

Notice & Agenda

Swift County Board of Commissioners

Tuesday, August 1, 2017

9:00 AM

Benson City Council Chambers – 1410 Kansas Ave, 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 18, 2017 Meeting
	4-22	(2) FY18 Veterans Service Office Operational Improvement Grant
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:30 a.m.		Jen Johnson, Safe Avenues Update
9:45 a.m.		Danielle Olson, County Attorney
	23-29	Drug Court Decision
10:00 a.m.		Kelsey Baker, County Administrator
	30	Consider approving step increase to Deputy Auditor for adding payroll processing duties
10:15 a.m.		Jennifer Frost, RDA Executive Director
	31-33	RDA Update
10:30 a.m.		Kim Saterbak, County Auditor
	34-40	Review second quarter 2017 Executive Departmental Budget Report
10:40 a.m.		Ron Vadnais, County Treasurer
	41-45	Review second quarter 2017 Treasurer Report
10:50 a.m.		Other Business
		2018 Budget Discussion
		Farm Rental Agreement Discussion
		6W Discussion/Tour/Decision
11:45 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

June 20, 2017

Chairman Rudningen called the meeting to order at 11:00 AM with all Commissioners present. Also in attendance were County Administrator Kelsey Baker, County Sheriff John Holtz, George Eilertson, Jonathan Loose, and Amanda Ness.

Chairman Rudningen requested the addition of a CSS Board Discussion to Other Business and asked if there were any other changes to the agenda. There were no other changes.

07-18-17-01 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve the agenda with the change noted. Motion carried unanimously.

07-18-17-02 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Consent Agenda which consisted of: (1) Minutes from the July 5, 2017 Regular Meeting Minutes, (2) Appointment of Emergency Manager Bill McGeary as an Alternate for the RAC Committee, and (3) Approval to accept a matching Courthouse Security Grant for \$18,200.00. Motion carried unanimously.

07-18-17-03 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: Revenue: \$99,766.53; Solid Waste: \$29,296.39; Road and Bridge: \$322,063.01; Debt Service: \$17,137.96; County Ditches: \$25,361.44; and State Fund Agency: \$16.50 which includes the following bills over \$2,000: Ascheman Oil, \$2,195.85; Barrett Farm Supply, \$4,137.00; Chippewa County Auditor-Treasurer, \$14,756.03; Comm of MMB, Treas Div, \$3,250.00; Commerford Gravel, Inc., \$4,892.40; Computer Professionals Unlimited Inc., \$16,252.32; Darold's Super Valu, \$2,373.12; Don's Building Center, \$4,248.73; E & M Electric LLP, \$3,197.82; Federated Telephone, \$3,137.96; Glacial Plains Cooperative, \$2,002.66; Hardrives, Inc., \$7,472.80; Hawley's Inc., \$2,705.60; I State Truck Center, \$72,116.95; Kandiyohi County Sheriff's Dept., \$3,168.26; Knife River Midwest LLC, \$217,948.90; Nolan Baker Ford Sales, \$2,115.24; Pflipsen Trucking LLC, \$13,580.06; ; Rockmount Research & Alloys, Inc., \$3,214.37; S&P Global Ratings, \$14,000.00; Jordan Soderlind, \$2,490.00; Swift County DAC, \$2,903.91; Viking Office Supply, Inc., \$22,642.50; Waste Management of Northern Minnesota, \$10,330.24; Wold Architects & Engineers, \$15,448.68; and Ziegler, Inc., \$3,100.30. Motion carried unanimously.

Chairman Rudningen asked for citizen's comments. There were none.

Board and Committee Reports were given as follows: Commissioner Hendrickx reported on Revolving Loan Fund, Center for Community Health Board, AMC, Private Industry Council, and 6W Community Correction. Commissioner P. Peterson reported on 6W Community Corrections, and Countryside Public Health. Commissioner E. Pederson reported on RDA and SWCD. Commissioner Fox reported on Pomme de Terre River Watershed and Well-being Committee. Commissioner Rudningen reported on Health Insurance Collaborative.

Administrator Baker reported on MACA Technical Day training, Solar Garden/Solar Panel Tour, Budget Meetings, RDC Annual Meeting, Hamline training, and the upcoming pictures for all staff at the GROW building.

Northland Securities Senior Vice President George Eilertson presented the results of the bond rating report and the bond sale report and requested approval of a resolution regarding bonding for the County Renovations project.

07-18-17-04 Commissioner Hendrickx introduced the following resolution and moved its adoption:

RESOLUTION NO. 07-18-17-04
RESOLUTION ACCEPTING PROPOSAL ON THE COMPETITIVE NEGOTIATED SALE OF
\$5,105,000 GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A
AND LEVYING A TAX FOR THE PAYMENT THEREOF

The motion for the adoption of the foregoing resolution was duly seconded by member Commissioner Fox and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: Commissioners Fox, Hendrickx, P. Peterson, and Rudningen.

and the following voted against the same: E. Pederson

Whereupon the resolution was declared duly passed and adopted.

Jonathan Loose, Wold Architects & Engineers, requested approval of a bid for Courthouse renovations to Sussner Construction with a base bid of \$3,549,000.00 plus alternate #1 (LEC Renovations) of \$96,000.00 and alternate #2 (Remove exterior awnings) of \$24,000.00 for a total of \$3,669,000.00.

07-18-17-05 Commissioner Hendrickx moved and Commissioner Fox seconded to approve awarding the bid to Sussner Construction with the base bid and alternate #2 for a total of \$3,573,000.00. Motion carried 4-1 with Commissioner E. Pederson opposing.

Swift County Fair Board members Scott Smith and John Holtz requested the County's assistance with paving from the Chuck Brown building to the new bathrooms at the fairgrounds. A discussion was held which included County Engineer Andy Sander.

07-18-17-06 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve taking \$3,500.00 from board discretionary funds to help pay for the paving project. Motion carried unanimously.

A discussion was held regarding discontinuing the Community Social Services (CSS) Board Meetings and replacing them with a Community Social Services Committee consisting of two County Commissioners, the CSS Director, the County Administrator, and the CSS Management Team.

07-18-17-07 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to approve discontinuing the CSS Board Meetings and creating the CSS Committee. Motion carried unanimously.

07-18-17-08 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to nominate Commissioner Hendrickx and Commissioner Fox to the CSS Committee. There were no other nominations. Motion carried unanimously.

07-18-17-09 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to amend the 2017 County Board meetings on the 3rd Tuesday of the month from starting at 11:00 AM to 9:00 AM. Motion carried unanimously.

The board recessed at 12:12 PM.

The board reconvened at 1:03 PM.

Emergency Management Director Bill McGearry introduced the trainers for the Homeland Security Emergency Management Elected Officials Training. The training followed.

The board recessed at 2:02 PM.

The board reconvened at 2:10 PM.

07-18-17-10 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 4:00 PM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, Administrator

DRAFT



Request for Board Action

BOARD MEETING DATE:
August 1, 2017

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Veteran Service Office	REQUESTOR: David Barrett	REQUESTOR PHONE: 320-842-5271
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: FY18 Veterans Service Office Operational Improvement Grant	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: The MN Dept. of Veterans Affairs Operational Improvement Grant serves the purpose of providing outreach to our county veterans as well as enhancing operations of the county veterans service office. This grant has been key in bolstering the effectiveness of the Swift County Veterans Service Office in the past.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	FY17 Veterans Service Office Operational Improvement Grant Approved

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY:	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS:	RECOMMENDATIONS:
COMMENTS: None	COMMENTS: None

Board Action

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

RESOLUTION OF *SWIFT* COUNTY

BE IT RESOLVED by *SWIFT County* that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by *SWIFT County* that *David Barrett*, the *County Veterans Service Officer*, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at *a regular meeting of the County Board Chair this first day of August, 2017.*

Authorized Signature and Title (Board Chair)

August 1, 2017
(Date)

STATE OF MINNESOTA

SWIFT COUNTY

I, *Kelsey Baker*, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said Swift County, that I have compared the above resolution with the original passed and adopted by the County Board of said Swift County at a regular meeting thereof held on the *first* day of *August 2017* at *9:00 am* that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this *first Tuesday of August 2017* and have hereunto affixed the seal of the County.

(Raised SEAL HERE)

Kelsey Baker
Swift County Administrator and Clerk of the Board

**STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

GRANT AGREEMENT

This Grant Agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and **SWIFT COUNTY**, Courthouse, 301 14th St N, PO Box 207, Benson, MN, 56215 ("Grantee").

Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grants. These counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the Grant Agreement, based on their past performance.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant Agreement

- 1.1 **Effective date:** July 1, 2017 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per, Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant agreement is fully executed. **The Grantee must not begin work under this grant agreement until this agreement is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work except as permitted by Minnesota Statutes §16B.98, Subdivision 11.**
- 1.2 **Expiration date:** June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this Grant Agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.5. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program (“Program”) by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2018, identified as Attachment A, which is attached and incorporated into this Grant Agreement.
 - 2.3.1 If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the MDVA State Authorized Representative listing the item, the estimated cost, and how the item will benefit county Veterans. The item may only be purchased with grant funds upon receipt of written approval from MDVA State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 3), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: [http://mn.gov/mdva/resources/federalresources/grants/.](http://mn.gov/mdva/resources/federalresources/grants/)) In the event that any provision of the MDVA Grants Manual (Rev. 3), Attachment B is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must:
 - 2.5.1 Submit to the State Authorized Representative for approval a proposed Work Plan and Budget Expenditure Spreadsheet, in Excel format, an example of which is shown in Attachment C. The Workplan (Section One) must be a brief narrative paragraph providing background and context for the *proposed* Budget Expenditure Spreadsheet (Section Two). The Grantee must submit Attachment C to the State Authorized Representative consistent with the requirements specified in the MDVA Grants Manual (Rev. 3), Attachment B.
 - 2.5.2 Submit to the State Authorized Representative the current annual County Budget for the County Veterans Service Office Operational Enhancement Program to MDVA along with the signed FY2017 Grant Agreement at the beginning of the grant period (Ref: Attachment E – CVSO County Budget Example.) This grant is to be used only as authorized under Minnesota Statute 197.608, Subd.5.
 - 2.5.3 **Submit** to the State Authorized Representative page 1 of the Conflict of Interest Disclosure Form incorporated in the MDVA Grants Manual (Rev. 3). If at any time during administering the grant, a personal or professional Conflict of Interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 3), Attachment B to determine if corrective action is necessary.

- 2.6 Upon the conclusion of this Project, the Grantee must submit to the State Authorized Representative a Final Report and Budget Expenditure Spreadsheet, Attachment D, in Excel format, a sample of which is attached and incorporated into this grant agreement. The Final Report (Section One) must be a brief narrative paragraph providing background and context for the *actual* budget expenditures listed on the Budget Expenditure Spreadsheet (Section Three). Section Two – CVSO Metrics must also be completed. The Grantee must submit the Final Report, CVSO Metrics and Budget Expenditure Spreadsheet to the State Authorized Representative consistent with the requirements specified in the MDVA Grants Manual (Rev. 3), Attachment B in sufficient detail and to the satisfaction of the State, in order to account for all grant funds expended.
- 2.7 In the event that any provision of the Grantee’s charter or mission, incorporated into this Grant Agreement by reference, is not consistent with any portion of the Grant Agreement, then the terms of this Grant Agreement supersede the inconsistent provision.
- 2.8 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 3), Attachment D including a final inspection upon grant completion.

3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this Grant Agreement shall be paid by the State as follows:

4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$7,500.00** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved for Fiscal Year 2018, Attachment A.

4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this Grant Agreement is an allowable expense. The total Travel Budget may comprise all or a portion of the Total Obligation referenced in Section 4.1.3 below. The Grantee will report all travel-related expense on the Travel Log, (as provided in the MDVA Grant Manual (Rev. 3), Attachment B in no greater amount than provided in the current "Commissioner’s Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

Travel and subsistence expenses incurred outside Minnesota in neighboring States is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.

4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this Grant Agreement will not exceed **\$7,500.00, (Seven Thousand, Five Hundred Dollars and No Cents).**

4.2 **Payment**

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment as specified in Clause 4.1.3 upon execution of this Grant Agreement.
- 4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2 and this Grant Agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's Duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 60 days of the end of the grant period, whichever comes first.

4.3 **Contracting and Bidding Requirements**

All Contracting and Bidding quotes must be documented in writing and submitted to the State Authorized Representative on the "Contracting and Bidding Log" as specified in the MDVA Grants Manual (Rev. 3). Attachment B.

- 4.3.1 Any services and/or materials that are expected to cost \$25,000 or more must undergo a formal notice and bidding process.
- 4.3.2 Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- 4.3.3 Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- 4.3.4 Support documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- 4.3.5 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §177.41 through 177.44 consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5. **Conditions of Payment**

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 3), Attachment B as provided by the State.

6. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-201-8225, liz.kelly@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Agreement.

The Grantee's Authorized Representative is **David Barrett**, CVSO, Swift County, Courthouse, 301 14th St N, PO Box 207, Benson, MN, 56215, (320) 842-5271 ext. 6111, dave.barrett@co.swift.mn.us, or his/her successor. If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the State.

7. Assignment, Amendments, Waiver, and Grant Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this Grant Agreement without the prior written consent of the State, approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This Grant Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give

the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 **Intellectual Property Rights**

10.2.1 **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this Grant Agreement*. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Grant Agreement. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this Grant Agreement. The documents will be the exclusive property of the State and all such documents must be immediately returned to the State by the Grantee upon completion or cancellation of this Grant Agreement. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

10.2.2 **Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this Grant Agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs,

and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 **Publicity.** Any publicity regarding the subject matter of this Grant Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Grants Specialist. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Grant Agreement.

All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

13.1 Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 **Termination by the State.** The State may immediately terminate this Grant Agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 **Termination for Cause.** The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this

Grant Agreement, as evidenced by the incurrence of documented expenses for eligible grant costs, then this Grant Agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.

14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Grant Contract if:

14.3.1 It does not obtain funding from the Minnesota Legislature;

14.3.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

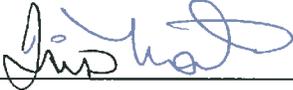
15. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05 Subd. 2 (a) (3).

Signed: 

Date: 7/13/17 3-31206

SWIFT Contract/PO No(s). _____

2. GRANTEE - Swift County

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2018

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

Expenses must be incurred before the end of the grant period (June 30, 2018)

EQUIPMENT & SUPPLIES

Monitors and Dual monitor video cards	Teleconferencing equipment
Laptops/Tablet PC's/I-Pad (including accessories)	Paper shredders or shredding contracts
Personal computers - Desktop	TV /DVD combinations
Printers/Scanners	Mobile broadband data access device/Hotspot
Phone & Internet Service/Cellular Phones/Smart Phones	Fax machines and installation of initial phone line
Photo copiers (or 12 month lease) (Including user maintenance agreements.)	Digital Cameras
Digital Video Recorders	Digital Projectors – LCD/DLP
Office Furniture that <i>is necessary</i> and is directly related to *new/increased staffing (desk, chair, cubicles, etc.). * Locking filing cabinets OK anytime Note: New staff expenses may also be applied to CVSO grant in subsequent years	Office Furniture that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.). Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, etc.).
Headsets – Phone ONLY	Label printers and supplies

SOFTWARE & COMPUTER TRAINING

Webinars	Trainings (Microsoft Office – WORD, Excel) etc.
Veterans Information/Case Management Systems and Software (Including user maintenance agreements.)	

MARKETING

*Marketing expenses (Display boards, TV airtime and newspaper ads, radio airtime, billboards, CVSO shirts & jackets (<i>every ad must reference LinkVet and include the logo, phone # or web address</i>))	Publicity Items (<i>Magnets, Brochures, Challenge Coins – must include reference to LinkVet inc. phone # or web address</i>) up to a maximum of 15% of the annual CVSO grant amount. (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)
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***Maximum of \$500.00 for CVSO staff clothing and \$25.00 each maximum for giveaway items without prior approval.**

VETERANS SERVICES

Expenses related to the goal of reducing Veteran homelessness <i>(Must be pre-approved)</i>	Staff expenses for new/increased staff or to fund staff that were previously hired utilizing this grant that provide direct services to veterans.
Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO. <i>(Must be pre-approved)</i>	Travel expenses related to MACVSO / MDVA/ USDVA sponsored training events. <i>(Including transportation, lodging and registration fees)</i>
Transportation expenses related to the transport of Veterans needing to access their benefits (Including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)	Required NACVSO Accreditation/CEU/CVA Training – Must provide a “Certificate of Completion” after training. <i>(Transportation, Lodging and Registration)</i>
Medical Expenses to pay for 2 nd opinions on previously denied VA disability claims.	“Outreach” Expenses such as benefits fairs, town halls and seminars <u>are</u> allowed however the primary purpose of the event must be to provide information about Veterans benefits. <i>Refreshments & food over \$500.00 must be pre-approved)</i>
Expenses related to the reintegration of returning service members (Including travel expenses to official reintegration events)	TRAINING * NACVSO Accreditation/CEU/CVA Training – Must provide a “Certificate of Completion” after training. (Transportation, Lodging and Registration)
Veteran Medallion Samples (VA Marker) (three sizes) to display in the office Veteran Cemetery Markers/Flag Holders (Replacement of damaged/stolen MDVA supplied) Veteran Cemetery Markers/Flag Holders (New for Veterans not eligible for MDVA supplied)	*Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. <i>(Must be pre-approved)</i> Admin Staff Training MACVSO Assistant and Secretaries Conference * Allowed for CVSOs and ACVSOs who are qualified under MS 197.601 .
Gift Cards (gas, food, bus, hotel etc.) All Gift Card purchases applied to a grant in a given year must be logged on the Gift Certificate Log and <u>be distributed to Veterans within the same grant period.</u>	Employee Meals related to official travel for required training are allowable as specified in Chapter 15 – Expense Reimbursement per the State of Minnesota “Commissioner’s Plan” located at www.mn.gov/mmb Website.
Expenses related to the collaboration with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.	
<i>Note: A detailed Account Activity Statement including 1) Veteran Name, 2) Total Dollars, 3) Payee info and 4) Description is required for the Final Closeout Report.</i>	

Also Approved:

- Reference materials (medical dictionaries, VA rules and regulations manuals, etc.).
- Up to one year of extended warranties/extended maintenance contracts on equipment and related software purchased during this grant cycle ONLY.
- Payments made to a third party on behalf of a veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. with prior State approval.

***NOTE: The maximum purchase price for certain items does NOT include tax or shipping charges.**

Items Not Approved:

- Direct cash assistance payments to Veterans, their survivors or dependents.
- Donations (includes contributions to organizations that “advertise” donors)

Attachment B

MDVA Grant Manual Rev. 3 (available on the MDVA Website - Grants Page:
<https://mn.gov/mdva/resources/federalresources/grants/>)

Attachment C – Section One

	A	B	C	D
1	CVSO Workplan & <u>proposed</u> Budget Expenditures Spreadsheet			
2	County Name:			
3	CVSO Authorized Representative Name:			
4	Project Name:	County Veterans Service Office Operational Enhancement Grant Program		
5	Legal Citation:			
6	Period Covered by Request: FY2018 (July 1, 2017 - June 30, 2018)			
7	SECTION ONE - Workplan			
8	Please provide describe how the grant, including background and context (e.g. gaps in County funding, changes in Veteran population etc.)			
9				

Sample

10 **SECTION TWO - *proposed* Budget Expenditures Spreadsheet**

11 **Instructions:**

12 **Column B - Enter your proposed Budget Items**

13 **Column C - Enter your *estimated***

14 **Column D - Subtotal by Budget**

Budget Definitions

Administration: In general, administration is defined as: general expenses such as the director's office, accounting, personnel, information management, and all other types of expenditures not included under the categories below. Do not include staff costs for case management or supervision of case management staff, or space/facility costs, unless incurred for a non-program specific purpose.

Operations: Costs associated with the operation of the organization. Examples include rent, utilities, travel, marketing, etc. If this is a supportive services only project, operations/space costs are those incurred to pay for the space where supportive services are provided.

Support Services: Costs associated with staff who provide case management and other support services to program participants, or management staff when involved in direct supervision of support services staff.

15 Support services costs also include direct aid to participants, including transportation or costs associated with assisting participants.

16 **Table I - Budget**

17 ***The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals.***

Budget Category	Budget Item (e.g. Publicity, Travel)	Budget Amount	Sub-Total (by Budget Category)
ADMINISTRATION			
			\$ -
OPERATIONS			
			\$ -
SUPPORT SERVICES			\$ -
Column Total		\$ -	\$ -

Attachment D – (Sections One & Two)

	A	B	C	D	E
1	CVSO Final Report and Budget Expenditure Report				
2	Grantee's Name: _____				
3	CVSO's Name: _____				
4	Project Name: <u>County Veterans Service Office Operational Enhancement Grant Program</u>				
5	Legal Citation: _____				
6	Period Covered				
7	by Request: <u>FY2018 (July 1, 2017 - June 30, 2018)</u>				
8	SECTION ONE - CVSO Progress Report/Summary Statement				
9	<p>Grant Expenditure Summary Statement In 1-2 paragraphs, please describe the background/context for this years' CVSO grant expenditures. For instance:</p> <ul style="list-style-type: none"> • Do grant expenditures address a particular "gap" in services unique to your County? • Are grant expenditures related to new programming this year? • Has the County Veteran population changed? 				
10					
11					
12	SECTION TWO - CVSO Metrics				
13	1. Total number of Full-time (% FTE) CVSO Staff (filled): _____				
14	2. Total number of Full-time (% FTE) CVSO Staff (open): _____				
15	3. Total County CVSO Program Budget: _____				
16	4. Total Number Veteran/Family Office Visits: _____				
17	5. Total Number Veteran/Family Outreach Visits: _____				

Attachment D – (Section Three)

Table I - Original Budget SAMPLE.			
Budget Category	Budget Item (e.g. Publicity, Travel etc.)	Budget Amount (Original)	Budget Category Sub-Total
ADMINISTRATION	NEW CVSO Salary Expense	\$ 2,500.00	\$ 3,060.00
	Photo Copier Lease	\$ 560.00	
OPERATIONS	Advertising	\$ 1,575.00	\$ 2,780.00
	Equipment	\$ 421.00	
	Conference	\$ 784.00	
SUPPORT SERVICES	Veteran Events	\$ 1,660.00	\$ 1,660.00
Column Total		\$ 7,500.00	\$ 7,500.00

Table II - Budget Expenditures Spreadsheet (FY2018) SAMPLE				
Budget Category	Budget Item	*Page #	Itemized Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Item
			FY2018	Total
ADMINISTRATION	NEW CVSO Salary Expense	4 - 8	\$ 2,815.00	\$ 3,293.32
	Photo Copier Lease	9 - 12	\$ 478.32	
OPERATIONS	Advertising - Star Tribune	13-16	\$ 543.00	\$ 3,114.80
	Advertising - Pioneer Press	17 - 21	\$ 389.12	
	Equipment (iPhone)	22 - 24	\$ 689.25	
	Conference (Cmdr Task Force)	25	\$ 86.94	
	Conference (Computer training)	26 - 30	\$ 386.68	
	Conference (NACVSO Conf. Deposit)	31	\$ 146.52	
	Conference (NACVSO Conf.)	32 - 38	\$ 873.29	
SUPPORT SERVICES	Veteran Events (Aug 16 - refreshments)	39 - 41	\$ 350.00	\$ 851.26
	Veteran Events Nov 4 - Conference Center)	42 - 46	\$ 501.26	
Column Total			\$ 7,259.38	\$ 7,259.38
Amount Owed to the State			\$ (240.62)	



Request for Board Action

BOARD MEETING DATE:
August 1, 2017

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: Deciding Swift County's level of participation in the 8th Judicial District Drug Court pursuant to the Memorandum of Understanding	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: None
BACKGROUND/JUSTIFICATION: On April 15, 2014, Swift County Commissioners discussed and approved participation in the 8 th Judicial District Drug Court by allowing two (2) spots in the Drug Court program. In April 2016, the Drug Court Coordinator, requested Swift County Commissioners to add an additional third (3) spot for an out of county criminal case. After close to three years participating, the County is reassessing the request for the 3 rd spot and/or further participation and feasibility of Swift County to continue this program. Staffing, time, and funding for all departments, including probation, human service, law enforcement, and prosecution are being reviewed, as increased budget requests are being evaluated due to work load increases across the county.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Sheriff Holtz Midge Christianson, 6W Corrections

Budget Information

FUNDING: Staff time is not reimbursed adequately, additional funds are being requested from departments due to case load increases
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approve	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None



8th Judicial District Drug Court Memorandum of Understanding

Southern Assignment Area

Agreement between the Chippewa and Swift County Law Enforcement agencies, County Attorneys, Public Defenders office, Probation, Health and Human Services and the Eighth Judicial District Court.

The parties to this Agreement endorse the mission and goals of the 8th Judicial District Drug Court (8th JDC) program in order for participants to eliminate further criminal behavior and improve the quality of their lives. The parties recognize that for the 8th JDC mission to be successful, cooperation and collaboration must occur within a network of systems.

In creating this partnership and uniting around a single goal of addressing an underlying problem affecting our communities, we are pledged to enhance communication between all agencies represented on the staffing team. Through this linkage of services, we expect greater participation and effectiveness in addressing drug offenders involved in the criminal justice system.

All parties to the Agreement further agree to contribute to education of their peers, colleagues and judiciary in the efficacy of drug court along with the team's effort in community education, and local resources acquisitions. The parties further agree to assist in creating a cooperative atmosphere for team members to stay focused on the task of providing substance abusers with treatment opportunities and the opportunities for success.

The parties to this Agreement propose the following mission statement:

The mission of the 8th Judicial District Drug Court is to improve public safety and reduce direct and indirect costs to the community associated with substance abuse and related criminal activity. Through the use of evidence based practices, the 8th Judicial District will use a multi-cultural approach to break the cycle of substance abuse and to improve offender's lives, by involving offenders in a rigorous and supportive program that includes intensive treatment and personal accountability. Collaboration between the Adult Justice System and the community results in educated and productive adults, healthy families and stronger, safer communities.

Fostering healthy lives in a rigorous, supportive, and accountable environment

The parties agree that there are ten principles under which the respective agencies will work cooperatively. They are:

1. The 8th JDC integrates alcohol and other drug treatment services with justice system case processing.
2. The 8th JDC utilizes a comprehensive and inclusive collaborative planning process.

3. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
4. Eligible participants are identified early and promptly referred to the drug court program.
5. The 8th JDC provides access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
6. Abstinence is monitored by frequent alcohol and other drug testing.
7. A coordinated strategy governs the 8th JDC responses to participants' compliance.
8. There is ongoing judicial interaction with each 8th JDC participant.
9. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
10. Continuing interdisciplinary education promotes effective drug court planning, implementation and operations.
11. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances the 8th JDC's program effectiveness.

Individual Agency Responsibilities

County Attorney

1. An attorney representative of the Northern Assignment area will be assigned to the 8th JDC program for the term of this Agreement, as funding permits, and will participate as an active member of the staffing team.
2. The attorney representative will make appropriate referrals to the 8th JDC program and will promptly review all other referrals for recommendations of eligibility.
3. The attorney representative agrees that a positive drug test or open court admission of drug possession or use will not result in the filing of additional charges based on that admission; and
4. The attorney representative makes recommendations regarding the participants continued enrollment in the program based on performance in treatment and in the 8th JDC program rather than on legal aspects of the case, barring commission of a new offense.
5. The attorney assigned will provide training to the new or replacement attorney.

Public Defender

1. A Public Defender will be assigned to the 8th JDC program for the term of this Agreement as funding permits and will participate as an active member of the Staffing team.
2. The Public Defender advises the offender as to the nature and purpose of the 8th JDC, the rules governing participation, the consequences of abiding or failing to abide by the rules and how participating or not participating in the 8th JDC will affect their interest.
3. The Public Defender explains all of the rights that the offender will temporarily or permanently relinquish.
4. The Public Defenders office explains that because criminal prosecution for admitting to alcohol or other drug use in open court will not be invoked, the offender is encouraged to be truthful with the Judge, the case manager and treatment staff, and informs the participant that they will speak directly to the Judge, not through and attorney.

5. The Public Defender reviews the participant's progress in the program and advocates appropriately when the participant is facing sanction for non-compliance, when seeking early termination of probation or at the time of sentence execution should the participant be terminated from the program.
6. The Public Defender assigned will provide training to the new or replacement Public Defender.

Probation

1. An agent from the 6W Community Corrections office will be assigned to provide field supervision for participants in the 8th JDC for the terms of this Agreement, as funding permits, and will participate as an active member of the Staffing team.
2. Probation will provide supervision and case management services to the 8th JDC participants.
3. Probation will coordinate the utilization of community-based services such as health and mental health services, victim's services, housing; entitlements transportation, education, vocational training, job skills training and placement to provided a strong foundation for recovery.
4. Probation will participate in drug court case reviews with the judge, treatment provider and other members of the 8th JDC staffing team.
5. Probation will provide progress reports to the 8th JDC staffing team.
6. Probation will provide frequent, observed drug testing on a random basis.
7. The agent assigned will provide training to the new or replacement agent.

Southern Assignment Area Law Enforcement agencies

1. Law enforcement agencies serve as a liaison between the staffing team and the community and provide information to the staffing team on community issues related to drug or alcohol abuse.
2. Law Enforcement agencies disseminate information, including the referral process and other procedural matters about the 8th JDC program to all police personnel.
3. Law Enforcement will assist the 8th JDC by performing Knock-N-Chats (compliance checks) weekly on all participants and report to the team results using email and/or other approved methods of dissemination.
4. Law Enforcement will provide assistance, information and support to the participants in the community encouraging them to succeed in the program
5. Law Enforcement will assist the 8th JDC by completing urinalysis testing and PBT testing during compliance checks and assisting probation when needed.
6. Law Enforcement will facilitate the swift delivery of bench warrants for participants who have absconded from the program and release them into treatment on the Judge's order.
7. A representative from Law Enforcement will participate as an active member of the staffing team.
8. The officer assigned will provide training to the new or replacement officer.

Eighth Judicial Court

1. The Court will make at least a one-year assignment of a judge to each respective assignment area to ensure consistency.
2. The Court assumes the primary role to motivate and monitor the participants of the 8th JDC.
3. The Court actively represents the 8th JDC in the community and appears before governmental agencies, public commissions, legislative hearings, public forums and the media.
4. The Court ensures a cooperative atmosphere for attorneys, clerks, case managers and treatment providers to stay focused on the task of providing substance abusers with treatment opportunities.
5. The Court provided the necessary reinforcement which the Court deems necessary.
6. The assigned Judge will participate as an active member of the staffing team and the Steering Committee.
7. The Judge assigned will provide training to the new or replacement Judge.

8th JDC Coordinator

1. The Coordinator assists the 8th JDC team with monitoring and evaluation of the 8th JDC when necessary.
2. The Coordinator assists in seeking funding sources, responds to grant solicitations, implements and monitors grant funds and provides fiscal, narrative and statistical information as required by the funding source to ensure the on-going operation of the program.
3. The Coordinator provides and/or seeks on-going training for judicial officers.
4. The Coordinator provides strategic planning as needed for the Steering Committee to ensure stability, support and on-going accountability for the 8th JDC program.
5. The Coordinator is responsible for the preparation of the annual report setting in the incidence of recidivism among 8th JDC graduates.
6. The Coordinator provides leadership and direction under the supervision of the District Court Administrator and presiding judges to ensure compliance with National Standards set forth by the National Association of Drug court Professionals.
7. The Coordinator participates as an active member of the staffing team and Steering Committee.

Human Services and Treatment

1. The Human Services representative will ensure that the participant receives the highest level of care determined needed at a reasonable cost, by all contracted and ancillary service providers.
2. The representative will ensure that the participant is evaluated in a timely and competent process and that placement and transportation are effectuated in an expedited manner.
3. The representative may act as a liaison with all treatment providers and will provide progress reports to the team prior to a staffing so that the team will have sufficient and timely information to implement sanctions and incentives.

4. The representative will provide training to the team on the assessment basis of substance abuse, the impact of treatment of the offender and the potential for relapse.
5. Human Services representative participates as an active member of the staffing team.
6. The representative assigned will provide training to the new or replacement representative.

The 8th JDC will be governed under the guidelines of 42 C.F.R. and HIPAA with respect of sharing information, filing information, and its information systems.

Sharing of information (Pertinent Regulation:42 C.F.R. § 2.12) and HIPAA

1. Meetings:

Discussions at the 8th JDC staffing's are confidential, not only for legal concerns, but also to promote trust and fairness. If an outsider is permitted to attend a team staffing they will be requested to sign an agreement promising to abide by the confidentiality provision of the law and the MOU. Under C.F.R. Section 290dd-2 8th JDC will obtain participant consent for an outsider to attend said staffing.

2. Redisclosure Provision Section 290dd-2:

All parties of the 8th JDC are bound by the redisclosure provision of Section 290-2 which are congruent with the provision governing initial disclosures. Consequently, any member of the team who receives covered information may only distribute that information in accordance with Section 290dd-2.

3. Prosecution

The prosecuting attorney agrees that a positive drug test or open court admission of drug possession or use will not result in the filing of additional charges based on that admission. A participant who commits these crimes may lose eligibility for the drug court program (among other sanctions) but should not be prosecuted for those crimes based on information that the state acquired through the drug court program.

4. Sharing and refusing to share information

The 8th JDC encourages the free flow of information within the drug court team to promote our mission. Under section 290dd-2 we acknowledge that members of the 8th JDC maybe subject to legal and ethical restriction on disclosure, which in some situations must be observed notwithstanding either the participant's Section 290dd-2 waiver or the likelihood that disclosed information , would benefit the court and the participant.

5. File Storage and Information Systems Pertinent Regulations: 42 C.F.R.§ 2.16 and HIPAA

a. File Storage

Participant's files and all written information concerning the participant will be stored according to 42 C.F.R. Section 290dd-2.16. All written records will be kept separated from other court records and will be labeled indicating that they are confidential and may only be viewed by members of the 8th JDC. All 8th JDC team members and Court Administration Staff will be educated on these procedures and the rationale behind them. Only 8th JDC team members will have access to said records and all information within these records will be used for the purpose of

1. Referral to the 8th JDC
2. Referral to treatment
3. Incentives and Sanctions within the 8th JDC Court process
4. Evaluation (appropriate court orders will be obtained at such time of need)
5. Termination from the 8th JDC

b. Information system

8th JDC tracking system is also regulated under Section 290dd-2.16 and will be used for the same purposes of all written information. Electronic records will be maintained on the 8th Judicial District shared drive, password protected and access limited to current 8th JDC team members. All information needed for the expressed purpose of evaluation will be obtained through appropriate court orders.

Finally, all files, written information and electronic records will have limiting access as expressed in the participant's signed consent and will be evoked upon the expiration of said consent or when that consent is revoked or completion of the 8th JDC either by commencement or termination. All paper records that can be accessed by the 8th JDC team members during the duration of the participant's consent will be transferred to a more restricted storage facility as soon as the consent is terminated. All electronic records will be sealed by changing the password and/or access authorization.

AGREEMENT MODIFICATIONS

Any individual agency wishing to amend/modify this Agreement will notify the Steering Committee of the issue(s). The Steering Committee will address the issue(s) for the purpose of modifying/amending the Agreement. The issue will be decided by consensus if possible or by a simple majority, if not. **Exception: this excludes any modifications to the Eighth Judicial District.**

COURT TERMINATION OF AGREEMENT

Individual agencies contemplating termination of their participation in this Agreement shall first notify the Steering Committee of their concern(s). The Steering Committee shall attempt to resolve the problem to ensure the continuation of the 8th JDC program. If unable to resolve the problem the individual agency or department can exercise its right to terminate this Agreement by notifying, all other agencies in writing a minimum of 60 days prior to such termination.



Request for Board Action

BOARD MEETING DATE:
August 1, 2017

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: Considering approving step increase to Deputy Auditor for adding payroll processing duties.	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: None
BACKGROUND/JUSTIFICATION: The Payroll Officer position was approved, however, it has been discussed that the Deputy Auditor could take on these responsibilities.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Auditor's Office

Budget Information

FUNDING: Step increase to 22.80 for 6 months and then move ahead anniversary date and move one more step for 2018.
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

NEW Law impacting Swift County Minnesota Investment Fund One-Time Exception Law

The Minnesota Legislature has authorized a one-time exception to how revolving loan fund (RLF) dollars seeded from State funded Minnesota Investment Fund (MIF) project are used. These dollars have been retained by local units of government from repayments of their MIF grants. The funds are generally required to be re-used for economic development projects in their jurisdiction.

Due to the many restrictions associated with utilizing the State-funds in our RLF, the RDA Board recommends the County take steps to maximize the return of funds under the “One time Exception” Rule in 2018.

The one-time exception would allow a home rule charter or statutory city, county, or town that has uncommitted money in their RLF fund to use 80% of the balance as a general purpose aid for any lawful expenditure. In order to be eligible for the exception, the city, county or town would need to return 20% of the uncommitted balance to the State’s general fund prior to June 30, 2018.

By February 15, 2019, any home rule charter or statutory city, county or town that exercises the option to utilize 80% of their balance as general purpose aid must submit to the chairs of the legislative committees with jurisdiction over economic development policy and finance, an accounting and explanation of the use and distribution of the funds.

In order to take advantage of the one-time exception, the local unit of government must submit the [MIF RLF Request for Exception Form](#) prior to June 1, 2018. Once the Request for Exception has been approved by the DEED Loan Officer, you will receive authorization and instructions on how to remit the required 20% of the RLF balance to the State general fund.

Fiscal Impact - explained following Fund Summary Table

Available to Lend Swift County Fund				
Dec. 31, 2016		State Funds		\$42,800.44
		NEW Loans Disbursed (incl. approved pending disb.)		\$-
State Receivable	Loan Prin Pmts			\$5,588.19
\$29,636.55	Loan 1	649.46		\$3,500.73
\$63,321.72	Loan 2	<u>536.16</u>		\$2,087.46
		1,185.62		
	Loan Int Pmts			\$1,525.53
	Bank Interest			\$-
				\$7,113.72
\$92,958.27	6-30-17 State Funds Available			\$49,914.16
\$142,872.43	Portfolio Balance: State Funds			

Dec. 31, 2016		Fed Funds	\$330,801.01
	NEW Loans Disbursed (incl. approved pending disb.)		\$105,000.00
Fed Receivable	Loan Prin		\$49,541.43
\$13,049.80	A	506.23	\$2,744.27
\$132,482.19	B	15,203.65	\$29,065.96
\$15,377.59	C	253.11	\$1,197.12
\$89,388.33	D	\$1,207.01	\$5,849.94
\$29,661.54	E	\$377.08	\$1,877.99
\$5,404.64	F	\$202.49	\$1,094.05
\$20,907.09	G		\$0.00
\$8,564.33	H	\$54.92	\$0.00
\$21,374.11	I	\$296.66	\$1,391.66
\$26,541.78	J	\$220.99	\$919.72
\$119,599.29	K	1207.07	\$5,400.72
\$105,000.00	L		Pending
\$587,350.69			
	Loan Int		\$9,302.30
	Bank Interest		\$-
\$871,995.43	Portfolio Balance: Fed Funds		
\$1,014,867.86	Portfolio Bal: Fed & State Funds		
	6-30-17 Federal Funds Available		\$284,644.74
	6/30/17 State and Federal Available		\$334,558.90

The "One-time Exception" rule applies only to state funds that are "uncommitted" or Available to Lend. (ATL) Currently the ATL in our state funds is approximately \$50,000.

If we did the One-Time Exception right now the state would get 20% or approximately \$10,000 and we would get 80% or approximately \$40,000.

However, if we refinance the current state-funded loans with other fund sources, we can free up an additional \$70,000-80,000* for a total of \$120,000 in unencumbered economic development funds for Swift County.

*Based on current receivables balance and timing of a refinance/modification.

Utilizing State Funds for other economic development projects, will lower our overall County RLF from a little over \$1M to \$870k, however there are ample federal funds available and given the difficulty in using state funds, funding other economic development needs with the dollars seems prudent. Especially when we recognize that we can continue to apply for new MIF dollars for applicable business projects in the County. (Another new rule is that jurisdictions used to be limited to one MIF project per year, now they can do two.)

To maximize return and simplify reporting going forward, the RDA should refinance/modify the two current loans with borrowers in March or April 2018. This would place our "Available to Lend Balance" near \$150,000 by June 2018. This results in Swift County keeping \$120,000 and returning \$30,000 to the State. And with no outstanding loan receivables we will have effectively closed the loan fund and are no longer required to do annual reporting for those funds. (If we utilize the rule with outstanding loans we would still be required to continue state reporting annually and the amount we free up is reduced).



Request for Board Action

BOARD MEETING DATE:
August 1, 2017

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 of the 2nd Quarter 2017 financial information	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
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: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

**** Swift County ****
Executive Departmental Budget to Actual Review
As of June 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	0	188,214	(188,214)	0	6,151,294	3,285,223	(2,866,071)	53	3,097,009
5 Board Of Commissioners	239,443	111,101	128,342	46	0	0	0	0	(111,101)
21 Law Library	18,800	6,385	12,415	34	14,000	6,915	(7,085)	49	530
31 County Administration	313,510	106,970	206,540	34	4,300	32	(4,268)	1	(106,938)
40 County Auditor	193,947	89,964	103,983	46	6,000	0	(6,000)	0	(89,964)
41 County Treasurer	209,087	96,739	112,348	46	15,500	12,095	(3,405)	78	(84,644)
42 County Assessor	330,620	126,605	204,015	38	42,400	0	(42,400)	0	(126,605)
43 Public Examiners	61,500	1,885	59,615	3	0	0	0	0	(1,885)
44 Licenses And Permits	1,250	0	1,250	0	4,350	4,370	20	100	4,370
60 Data Processing	78,300	35,168	43,132	45	1,200	0	(1,200)	0	(35,168)
89 Elections	8,275	7,769	506	94	0	0	0	0	(7,769)
90 County Attorney	464,905	176,812	288,093	38	33,700	689	(33,011)	2	(176,123)
100 Land Records	397,344	156,761	240,583	39	127,750	52,943	(74,807)	41	(103,818)
110 Courthouse	192,705	305,739	(113,034)	159	0	2,625	2,625	0	(303,114)
111 County Museum building	17,787	6,064	11,723	34	0	0	0	0	(6,064)
112 CPHS building	18,146	34,695	(16,549)	191	0	0	0	0	(34,695)
113 Prairie 5- Counsel Assoc building	15,006	3,500	11,506	23	0	0	0	0	(3,500)
114 Rental House	1,358	1,563	(205)	115	4,500	128	(4,372)	3	(1,435)
120 County Medical Insurance	0	(4,571)	4,571	0	0	0	0	0	4,571
122 Veterans Service	158,699	77,210	81,489	49	12,500	1,492	(11,008)	12	(75,718)
123 Planning And Zoning	100,394	31,601	68,793	31	83,094	12,735	(70,359)	15	(18,866)
148 Technology Committee	45,800	8,032	37,768	18	0	0	0	0	(8,032)
149 Technical Support	259,217	114,902	144,315	44	202,600	104,964	(97,636)	52	(9,938)
200 Sheriff	1,431,754	771,256	660,498	54	72,625	35,837	(36,788)	49	(735,419)
202 911 Distributioon	51,728	33,616	18,112	65	51,728	23,478	(28,250)	45	(10,137)
204 Coroner	14,000	9,450	4,550	68	0	0	0	0	(9,450)
205 Jail	978,294	392,541	585,753	40	34,000	17,784	(16,216)	52	(374,757)
251 Grants 6W Community Corrections	223,134	111,567	111,567	50	0	0	0	0	(111,567)
261 Restorative Practices	67,249	30,477	36,772	45	0	2,138	2,138	0	(28,340)
280 Emergency Management	80,253	38,319	41,934	48	17,000	18,003	1,003	106	(20,316)
400 Countyside Public Health Service	100,760	50,380	50,380	50	0	0	0	0	(50,380)
406 Youth Programs	0	0	0	0	0	0	0	0	0
490 Ambulance	41,600	0	41,600	0	0	0	0	0	0
520 County Parks	37,000	48,079	(11,079)	130	37,000	17,378	(19,622)	47	(30,701)
521 Parks And Drainage	232,745	81,038	151,707	35	185,118	12,118	(173,000)	7	(68,920)
600 Extension	146,869	40,376	106,493	27	1,200	501	(699)	42	(39,875)
602 Agriculture Inspector	13,500	6,750	6,750	50	0	0	0	0	(6,750)
603 Predator Control	11,500	6,764	4,736	59	0	0	0	0	(6,764)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0

**** Swift County ****
Executive Departmental Budget to Actual Review
As of June 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	
703 Grants And Appropriations	478,530	201,992	276,538	42	0	0	0	0	(201,992)
800 Unallocated	0	0	0	0	0	0	0	0	0
1 County General Revenue	7,035,009	3,505,712	3,529,297	50	7,101,859	3,611,447	(3,490,412)	51	105,734
2 Solid Waste Fund									
390 Environmental Services	977,930	458,218	519,713	47	834,150	471,847	(362,303)	57	13,629
2 Solid Waste Fund	977,930	458,218	519,713	47	834,150	471,847	(362,303)	57	13,629
3 County Road & Bridge									
300 Highway Administration	189,740	108,021	81,719	57	11,456,228	4,013,240	(7,442,988)	35	3,905,219
301 Shared County Engineer	174,410	76,175	98,235	44	87,205	41,741	(45,464)	48	(34,434)
310 Maintenance	1,764,126	457,237	1,306,889	26	0	0	0	0	(457,237)
311 Authorized Work Contributions	11,940	12,144	(204)	102	0	0	0	0	(12,144)
315 Engineering	122,562	66,643	55,919	54	0	0	0	0	(66,643)
320 Construction	7,856,255	64,871	7,791,384	1	0	0	0	0	(64,871)
330 Equipment & Maintenance Shops	743,347	248,009	495,338	33	0	0	0	0	(248,009)
350 Other (Highway)	10,000	1,615	8,385	16	0	0	0	0	(1,615)
360 Accounts Receivable	3,224	755	2,469	23	0	0	0	0	(755)
370 Inter- Governmental Expense	415,226	413,931	1,295	100	0	0	0	0	(413,931)
3 County Road & Bridge	11,290,830	1,449,400	9,841,430	13	11,543,433	4,054,981	(7,488,452)	35	2,605,581
8 Revolving Loan Fund									
700 Revolving Loan Fund	0	0	0	0	0	8,017	8,017	0	8,017
8 Revolving Loan Fund	0	0	0	0	0	8,017	8,017	0	8,017
11 Human Services									
404 Income Maintenance	1,328,065	588,143	739,922	44	1,328,065	593,153	(734,912)	45	5,011
405 Social Services	4,003,710	1,600,765	2,402,945	40	4,003,710	1,907,763	(2,095,947)	48	306,997
11 Human Services	5,331,775	2,188,908	3,142,867	41	5,331,775	2,500,916	(2,830,859)	47	312,008
35 Debt Service									
899 2016A Bonding	0	1,500	(1,500)	0	0	146,643	146,643	0	145,143
35 Debt Service	0	1,500	(1,500)	0	0	146,643	146,643	0	145,143
40 County Ditches Fund									
3 General Government	0	0	0	0	0	(4,773)	(4,773)	0	(4,773)
800 Unallocated	0	2	(2)	0	0	0	0	0	(2)
901 County Ditch #1	0	8	(8)	0	0	142	142	0	133
903 County Ditch #3	0	1	(1)	0	0	0	0	0	(1)
907 County Ditch #7	0	4	(4)	0	0	167	167	0	163
910 County Ditch #10	0	1	(1)	0	0	0	0	0	(1)

**** Swift County ****
Executive Departmental Budget to Actual Review
As of June 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	
913 County Ditch #13	0	1	(1)	0	0	0	0	0	(1)
914 County Ditch #14	0	5	(5)	0	0	5,759	5,759	0	5,754
918 County Ditch #18	0	356	(356)	0	0	0	0	0	(356)
923 County Ditch #23	0	4	(4)	0	0	0	0	0	(4)
930 Joint County Ditch #18 - Lateral A	0	0	0	0	0	0	0	0	0
931 Joint County Ditch #18 - Lateral B	0	1	(1)	0	0	0	0	0	(1)
933 Joint County Ditch #18 - Lateral D	0	0	0	0	0	0	0	0	0
934 Joint County Ditch #19 - Lateral A	0	0	0	0	0	550	550	0	549
935 Joint County Ditch #19 - Lateral B	0	1	(1)	0	0	0	0	0	0
937 Joint County Ditch #19 - Lateral C	0	1	(1)	0	0	0	0	0	(1)
938 Joint County Ditch #19 - Lateral D	0	307	(307)	0	0	0	0	0	(307)
939 Joint County Ditch #19 - Lateral E	0	0	0	0	0	0	0	0	0
940 County Ditch #7 - Lateral A	0	1	(1)	0	0	0	0	0	(1)
941 Judicial Ditch #8 - Lateral A	0	2	(2)	0	0	2,899	2,899	0	2,897
942 Judicial Ditch #8 - Improvements	0	47	(47)	0	0	0	0	0	(47)
943 Not Assigned	0	5,282	(5,282)	0	0	0	0	0	(5,282)
944 County Ditch #58 - Lateral A	0	0	0	0	0	0	0	0	0
945 County Ditch #62 - Lateral A	0	1	(1)	0	0	0	0	0	(1)
952 County Ditch #52	0	86,067	(86,067)	0	0	0	0	0	(86,067)
955 County Ditch #55	0	2,552	(2,552)	0	0	17,447	17,447	0	14,895
958 County Ditch #58	0	2,295	(2,295)	0	0	17,143	17,143	0	14,848
960 County Ditch #60	0	1	(1)	0	0	802	802	0	800
961 County Ditch #61	0	151	(151)	0	0	3,158	3,158	0	3,007
962 County Ditch #62	0	73	(73)	0	0	1,165	1,165	0	1,093
963 County Ditch #63	0	0	0	0	0	0	0	0	0
966 County Ditch #66	0	0	0	0	0	3	3	0	2
971 Joint County Ditch #22- CS	0	0	0	0	0	0	0	0	0
972 Joint County Ditch #2- SS	0	748	(748)	0	0	3,692	3,692	0	2,943
973 Joint County Ditch #3- CS	0	1	(1)	0	0	0	0	0	(1)
974 Joint County Ditch #4- SP	0	14	(14)	0	0	0	0	0	(14)
976 Joint County Ditch #6- CS	0	0	0	0	0	0	0	0	0
978 Joint County Ditch #8- CS	0	8	(8)	0	0	0	0	0	(8)
979 Joint County Ditch #9- SSP	0	7,028	(7,028)	0	0	11,577	11,577	0	4,550
980 Joint Judicial Ditch #9- CS	0	0	0	0	0	0	0	0	0
981 County Ditch #81	0	1,566	(1,566)	0	0	0	0	0	(1,566)
983 County Ditch #83	0	4	(4)	0	0	3,430	3,430	0	3,427
988 Joint County Ditch #18- SCK	0	25,684	(25,684)	0	0	0	0	0	(25,684)
989 Joint Judicial Ditch #19	0	1,236	(1,236)	0	0	18,454	18,454	0	17,218
991 Judicial Ditch #21	0	20,584	(20,584)	0	0	236	236	0	(20,349)
992 Judicial Ditch #2	0	0	0	0	0	0	0	0	0

**** Swift County ****
Executive Departmental Budget to Actual Review
As of June 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 06/30/2017 Actual	Variance	PCT	
995 Judicial Ditch #5	0	593	(593)	0	0	15,127	15,127	0	14,534
997 Judicial Ditch #7	0	613	(613)	0	0	0	0	0	(613)
998 Judicial Ditch #8	0	3,856	(3,856)	0	0	32,025	32,025	0	28,169
40 County Ditches Fund	0	159,099	(159,099)	0	0	129,002	129,002	0	(30,097)
	<u>24,635,544</u>	<u>7,762,837</u>	<u>16,872,707</u>		<u>24,811,217</u>	<u>10,922,852</u>	<u>(13,888,365)</u>		<u>3,160,015</u>

**SWIFT COUNTY
BUDGET TO ACTUAL COMPARISON - As of June 30, 2017 and 2016**

Fund	Department	Expense	Revenue	Current Year						Prior Year					
				Expenses			Revenue			Expenses			Revenue		
				Budget	Actual	%									
01	003	General Government		\$ -	\$ 188,214	0.00%	\$ 6,151,294	\$ 3,285,223	53.41%	\$ -	\$ 369,569	0.00%	\$ 5,757,672	\$ 3,255,515	0.00%
	5	Board of Commissioners		\$ 239,443	\$ 111,101	46.40%	\$ -	\$ -	0.00%	\$ 248,010	\$ 106,051	42.76%	\$ -	\$ -	0.00%
01	021	Law Library		\$ 18,800	\$ 6,385	33.96%	\$ 14,000	\$ 6,915	49.39%	\$ 18,800	\$ 7,611	40.48%	\$ 14,000	\$ 7,180	51.29%
	31	County Administrator		\$ 313,510	\$ 106,970	34.12%	\$ 4,300	\$ 32	0.00%	\$ 229,005	\$ 104,640	45.69%	\$ -	\$ -	0.00%
	40	County Auditor		\$ 193,947	\$ 89,964	46.39%	\$ 6,000	\$ -	0.00%	\$ 182,300	\$ 86,363	47.37%	\$ 6,000	\$ -	0.00%
	41	County Treasurer	Vitals are greater than buget, but about 50% of last years actual annual amounts	\$ 209,087	\$ 96,739	46.27%	\$ 15,500	\$ 12,095	78.03%	\$ 207,950	\$ 92,551	44.51%	\$ 12,500	\$ 9,613	76.90%
	42	County Assessor	Cities and Townships were billed in the 3rd Quarter	\$ 330,620	\$ 126,605	38.29%	\$ 42,400	\$ 0	0.00%	\$ 320,620	\$ 139,301	43.45%	\$ 38,700	\$ 42,812	110.63%
01	043	Public Examiners	December YE work is billed in January, the remaining audit work is completed in June, billed in 3rd Qtr	\$ 61,500	\$ 1,885	3.07%	\$ -	\$ -	0.00%	\$ 68,250	\$ 10,335	15.14%	\$ -	\$ -	0.00%
01	044	License and Permits	Countryside bills us annually for their compliance checks	\$ 1,250	\$ -	0.00%	\$ 4,350	\$ 4,370	100.46%	\$ 1,350	\$ -	0.00%	\$ 3,390	\$ 4,110	121.24%
01	060	Data Processing		\$ 78,300	\$ 35,168	44.91%	\$ 1,200	\$ -	0.00%	\$ 99,800	\$ 36,164	36.24%	\$ 1,680	\$ -	0.00%
01	080	Election	Election equipments is maintained on an yearly basis	\$ 8,275	\$ 7,769	93.89%	\$ -	\$ -	0.00%	\$ 63,475	\$ 8,464	13.33%	\$ 16,850	\$ 310	1.84%
01	090	County Attorney		\$ 464,905	\$ 176,812	38.03%	\$ 33,700	\$ 689	2.04%	\$ 414,610	\$ 163,433	39.42%	\$ 4,000	\$ 7,290	182.25%
01	100	Land Records		\$ 397,344	\$ 156,761	39.45%	\$ 127,750	\$ 52,943	41.44%	\$ 399,630	\$ 163,582	40.93%	\$ 130,900	\$ 45,638	34.86%
01	110	Courthouse	Renovation expenses included in this account were not in the original budget	\$ 192,705	\$ 305,739	158.66%	\$ -	\$ 2,625	0.00%	\$ 207,160	\$ 73,975	35.71%	\$ -	\$ -	0.00%
	111	County Museum Building		\$ 17,787	\$ 6,064	34.09%	\$ -	\$ -	0.00%	\$ 34,980	\$ 6,942	19.85%	\$ -	\$ -	0.00%
	112	CPHS Building	Renovation expenses included in this account were not in the original budget	\$ 18,146	\$ 34,695	191.20%	\$ -	\$ -	0.00%	\$ 50,050	\$ 4,761	9.51%	\$ -	\$ -	0.00%
	113	Prairie 5 Building		\$ 15,006	\$ 3,500	23.32%	\$ -	\$ -	0.00%	\$ 49,200	\$ 4,389	8.92%	\$ -	\$ -	0.00%
	114	Rental House	Refund from MCIT for insurance due to sale	\$ 1,358	\$ 1,563	115.10%	\$ 4,500	\$ 128	2.84%	\$ 1,347	\$ 501	37.19%	\$ 6,000	\$ 2,500	41.67%
	120	County Medical Insurance		\$ -	\$ (4,571)	0.00%	\$ -	\$ -	0.00%	\$ -	\$ 198	0.00%	\$ -	\$ -	0.00%
	122	Veterans Services	Grant and Reimbursement (est \$12,500) which comprise most of the revenue will occur in 3rd Qtr.	\$ 158,699	\$ 77,210	48.65%	\$ 12,500	\$ 1,492	11.94%	\$ 158,985	\$ 70,936	44.62%	\$ 16,500	\$ 1,292	7.83%
	123	Planning & Zoning		\$ 100,394	\$ 31,601	31.48%	\$ 83,094	\$ 12,735	15.33%	\$ 87,598	\$ 34,771	39.69%	\$ 81,348	\$ 9,913	12.19%
01	148	Technology Committee	Phone contract was paid in 3rd quarter in the amount of \$37,111	\$ 45,800	\$ 8,032	17.54%	\$ -	\$ -	0.00%	\$ 62,125	\$ 7,083	11.40%	\$ -	\$ -	0.00%
	149	Tech Support		\$ 259,217	\$ 114,902	44.33%	\$ 202,600	\$ 104,964	51.81%	\$ 189,630	\$ 85,522	45.10%	\$ 148,000	\$ 83,549	56.45%
01	200	Sheriff		\$ 1,431,754	\$ 771,256	53.87%	\$ 72,625	\$ 35,837	49.35%	\$ 1,324,838	\$ 762,899	57.58%	\$ 74,900	\$ 45,943	61.34%
01	202	911 Distribution	Dispatch center expenses accrued in 1st Qtr (\$92,500). Revenue will be released from the restricted 911 account balance to offset Expenses that fulfill the grant restriction.	\$ 51,728	\$ 33,616	64.99%	\$ 51,728	\$ 23,478	45.39%	\$ 130,000	\$ 138,685	106.68%	\$ 211,060	\$ 16,691	7.91%
01	204	Coroner		\$ 14,000	\$ 9,450	67.50%	\$ -	\$ -	0.00%	\$ 12,000	\$ 3,420	28.50%	\$ -	\$ -	0.00%
01	205	Jail		\$ 978,294	\$ 392,541	40.13%	\$ 34,000	\$ 17,784	52.31%	\$ 1,017,730	\$ 382,085	37.54%	\$ 32,000	\$ 19,641	61.38%
01	251	Grant 6W Community Corrections		\$ 223,134	\$ 111,567	50.00%	\$ -	\$ -	0.00%	\$ 212,509	\$ 106,254	50.00%	\$ -	\$ -	0.00%
01	261	Restorative Justice	Comprised mainly from victim restitution.	\$ 67,249	\$ 30,477	45.32%	\$ -	\$ 2,138	0.00%	\$ 63,110	\$ 27,288	43.24%	\$ 500	\$ 571	114.20%
01	280	Emergency Management	Annual grant received in 1st Qtr for the year	\$ 80,253	\$ 38,319	47.75%	\$ 17,000	\$ 18,003	105.90%	\$ 78,159	\$ 44,348	56.74%	\$ 17,000	\$ -	0.00%
01	400	Countryside Public Health		\$ 100,760	\$ 50,380	50.00%	\$ -	\$ -	0.00%	\$ 97,825	\$ 48,913	50.00%	\$ -	\$ -	0.00%
01	490	Ambulance	A request was made and paid in the 3rd Quarter	\$ 41,600	\$ -	0.00%	\$ -	\$ -	0.00%	\$ 118,885	\$ 40,000	33.65%	\$ -	\$ -	0.00%
01	520	County Parks	A 2 year easement was made for the AARP in May. This amount was not in the original budget	\$ 37,000	\$ 48,079	129.94%	\$ 37,000	\$ 17,378	46.97%	\$ 72,000	\$ 22,417	31.13%	\$ 32,500	\$ 16,020	49.29%
01	521	Parks & Drainage		\$ 232,745	\$ 81,038	34.82%	\$ 185,118	\$ 12,118	6.55%	\$ 206,591	\$ 79,051	38.26%	\$ 152,118	\$ 12,118	7.97%
01	600	Extension		\$ 146,869	\$ 40,376	27.49%	\$ 1,200	\$ 500	41.67%	\$ 150,961	\$ 47,925	31.75%	\$ 1,000	\$ 1,143	114.30%
01	602	Agriculture Inspector		\$ 13,500	\$ 6,750	50.00%	\$ -	\$ -	0.00%	\$ 13,500	\$ 12,250	90.74%	\$ -	\$ -	0.00%
01	603	Predator Control		\$ 11,500	\$ 6,764	58.82%	\$ -	\$ -	0.00%	\$ 10,000	\$ 1,593	15.93%	\$ -	\$ -	0.00%
01	703	Grants and Appropriations		\$ 478,530	\$ 201,991	42.21%	\$ -	\$ -	0.00%	\$ 448,657	\$ 127,901	28.51%	\$ -	\$ -	0.00%
				\$ 7,035,009	\$ 3,505,712	49.83%	\$ 7,101,859	\$ 3,611,447	50.85%	\$ 7,051,640	\$ 3,422,171	48.53%	\$ 6,758,618	\$ 3,581,849	53.00%

Summary of Funds
Actual & Budget Comparison
As of 06/30/2017

	Budget	Actual	Difference	
			\$	%
Revenue Funds:				
General	7,101,859	3,611,447	(3,490,412)	51%
Solid Waste/Environmental	834,150	471,847	(362,303)	57%
Road & Bridge	11,543,433	4,054,981	(7,488,452)	35%
Human Services	5,331,775	2,500,916	(2,830,859)	47%
	24,811,217	10,639,191	(14,172,026)	43%
Expenditures:				
General	7,035,009	3,505,712	(3,529,297)	50%
Solid Waste/Environmental	977,930	458,218	(519,712)	47%
Road & Bridge	11,290,830	1,449,400	(9,841,430)	13%
Human Services	5,331,775	2,188,908	(3,142,867)	41%
	24,635,544	7,602,238	(17,033,306)	31%
Change in Fund Balance	175,673	3,036,953	2,861,280	

*** (designates deficit or under budget)

Ending Cash Balance Summary	As of June 30				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Cash and Bank Accounts	12,743,355	12,743,355	11,541,321	\$ 9,641,134	\$ 7,390,545
Employee Benefits - CD	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Investments - Health Care	\$ 524,981	\$ 524,981	\$ 524,981	\$ 524,981	\$ 524,981
Loan Receivable - General Fund Summary					
SCBH	\$ 1,616,988	\$ 1,705,103	\$ 1,791,475	\$ 1,876,137	\$ 1,959,124
CNH Loan #1	\$ -	\$ 154,633	\$ 462,472	\$ 765,016	\$ 1,062,537
CNH Loan #2	\$ 132,482	\$ 190,363	\$ 247,248	\$ 303,156	\$ 358,101
County Indebtedness	\$ 7,805,000	\$ 7,805,000	\$ -	\$ -	\$ -



Request for Board Action

BOARD MEETING DATE:
Aug 01, 2017

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 2017 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: Department reports	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? Click here to enter text.	

Budget Information

FUNDING: N/A

Review/Recommendation

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

Board Action

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

Swift County Cash & Investments

(Includes unrealized gains)

As of 6/30/17 ✓

Acct	6/30/17 Balance
ASSETS	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	52,525.30
Health Ins 16-1	200,000.00
Health Ins 16-2	200,000.00
Health Ins 16-3	200,000.00
HS Clearing acct #1BB29020	201,748.85
HS MMKT#1006436-1st Security	77,266.45
HS-MMIS# 14534(Credit Union)	99,962.98
HS16-2	200,000.00
HS16-3	100,000.00
HS17-1	100,000.00
HS17-2	150,000.00
HS17-3	100,000.00
MAGIC BOND ACCT#651157	749,225.65
PSB-Appleton	27,876.24
R&B Invest Acct#1BB27605	255,497.28
R&B-MMIS#1006493-1st Security	1,913,315.46
R&B16-10	200,000.00
R&B16-8	200,000.00
R&B16-9	200,000.00
R&B17-1	249,000.00
R&B17-2	200,000.00
R&B17-3	200,000.00
R&B17-4	249,000.00
Rev-MMKT#1007665-1st Security	1,106,942.09
Revenue 15-8	100,000.00
Revenue 16-6	100,000.00
Revenue14-12	100,000.00
Revenue16-10	100,000.00
Revenue16-11	100,000.00
Revenue16-13	100,000.00
Revenue16-14	100,000.00
Revenue16-17	100,000.00
Revenue16-20	100,000.00
Revenue16-21	100,000.00
Revenue16-22	100,000.00
Revenue16-23	200,000.00
Revenue16-24	100,000.00
Revenue16-25	200,000.00
Revenue16-4	100,000.00
Revenue16-7	100,000.00
Revenue17-1	200,000.00
Revenue17-2	200,000.00
Revenue17-3	200,000.00
Revenue17-4	200,000.00
Revenue17-5	200,000.00
StBkDanvers	3,141,273.38
Swift Co (Fed RLF)	284,644.74
Swift Co (State RLF)	49,914.16
WELLS FARGO	3,547,097.31
TOTAL Cash and Bank Accounts	17,055,289.89
Other Assets	
REV, R&B & HS-Emp. Benefits CD	200,000.00
TOTAL Other Assets	200,000.00
Investments	
REV-HEALTH CARE	524,981.42

Swift County Cash & Investments

(Includes unrealized gains)
As of 6/30/17

Acct	6/30/17 Balance
TOTAL Investments	524,981.42
TOTAL ASSETS	17,780,271.31
LIABILITIES	0.00
OVERALL TOTAL	17,780,271.31 ✓

FUND #	FUND NA	BANK #	INSTITUTION	ID#	MATURITY DATE	TOTAL INVEST.	INT RATE	MONTH ENDED	ACCRUED INTEREST	INT MTD	INT YTD
1097	Revenue	15	Mercantile Commerce	58733ACD9	12-Jun-17	\$0.00		30-Jun-17	\$0.00	\$501.37	\$501.37
31097	R&B	15	ZionBk NA	98878BGC6	13-Jun-17	\$0.00		30-Jun-17	\$0.00	\$869.11	\$869.11
31097	R&B	15	Bank of China	06426TC49	14-Jun-17	\$0.00		30-Jun-17	\$0.00	1396.79	1396.79
111097	Human Ser	15	Human Ser Clearing	1B29020	30-Jun-17	\$201,748.85	0.33%	30-Jun-17		\$44.61	\$53.51
1001	Tax Accts		Various local banks		30-Jun-17	\$80,401.54		30-Jun-17			
1001	Rev/checki	2	St Bk of Danvers	267151	30-Jun-17	\$3,142,523.39	0.10%	30-Jun-17	\$181.90	\$948.63	\$1,308.72
1001	Revenue	1	1st Security Benson	MMISH1007665	30-Jun-17	\$1,106,942.09	0.20%	30-Jun-17	\$181.90	\$188.00	\$1,102.76
1092	Revenue	1	WELLS FARGO	IAB21819	30-Jun-17	\$3,545,847.30	0.01%	30-Jun-17	\$420.93	\$420.93	\$1,477.01
1101	Rev/Health	15	Franklin Fund-MF	45789	30-Jun-17	\$524,981.42	0.95%	30-Jun-17	\$1,134.91	\$1,134.91	\$6,677.16
1101	Human Ser	1	1st Security Benson	MMISH1006436	30-Jun-17	\$77,266.45	0.20%	30-Jun-17	\$13.12	\$13.12	\$13.12
3001	Human Ser	17	Co-op Credits-Benson	Savings#14534	30-Jun-17	\$99,952.98	0.50%	30-Jun-17	\$123.24		\$496.43
1097	R&B	1	1st Security Benson	MMISH1006493	30-Jun-17	\$1,913,315.46	0.20%	30-Jun-17	\$324.95	\$324.95	\$1,906.10
3500	Bond Debt	16	MAGIC Bond Debt A	651157	30-Jun-17	\$749,225.65	0.79%	30-Jun-17	\$503.60	\$503.60	\$2,504.02
31097	R&B	15	R&B Clearing Acct	1BB27605	30-Jun-17	\$255,497.28		30-Jun-17		\$1.01	\$35.47
31097	R&B	15	Patriot Nil Bk	70337NAR9	30-Jun-17	\$200,000.00	0.85%	30-Jun-17	\$847.67		
111097	Human Ser	15	Investors Bk	46176PGB5	3-Jul-17	\$200,000.00	0.90%	30-Jun-17	\$897.53		
111097	Human Ser	15	Wex Bk Midvie Ut	92937CFD5	7/17/2017	\$150,000.00	0.85%	30-Jun-17	\$593.84		
1097	Revenue	15	First Merit Bk-Akron	320844PX5	28-Jul-17	\$100,000.00	1.05%	30-Jun-17	\$434.38	\$169.86	\$997.24
1097	Revenue	15	Riverwind Bk August	76951GAB9	4-Aug-17	\$100,000.00	0.65%	30-Jun-17	\$44.52	\$55.21	\$529.32
1097	Revenue	15	Franklin Synergy Bk	35471TCJ9	11-Sep-17	\$100,000.00	0.75%	30-Jun-17	\$36.99	\$63.70	\$324.12
1097	Revenue	15	Everbank FL	29976DS84	9/14/2017	\$100,000.00	0.80%	30-Jun-17	\$629.04		\$316.44
31097	R&B	15	Xenith Bk Richmond	98410YBJ1	28-Sep-17	\$200,000.00	0.90%	30-Jun-17	\$152.88	\$152.88	\$7.53
111097	Human Ser	15	Hanni Bk Los Angelt	410493BW9	29-Sep-17	\$100,000.00	0.90%	30-Jun-17	\$76.44		\$897.55
1097	Revenue	15	CapitalOneBk USA	140420WC0	2-Oct-17	\$100,000.00	1.15%	30-Jun-17	\$289.86	\$289.86	\$372.33
1097	Revenue	15	Santander Bk Corp NC	13979PAH7	20-Oct-17	\$100,000.00	0.75%	30-Jun-17	\$189.04	\$189.04	\$570.27
1097	Revenue	15	Signature Bank	82668XFF0	24-Nov-17	\$100,000.00	0.80%	30-Jun-17	\$960.00		\$371.92
1097	Revenue	15	Am Express Central I	02587DWP9	4-Dec-17	\$100,000.00	1.05%	30-Jun-17	\$11.51	\$89.18	\$523.57
31097	R&B	15	BankUnited-Miami	066519CT4	29-Dec-17	\$200,000.00	1.10%	30-Jun-17	\$1,103.01		\$747.95
111097	Human Ser	15	Martin Bus Bk	57116ANB0	1/5/2018	\$100,000.00	1.00%	30-Jun-17	\$479.45		
31097	R&B	15	Synchrony Bk	87165HRA0	8-Jan-18	\$200,000.00	1.00%	30-Jun-17	\$460.27		\$23.57
111097	Human Ser	15	Bankers Bk Madison	06610RAK5	1/11/2018	\$100,000.00	1.00%	30-Jun-17	\$49.32	\$84.93	\$413.69
1097	Rev/R&B/I	16	Cit Bank	58978	18-Jan-18	\$200,000.00	1.26%	30-Jun-17	\$1,125.37		\$1,260.27
1097	Revenue	15	Key Bk N/A Ohio	49306SVX1	22-Jan-18	\$100,000.00	1.30%	30-Jun-17	\$573.42	\$655.34	\$655.34
1097	Revenue	15	Safra Nil Bk	78658QH55	14-Feb-18	\$200,000.00	1.00%	30-Jun-17	\$739.73		
1097	Revenue	15	Compass Bk Birming	20451PQH2	8-Mar-18	\$200,000.00	1.00%	30-Jun-17	\$778.08		\$661.99
31097	R&B	15	Lake City Bk Warsaw	508176CJ1	22-Mar-18	\$249,000.00	1.05%	30-Jun-17	\$57.30	\$222.05	\$572.33
1097	Revenue	15	Customers Bk PA	23204HEK0	28-Mar-18	\$100,000.00	1.00%	30-Jun-17	\$257.53		\$661.99
31097	R&B	15	CommBk-Parkehurst	20357RAB3	27-Apr-18	\$200,000.00	1.05%	30-Jun-17	\$362.47		\$572.33
1097	Revenue	15	BBCN Bk-LA-Ca.	073296CC7	27-Apr-18	\$100,000.00	0.90%	30-Jun-17	\$7.40	\$76.44	\$372.33
1097	R&B	15	Eaglebank-MD	27002YDD5	21-Jun-18	\$249,000.00	1.30%	30-Jun-17	\$79.82	\$1,090.96	\$1,090.96
1097	Revenue	15	Comenity Cap Bk Sal	20033AQV1	2-Jul-18	\$100,000.00	1.10%	30-Jun-17	\$93.42		\$545.47
1097	Revenue	15	Am Express Fed Svgs	02587CEF3	3-Aug-18	\$200,000.00	1.20%	30-Jun-17	\$381.37		\$570.27
1097	Revenue	15	Ally Bk-Midvale UT	02006LM83	24-Sep-18	\$100,000.00	1.15%	30-Jun-17	\$315.07		\$669.45
1097	Revenue	15	Ally Bk-Midvale UT	02006LR96	26-Nov-18	\$100,000.00	1.35%	30-Jun-17	\$133.15		\$1,239.73
1097	Revenue	15	Berkshire Bk	084601GN7	29-Nov-18	\$200,000.00	1.25%	30-Jun-17	\$212.33		\$806.58
1097	Revenue	15	Goldman Sachs	38148PHZ36	28-Mar-19	\$200,000.00	1.60%	30-Jun-17	\$806.58		\$806.58
1097	Revenue	15	St Bk of India	856285BH3	10-Jun-19	\$200,000.00	1.70%	30-Jun-17	\$195.62		\$0.00
1001	Rev/RLF	1	SIBKDanvers-Fed RL	281500	30-Jun-17	\$284,644.74	0.15%	30-Jun-17	\$0.00		\$0.00
1001	Rev/RLF	1	SIBKDanvers-St RLF	281498	30-Jun-17	\$49,914.16	0.15%	30-Jun-17	\$0.00		\$0.00
						\$17,780,271.31	0.90%				\$3,177.88

CNH LOAN#2	7/9/2019	\$146,920.90	1.75%	30-Jun-17	\$563.53	\$1,341.34	\$29,065.96
SCBH-LOAN	12/1/2032	\$1,631,661.65	2.00%	30-Jun-17	\$2,592.78	\$2,707.33	\$36,879.48