

Notice & Agenda

Swift County Board of Commissioners

Tuesday, February 21, 2017

11:00 AM

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

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
11:00 a.m.		Call to Order and Roll Call
11:01 a.m.		Approve Agenda
11:03 a.m.		Consent Agenda
	1-3	(1) Minutes from the February 7, 2017 Regular Meeting
11:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
11:05 a.m.		Michael Johnson, Parks and Drainage Director
	4-7	Continue Public hearing to consider reading and approving the final order on CD #52
11:10 a.m.		Andy Sander, Highway Engineer
	8-9	Consider approval to purchase two pup trailers off the State Contract
11:15 a.m.		Kim Saterbak, Auditor
	10-13	Consider approval of scope of work and to request bids on Prairie Five building repairs
11:25 a.m.		Citizens Comments
11:35 a.m.		Commissioner and Board reports
11:55 a.m.		Other Business
12:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

February 2, 2016

Chairman Rudningen called the meeting to order at 9:01 AM with all members present as well as County Attorney Danielle Olson, Liz Auch, and Amanda Ness.

Chairman Rudningen requested the addition of the minutes from the January 13, 2017 special meeting to the consent agenda and employee recognition expenses to the warrants and asked if there were any other additions to the agenda. There were none.

02-07-17-01 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the agenda with the additions noted. Motion carried unanimously.

02-07-17-02 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Consent Agenda which consisted of: (1) Minutes from the January 17, 2017 Regular Meeting, (2) Minutes from the January 27, 2017 Special Meeting, (3) January 1, 2017 – December 31, 2017 Service Contract for the Minnesota Family Investment Program/Diversions Work Program, (4) Cell-Smart Phone Policy, (5) Appointment of Eric Carlson to the RDA Board, (6) Appointment of Cindy Hendrickx to the Extension Committee, and (7) Minutes from the January 13, 2017 Special Meeting. Motion carried unanimously.

02-07-17-03 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: Revenue: \$153,192.76; Solid Waste: \$34,829.85; Road and Bridge: \$48,617.86; County Ditches: \$5,918.00; Human Services, \$1,087.53; Debt Service: \$1,500.00 which includes the following bills over \$2,000: Anoka County Treasury Office, \$2,375.00; Applied Concepts, Inc., \$3,30.00; Benson Municipal Utilities, \$8,411.05; CEE VI Task Force, \$45,343.50; Computer Professionals Unlimited, Inc., \$6,439.52; Geyer Recycling, \$5,862.50; Goff Public, \$10,000.00; Mike Goff, \$2,640.75; Phil Goff, \$2,640.75; Johnson Feed Inc., \$2,484.88; Lake Country Scale Works, Inc., \$13,056.25; MN Sheriff's Association, \$4,638.00; Pflipsen Trucking LLC, \$3,426.80; The Schneider Corporation, \$6,121.25; Southwest Initiative Foundation, \$2,930.00; Attorney Neil Tangen, \$2,275.00; Taser International, \$2,606.81; City of Appleton Treasurer, \$5,481.97; Tyler Technologies Inc., \$7,936.68; Value Ford & Chrysler, \$28,804.27; Waste Management Of Northern Minnesota, \$6,609.70; Wold Architects & Engineers, \$24,136.53; Yellow Medicine County Jail, \$3,090.41; and Ziegler Inc., \$3,416.29. Motion carried unanimously.

Countryside Public Health Administrator Liz Auch presented a year-end review.

Chairman Rudningen asked for citizens comments. There were none.

Highway Engineer Andy Sander and Assistant Engineer Paul Petrick requested approval of the purchase of a tandem dump truck with plow equipment.

02-07-17-04 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the \$160,954 purchase of a 2017 Freightliner 114SD truck from IState Truck Center and box and plow equipment from TBEI, Inc. Motion carried unanimously.

Engineer Sander and Assistant Engineer Petrick further requested approval of a Joint Powers Agreement to install intersection lighting.

02-07-17-05 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the agreement. Motion carried unanimously.

Engineer Sander and Assistant Engineer Petrick further requested approval to advertise the CR #6 paving project.

02-07-17-06 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the advertisement request. Motion carried unanimously.

Chairman Rudningen presented for approval an employment contract between Kelsey Baker and Swift County for the Administrator position.

02-07-17-07 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the employment contract. Motion carried unanimously.

Chairman Rudningen began the discussions on the farmland rental contract.

02-07-17-08 Commissioner P. Peterson moved and Commissioner Fox seconded to approve a one-year rental contract at the same amount and with the same payment schedule as last year. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on 6W Corrections, Supporting Hands Nurse Family Partnership, Policy Committee, and Building Committee. Commissioner Hendrickx reported on the AMC Board of Directors, Out of Home Placements Task Force, RDC, SPCC, and New Commissioners Conference. Commissioner E. Pederson reported on DAC, Safety Committee, Historical Society, RDA, and SWCD. Commissioner Fox reported on Woodland Centers, SCBH, Private Industry Council, and SPCC. Chairman Rudningen reported on Prairie Lakes Youth, Pioneerland Library Board, and Emergency Services Board.

02-07-17-09 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to resume the public hearing on CD #52. Motion carried unanimously.

Rinke Noonan Attorney John Kolb explained the purpose of the hearing.

County Parks, Wetland, and Drainage Supervisor Mike Johnson presented a petition to be read into record during the public comments.

Bolton and Menk Engineer Brent Johnson presented his report and recommendation.

Chairman Rudningen opened the floor for public comment and read the previously noted petition into record.

Comments were heard from Randy Hilleren of Benson, Brad Rode of Benson, Brian Amundson of Benson, and Larry Payne of Benson.

Commissioner Fox moved to approve straightening the culvert under CR #6 and use the same size culvert as is currently being used. Motion failed for lack of a second.

02-07-17-10 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to approve straightening the culvert under CR #6 and increase the size to the recommended six-foot culvert to protect the integrity of the road. Motion carried 4-1 with Commissioner Fox opposing.

02-07-17-11 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to recess the public hearing until February 21, 2017 to allow attorney to present findings to the board. Motion carried unanimously.

02-07-17-12 Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn.
Motion carried unanimously.

Meeting adjourned at 11:14 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Amanda Ness, Clerk of the Board

DRAFT



Request for Board Action

BOARD MEETING DATE:
February 21, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider reading final order into the official record and approving	
AGENDA YOU ARE REQUESTING TIME ON: Regular 11:00 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 103E-701 Repair of bridges and culverts
BACKGROUND/JUSTIFICATION: Landowners question the hydraulic capacity of current pipes. Public hearings held	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Board approved replacing pipe

Budget Information

FUNDING: CD #52 Repair Fund

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: N/A
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Not submitted for review
COMMENTS: N/A	COMMENTS: N/A

STATE OF MINNESOTA
SWIFT COUNTY BOARD OF COMMISSIONERS
SEATED AS DRAINAGE AUTHORITY UNDER STATUTES CHAPTER 103E
FOR SWIFT COUNTY DITCH 52

The matter of the Proposed Repair of Swift County Ditch 52 Pursuant to Statutes Section 103E.721

Repair Order

Commissioner _____ made a motion to adopt the following Findings and Order:

WHEREAS, the Swift County Board of Commissioners, Drainage Authority for Swift County Ditch (CD) 52, upon consideration of the planned reconstruction of County Road (CR) 6, considered possible repair of CD 52 pursuant to statutes section 103E.721, based upon a belief that bridges or culverts constructed or replaced as a part of the drainage system, specifically the culvert at the CD 52/CR 6 crossing, provide inadequate hydraulic capacity for the efficient operation of the drainage system to serve its original purpose; and

WHEREAS, the Drainage Authority appointed an engineer to examine the drainage system and prepare a hydraulic capacity report, and

WHEREAS, the engineer appointed for the repair submitted its report indicating certain conditions on the drainage system and recommending culvert replacements on the system; and

WHEREAS, the engineer specifically noted the inadequate hydraulic capacity of the culvert at CR 6 causing substantial increased staging on the upstream site of the roadway and causing what he described as extreme head pressure above the culvert; and

WHEREAS, there has been at least one instance historically where the culvert at CR 6 has washed out due to flows in CD 52; and

WHEREAS, pursuant to statute section 103E.721, the Drainage Authority noticed and held a public hearing on the engineer's report on January 17, 2017; and

WHEREAS, following initial public comment and discussion, the Drainage Authority continued the hearing and directed the engineer to perform additional downstream analysis to assess the impact of the proposed culvert replacement; and

WHEREAS, the engineer filed an updated report on January 31, 2017; and

WHEREAS, the Drainage Authority held the continued public hearing on the engineer's report as scheduled at 10:00 a.m. on February 7, 2017, in the Commissioners Room of the Swift County Courthouse; and

WHEREAS, after considering the proceedings herein, the report of its engineer, the testimony of interested parties presented at the hearing, and written objections received, the Drainage Authority, upon a motion duly made and seconded, passed a resolution to replace the CR 6 culvert both to the size specified in the engineer's report and to an alignment consistent with the flowline of CD 52 up and down-stream; and

WHEREAS, the drainage authority further continued the public hearing to its regular meeting at 11:00 a.m. on February 21, 2017 for the purpose of considering findings and an order in the proceedings; and

WHEREAS, after considering the proceedings herein, the report of its engineer, the testimony of interested parties presented at the hearing, and written objections received, the Drainage Authority finds:

1. That the culvert at CR 6, as identified in the engineer's report, provides insufficient hydraulic capacity for the efficient operation of the drainage system.
2. That replacement of the CR 6 culvert to the size specified in the engineer's report is necessary to protect the integrity of CR 6, to prevent future damage to the roadway and to protect the safety of the traveling public.
3. That repair of CD 52 by replacing the CR 6 culvert, both to the size specified in the engineer's report and to an alignment consistent with the flowline of CD 52 up and down-stream, is necessary for the best interests of the affected property owners.
4. That repair of CD 52 by replacing the CR 6 culvert as identified in the engineer's report can be accomplished without causing adverse downstream impacts. Though the replacement of the CR 6 culvert will cause some increased staging downstream (<.3 feet over all modeled storms), these increases, according to the engineer, are not of significant enough magnitude or duration to cause damages downstream.

THEREFORE, the Swift County Board of Commissioners, Drainage Authority for CD 52, orders that CD 52 be repaired according to the engineer's recommendation for the replacement of the 73" x 45" arch pipe at the CR 6 crossing with a 72" diameter pipe along the alignment of the ditch; and

Further, that the cost of repair shall be borne by the CD 52 drainage system; and

Further, to the extent possible, the replacement of the culvert shall occur in conjunction with the planned reconstruction of CR 6 in 2017.

The motion was seconded by Commissioner _____, and after discussion, the motion passed and the Findings and Order were adopted by a vote of __ yes and __ no.

Dated this 21st day of February 2017.

SWIFT COUNTY BOARD OF COMMISSIONERS,
SEATED AS DRAINAGE AUTHORITY UNDER
STATUTES CHAPTER 103E FOR SWIFT COUNTY
DITCH 52

By _____
Chairman, Board of Commissioners



Request for Board Action

BOARD MEETING DATE:
February 21, 2017

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 842-5251
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to purchase pup trailers off of the State Contract	
AGENDA YOU ARE REQUESTING TIME ON: February 21 2017	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Purchase Pup Trailers that are in this year's budget.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	See above

Budget Information

FUNDING: County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: n/a
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Not submitted for review
COMMENTS: n/a	COMMENTS: n/a

Pup Cost

<u>Pup</u>	Tow Master	\$31,143
	License	\$ 41
	Total	\$31,184

Rims and Tires

Royal Tires	\$2,441.90
GPC	\$2,882

Cost (1) Pup \$ 33,626



Request for Board Action

BOARD MEETING DATE:
February 21, 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: Provide guidance for addressing repair issues with the Prairie Five Building	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Swift County owns and leases a building to Prairie Five. Angela Nissen contacted me in January 2017 regarding problems they are having with the building. Tim Mooberry made a site visit to examine the issues brought up by Angela N. Tim's Scope of Work report is attached. I would like guidance from the Board regarding the repairs the Board feel should be the responsibility of the county and approval to request bids for that work to be completed.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None/Prairie Five

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: n/a
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Not submitted for review
COMMENTS: n/a	COMMENTS: n/a

SCOPE OF WORK

Prairie Five
PO Box 321, East HWY 12
Benson, MN 56215
(320) 842-8565

Contractor's Name:

Contractor's Address:

Contractor's Phone #:

January 19, 2017

Repair Specifications:

PAINTING - INTERIOR WALLS AND CEILINGS - Paint interior. New surfaces or two coat system plaster or drywall surfaces should be completely dry, clean, and free from any foreign matter before priming. All cracks, holes, and scratches should be filled or patched and such areas, after patching, sanded lightly. Sufficient time shall be allowed between coats to assure thorough drying of all coats. Paint area with one coat of interior latex primer and at least one coat of *semi-gloss or satin finish (scrubbable)* paint by Glidden or equal. Paint to be completely free of all lead and/or lead compounds.

Clothing room ceiling: Material & labor: _____

DOOR - PREHUNG - STEEL - Furnish and install new insulated pre-hung pre-finished steel door. Door to be manufactured by Perma-Door, Peachtree, Stanley or equal. Installation shall include removal and disposal of old door and frame. Door shall be 1-3/4" thick in a wood frame complete with all hardware, deadbolt lock and insulated glass lite (unless fire-rated door). Interior casings to be used unless damaged and in that case are to be replaced. Door shall be weatherstripped on both sides, top and at threshold. New frame will be securely fastened into opening and sealed. Homeowner has choice of door style. New door should swing in to avoid knocking anyone over who is entering from outside. Get Threshold level with entry.

East entry: Material & labor: _____

RECEPTACLES - Install foam seal in outside walls to reduce heat lost and frost build up.

Angela's office – Material and labor: _____

OPTION -AIR EXCHANGER - (There seems to be a lot of humidity in the building contributing to an accumulation of frost and excessive moisture around the glass and metal doors that face the south. The doors themselves do not appear to be in disrepair. If possible and in the budget, an air exchanger may help. If not, perhaps an oscillating fan mounted near the ceiling by both south facing doors would reduce the moisture and keep both of them operable for less money.) There are many different designs, depending on the manufacturer, but the principle is the same. Fresh air is drawn in from a port open to the outside of the building, and passed through a chamber, also know as the exchanger, that is surrounded by indoor air. Highly conductive metal or other materials removes the energy (heat) from the warmer air and gives it to the cooler air. The fresh air is then ducted into the house, and the indoor air is ducted to a port and

expelled outside. Up to 80% of the energy can be exchanged. During the energy exchange, moisture (humidity) can condense into water. A drain pan inside the cabinet will allow the water to be collected for removal. If the unit is installed in the basement, a condensate pump might be used to eject the water outside. A properly sized Air Exchanger will completely replace the air inside your house a total of 6 times per day.

Cost of material and labor: _____

DRYWALL - NOT PAINTED OR PRIMED - Remove ceiling tile and install 5/8" drywall on ceilings. All drywall shall have tapered or beveled edges. Screws shall be driven with their shanks perpendicular to face of board and sealed below surface of board without breaking through paper surface. Nails shall be 1-1/4" GWB annual ring type or drywall screws of sufficient length can be used as an alternate. All outside corners shall have metal corner beads. Butt joints and inside corners shall be covered with tape. All tape and metal accessories shall be embedded in a thin layer of joint system cement. Cement 3 coats over all nails and tape, feather edges and sand after final coat to prepare surface for painting. Remove all waste and scrap materials and dispose of off site.

Clothing room ceiling – Cost of material and labor: _____

BATHROOM CEILING – Black mold was noticed on the ceiling of the bathroom. This room has a working vent fan and is located on the north side of the building. The most economical repair here would be to purchase a gallon of Kilz white paint and apply 2 coats to the ceiling. This should solve the problem permanently for the least investment. **Cost of material and labor:** _____

STORAGE ROOM WALLS – Outside walls frosting up. Once the boxes of canned goods were removed from the exterior walls air was allowed to circulate and the problem was solved. There was no need for any further repairs to be made. Keep any boxes away from any exterior walls in the winter time.

DUMPSTER & PERMIT - Contractor will list the costs for removing debris and obtaining the necessary permits.

Cost: _____

Projected Costs for Prairie Five repairs: January 19, 2017

	Estimate:
Clothing Room Ceiling/ Remove tile and drywall	\$ 2,520.00
(I guessed size at 25'X35' at \$3.00 per sq ft - measure for more specific)	\$ -
Clothing room ceiling/ Paint unless texture sprayed finish applied	\$ 840.00
New door on east entry	\$ 850.00
Paint bathroom ceiling	\$ 75.00
Storage area repair	\$ -
Foam seals in receptacles in Angela's office	\$ 10.00
Two oscillating fans installed by each south door (For 2)	\$ 700.00
Air exchanger	\$ 2,500.00
	\$ 7,495.00

Prairie Five will be responsible to move contents out of clothing room while ceiling is being repaired and repainted at this price.*