (RWD Clients)

"I highly recommend GovOffice and their team of outstanding professionals. We continue to work with them on website redesigns every 3-4 years and they keep outdoing themselves every time!"

Angie Steinbach, Assistant City Manager
City of Montevideo, Minnesota
www.montevideomn.org

“The GovOffice team made our redesign project simple, even for a non-technical government professional like myself. Everyone loves the updated photographs of the community and the cleaner navigation design. I have heard nothing but high praise for our new website!”

Mary Vandenoorn, Assistant to the Village Administrator
Village of South Elgin, Illinois
www.southelgin.com

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Phone: (320) 235-6106

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July 20, 2018

To: Swift County Commissioners
From: Laurie Ortega, PLS Executive Director
Re: 2019 Pioneerland Library Operating Budget Request

Pioneerland Library System (PLS) is seeking a slight funding increase for 2019 to meet the increasing demands for services in Swift County.

PLS is requesting Swift County provide a 3% increase over FY2018 funding. There is no library maintenance of effort implication attached to these new funds. This increase will be spent entirely on services, collections, and programs to benefit your communities.

The city and county signatories to the joint powers agreement creating Pioneerland Library System appreciate the ongoing support from Swift County for library services. PLS works well when all funding partners work together to provide access to the broadest range of library services, collections, and programs to all residents of the region.

Contact me anytime with questions or to request additional information.

Thank you.

2019 BUDGET REQUEST

Governing Unit: Swift County

2019 Budget Request: \$135,593