

Notice & Agenda

Swift County Board of Commissioners

Tuesday, February 5, 2019

9:00 AM

LEC Meeting Room – 301 14th St N, Benson, MN

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the January 15, 2019 Regular Meeting
	3-4	(2) Consider giving consent to the Swift County HRA to apply a special assessment to the property at 500 12 St North, Benson, MN 56215
	5	(3) Consider approval the corrected County Attorney salary
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:30 a.m.		Building Project
	6-7	Consider approving Schematic Design with Wold Architects and Engineers
10:15 a.m.		Liz Auch, Countryside Public Health
		County Update
10:35 a.m.		Vicki Syverson, HRA Director
	8-10	Informational item agreement between Minnesota Housing Partnership and Swift County HRA hereinafter called SCHRA
	11-13	Housing Institute update
10:50 a.m.		Other Business
		Introduction of new 4-H Extension Program Coordinator
11:00 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

January 15, 2019

Chairman E. Pederson called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Terri Orr, and a few members of the public.

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

01-15-19-01 Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve the agenda as presented. Motion carried unanimously.

01-15-19-02 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Minutes from the January 8, 2019 Regular Meeting, (2) Minutes from the January 8, 2019 Executive Meeting, (3) Consider approving Swift County Agriculture Inspector Annual Report and Work-plan Summary for 2018. Motion carried unanimously.

01-15-19-03 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$167,478.22; Solid Waste, \$33,895.07; Road and Bridge, \$92,691.18; Human Services, \$386.87; Capital Projects Fund, \$258,323.60; County Ditches Fund, \$251.68; County Health Insurance, \$300.00; Region 6 West Agency, \$641.02; State Fund Agency, \$18.00; Current/ School District Agency, \$31,773.14; Townships & Cities Agency, \$33,132.59; Rural Development Agency, \$833.65; which includes the following bills over \$2,000: 2853 School District Treasurer, \$7,581.29; 775 School District Treasurer, \$10,109.06; Ascheman Oil, \$3,510.50; Axon Enterprize Inc., \$3,694.00; Benson ISD 777, Acct 31127-101, \$14,008.63; Center Point Energy, \$3,817.94; CliftonLarsonAllen LLP, \$10,000.00; Comm of MMB, Treasury Division, \$2,940.50; Dan's Tire & Service Corp., \$2,618.00; Dooley Petroleum Inc., \$2,100.38; Douglas County Sheriff Dept., \$2,009.78; E & M Electric LLP, \$2,289.75; Johnson Feed Inc., \$2,364.73; Kandiyohi County Sheriff's Dept., \$11,836.04; Lexipol LLC, \$2,100.00; MN Counties Intergovernmental Trust, \$163,333.79; MN Sheriff's Association, \$4,855.97; Motorola, \$14,751.66; Nelson International Division, \$5,336.69; Pflipsen Trucking, \$11,400.74; Southside Body Shop & Glass, \$3,402.95; Sussner Construction Inc., \$258,323.60; Swift County HRA, \$2,329.96; Thomson Reuters-West Payment Center, \$2,635.00; Treasurer, City of Appleton, \$6,443.38; Treasurer, City of Benson, \$6,286.82; Treasurer, City of Kerkhoven, \$2,474.32; Treasurer, West Bank Township, \$2,171.81; Waste Management of Northern MN, \$7,599.76. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Rudningen reported on the building project meeting with Human Service, Law Enforcement and Attorney's offices and Well-being Committee. Commissioner Fox reported on Restorative Practices and Well-Being Committee. Commissioner P. Peterson reported on Countryside Public Health. Commissioner Hendrickx reported on building project meeting with Human Service, Law Enforcement and Attorney's offices, Center for Committee for Health Improvement and RDC Committee. Chairman E. Pederson reported on Soil and Water Conservation District.

Administrator Baker reported on a step correction for Danielle Olson, Enhancing the Organization Committee, 2018 Health Reserves, City of Benson Council meeting and the Demolition seminar with the RDC.

Chairman E. Pederson asked for citizen's comments. Grant Herfindahl spoke on behalf of Representative Collin Peterson. Stan Olson, Dale Tolifson and Robert Zielsdorf voiced their concerns on the building

project. There were no others.

Human Services Director Catie Lee introduced new employee Claire Pitleck to the Board of Commissioners. Claire is a Social Worker at Human Services.

Human Services Director Catie Lee requested approval for Human Services Annual Contract and Agreement.

01-15-19-04 Commissioner Rudningen moved and Commissioner Fox seconded to approve Human Services Annual Contract and Agreement. Motion carried unanimously.

Human Services Director Catie Lee requested approval of Agreement for city owned building for Swift County Drop-In-Center. A short discussion was held.

01-15-19-05 Commissioner Fox moved and Commissioner P. Peterson seconded to approve Agreement for city owned building for Swift County Drop-In-Center. Motion carried unanimously.

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

Director Catie Lee presented the monthly Human Services update and Out of Home Placements. A brief discussion was held.

The board recessed for a break at 10:28 AM.

The board reconvened at 10:35 AM.

Chairman E. Pederson opened the Building Discussion and each Commissioner voiced their opinion on the project. A very lengthy discussion was held and a few more comments from the public were heard.

01-15-19-06 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:04 AM.

WITNESSED:

Ed Pederson, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
February 5, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider giving consent for the Swift County HRA to apply a special assessment to the property at 500 12th St No Benson MN 56215	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Swift County HRA is asking to apply a special assessment to the property at 500 12th St No, Benson, MN for homeowner's match for a Benson Small City Grant.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

Budget Information

FUNDING: \$5,061.00 by Swift County HRA

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: n/a

RESOLUTION No. 19-02-19

**CONSENT FOR THE SWIFT COUNTY HRA TO APPLY A
SPECIAL ASSESSMENT ON CERTAIN PROPERTY**

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the Swift County HRA desires to make an revolving loan to make repairs at 500 12th St No, Benson, MN and

WHEREAS, the property owner has not been able to obtain financing for the project from other possible lenders.

BE IT RESOLVED, that the Swift County Board of Commissioners consents to the Swift County HRA applying a \$5,061.00 special assessment to the property at 500 12th St No, Benson, MN with a parcel number 23-0636-000 in the name of Swift County.

Adopted on a _____ vote by the Swift County Board of County Commissioners
February 5, 2019.

Swift County Board of Commissioners

Ed Pederson, Chair

ATTEST:

Kelsey Baker – County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

RESOLUTION No. 19-02-20

ADOPTING 2019 SALARY CORRECTION FOR COUNTY ATTORNEY

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, The County Board shall, in accordance with statutes, annually set the salary of the County elected officials at its first meeting in January.

THEREFORE, BE IT RESOLVED, that the salaries of the currently elected County Attorney be set for 2019, as listed below:

County Attorney \$89,369.28 (2018 Salary \$85,044.96)

Adopted on a _____ vote by the Swift County Board of County Commissioners the 5th day of February 2019.

Swift County Board of Commissioners

Chairman

ATTEST:

Kelsey Baker, County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

February 1, 2019

Kelsey Baker, Swift County Administrator

Swift County
301 14th Street North
Benson, MN 56215-0207

Re: Swift County
Government Center Schematic Design
Commission No. 9999

Dear Kelsey:

It has been great talking to you about next steps for developing more detailed solutions for the new building at the existing Courthouse site. Following the conclusion of the study presented, we understand there are a few open design questions that would benefit from continuing to the next phase of design.

- Through additional site investigation we can further our knowledge and cost estimates on potential closure of Idaho Ave.
- Meet with any county/ city planners to determine any site constraints and needed approvals.
- Develop more detailed design solutions for the layout of the building based on the site configuration and required programmatic adjacencies.
- Begin the process of building consensus on the exterior concepts for clarification on the estimated costs.
- Develop a more detailed budget that includes both construction and project related costs.

To advance the design to the level needed to determine a final solution, provide a detailed budget, and gain County Board approval, I am recommending we commence the design process and complete the Schematic Design portion of the work in the first half of 2019. This will allow for the level of detail needed to gain approval from the various departments and you on the design solution and have enough detail to go through an approval process with the Department of Corrections and County Board. Once Schematic Design is completed, we would commence the next phase of work once approved by the County Board. The schedule can be further defined at that point.

We are excited to help you with this important project and look forward to the opportunity to continue what we started together. As with all previous efforts, Wold typically proposes establishing a fixed fee at the onset of each project. We provide a comprehensive package of professional design and management services for you and manage our time internally to always meet your expectations. All engineering and consultant services are included in our fee. We believe that by establishing a fixed fee for each project, based on an agreed upon construction cost, this eliminates the potentially negative dialog that often happens regarding extra services. Our "basic services" contract with you goes well beyond what some other architectural firms would provide. Our commitment to you is to agree on a fixed fee and not request additional fees unless the scope of the project changes significantly.

Based on the current study and costs presented to the County Board, we propose a total fixed fee of \$162,000 including reimbursables to complete Schematic Design. As the County continues to move the project forward, we would provide a proposal for the remaining design phases.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read 'Jonathan Loose', written over a horizontal line.

Jonathan Loose | P.E., LEED AP
Associate

cc: Joel Dunning, Wold
Matt Mooney, Wold

SS/Promo/COU_Swift/crsp/feb19

MEMORANDUM OF UNDERSTANDING (MOU)

Between

Minnesota Housing Partnership
2446 University Ave West, Suite 140
Saint Paul, MN 55114

And

Swift County HRA
301 14th St. No
Benson, MN 56215

This is an agreement between “**Minnesota Housing Partnership**”, hereinafter called **MHP**, and **Swift County HRA** hereinafter called **SCHRA**:

I. **PURPOSE & SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to MHP’s USDA-515 Multi-Family Housing Transfer & Prepayment Technical Assistance, hereinafter called USDA-515, to support the transfer of identified USDA 515 property and increase the capacity of SCHRA to perform future transfers.

In particular, this MOU is intended to:

- Identify roles and responsibilities of MHP and SCHRA in working together.
- Clarify the time frame and tasks on which to work together.
- Provide a framework on how the two organizations will work together.

II. **BACKGROUND**

MHP was awarded a 24-month (6/5/2018-6/30/2020) USDA-515 Multi-Family Housing Transfer & Prepayment Technical Assistance award to serve the states of Minnesota, Iowa, and North Dakota, to facilitate the acquisition of RHS Section 515 properties with Rural Development (RD) mortgages maturing between 2018 and 2030, in areas at risk of losing affordable housing. This TA will preserve the affordability of these properties, which are vital to the affordable housing supply of rural communities in these three Midwest states.

MHP’s priority TA recipients are rural PHAs (including public entities like HRAs that often serve as PHAs in rural communities) and non-profits, particularly local entities like community action agencies that serve a broad, long-term community support role in many rural areas.

MHP’s *TA delivery will focus on remote assistance* by phone, email, and other online delivery methods. MHP will, however, conduct a limited number of *site visits* as needed.

TA will be conducted in a “learning by doing” format, with MHP and our working alongside the recipients on specific Section 515 transfer projects while also maintaining a focus on building sustainable capacity in the TA recipients.

III. MHP RESPONSIBILITIES UNDER THIS MOU

MHP and/or its contractors will provide on-site and remote TA to SCHRA. Working with staff of SCHRA, MHP shall undertake the following activities during the time frame of January 10, 2019 to June 30, 2020:

MHP's TA team will assist staff from the eligible PHA/non-profit recipients with the following activities, as needed and appropriate to the specific project, to facilitate and complete each Section 515 transfer project in the following areas:

- **Preliminary community research.** Much of this work will be completed by SCHRA with MHP guidance.
- **Specific project research.** The amount of time to complete this activity will be dependent on how quickly information is received from the current Section 515 owner(s), community stakeholders and RD staff. Preliminary project feasibility will begin.
- **Capital Needs Assessments (CNA).** MHP will offer guidance to the TA recipient in obtaining CNAs for the properties they want to acquire.
- **Appraisals.** If necessary, MHP will offer input on the appraisal process
- **RD's Preliminary Assessment Tool (PAT).** MHP working with SCHRA, will begin populating RD's PAT with cost estimates and available financial information to determine what, if any, project gaps exist.
- **Identify Financing Resources.** This is an on-going process as financing resource programs are constantly updating and changing their funding priorities.
- **Funding applications.** MHP will offer guidance and advice on funding applications
- **Closing Process.** MHP will offer input, as needed, throughout the closing process.
- **Construction.** Construction will begin after the closing. MHP will offer input, as needed, on the construction process.

Timing of each activity is project specific. Due to the USDA TA grant and funding timelines, MHP would be unable to assist beyond the term of this MOU. However, SCHRA may qualify for continued technical assistance through an alternate funding source at MHP. When needed, MHP will make our best possible efforts to continue the TA work with SCHRA.

- MHP will follow USDA and other Federal requirements and guidelines for expending funds. MHP will provide SCHRA with any needed supporting documentation on federal requirements. MHP will provide regular monthly reports to USDA on progress.
- MHP and SCHRA will adhere to mutually agreed timelines.

IV. SCHRA RESPONSIBILITIES UNDER THIS MOU

SCHRA shall undertake the following activities 1/10/2019 through 6/30/2020:

- SCHRA staff will actively participate with MHP capacity building activities, and follow through on recommendations as appropriate.
- SCHRA staff will work with MHP and/or Contractor(s) to complete identified activities and mutually agreed upon activity changes.
- MHP and SCHRA will adhere to mutually agreed timelines.
- SCHRA will provide information to MHP as requested to aid in USDA reporting.

- SCHRA will provide documentation and/or tools and products developed as a result of this TA award to MHP.
- SCHRA will follow USDA guidelines in use of any funds provided by MHP. These include:
 - USDA’s FY2018 RFP for Multi-Family Housing Transfer and Prepayment Technical Assistance Grant
 - United States Office of Management and Budget’s Super Circular, as amended (2 CFR Part 200)

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. In the event that the SCHRA situation changes and new capacity needs emerge, MHP and SCHRA will meet together and decide together on any modifications to the tasks above, or the creation of new tasks. This may require approval of USDA to implement.
2. Either party may terminate this MOU for any reason with a 30-day written notice to the other party at the address above. Work products due or any financial assistance project will also conclude at the end of the termination period.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of MHP’s and SCHRA’S authorized officials. It shall be in force from 10/10/2018 – 6/31/2020.

MHP and SCHRA indicate agreement with this MOU by their signatures below.

Anne Mavity, Executive Director
Minnesota Housing Partnership

Vicki Syverson, Executive Director
Swift County HRA

Date

Date



Request for Board Action

BOARD MEETING DATE:
2/5/2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: HRA & RDA	REQUESTOR: Jennifer Frost	REQUESTOR PHONE: 320-842-4769
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Update on Housing Institute Participation & HOME Team Project	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: We will recap Housing Institute activities with a look ahead to 2019 to include: - Team Project Concept Paper - Components of Technical Assistance – Minnesota Housing Partnership - Developer Round Table – Lessons Learned Still to come: - Financier Round Table - Determining Feasibility Threshold	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The HOME Team is comprised of housing related professionals from Swift, Kandiyohi, Meeker, and Chippewa Counties and the City of Granite Falls.

Budget Information

FUNDING: HRA and RDA Participation in the Housing Institute is funded through a grant from Minnesota Housing Partnership received in 2017.
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Review/Recommendation

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

Board Action

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

Affordable Housing Preservation of RD 515 Properties

Housing Institute #6

The HOME Team (Housing Opportunities Maximizing Expectations)

INTRODUCTION

The Rural Development (RD) 515 program has been a key tool for improving the quality and quantity of rental housing rural areas. According to the Housing Council, Section 515 has financed more than 550,000 affordable homes in rural America, which are often the only such rental housing in rural communities.

Rural Minnesota has greatly benefited from the RD 515 program and ranks 5th in the country for most RD 515 properties (506 buildings representing 10,235 housing units – an average of 20 units per property.

USDA Multifamily Housing Program Exit Data 6.30.17

However, with this great number there is great risk:

- As RD 515 properties are expiring, they are often converted to market rate, and there are no new affordable units being built to replace them.
- Over the next 15 years, USDA projections indicate that nearly half or 245 of rural Minnesota's RD property mortgages will mature.
- In Swift County alone, 3 RD properties representing 28 units have converted to market rate in the last two years.

Swift County has an opportunity to preserve affordable housing by being a proactive player when it comes to maturing RD 515 mortgages.

PROJECT DESCRIPTION

With technical assistant the HOME Team seeks to stem the loss of affordable housing and revitalize the existing portfolio of affordable housing properties in our region with particular attention to expiring RD 515 properties.

Specifically, this project will target the ownership transfer and rehab of RD 515 properties with interested sellers in Swift County representing a total of 40 units.

Prospective new owner is the Swift County HRA, in partnership with local housing agencies in Appleton and Kerkhoven.

While each property is expected to present unique challenges related to reserves, physical condition, seller motivations and market; focusing on one jurisdiction boundary of Swift County, allows the experienced Swift County HRA to provide local leadership capacity necessary for success.

GOALS AND OBJECTIVES

Extend and enhance RD 515 properties to continue to serve affordable rental needs for the long term.

Swift County HRA will secure ownership of identified properties through identified financial grant resources, to preserve needed affordable housing in its community. In addition, the HOME Team will be

advocates for out-of-the-box funding solutions and work with existing owners/private owners who wish to maintain affordable rural properties.

METHODOLOGY AND TIMELINES

We are not the first to target RD 515 properties, but as every property and market is different there is not a cookie cutter approach available. To achieve our goal, the HOME Team will confirm the following:

1. There is a project need – current owners want to sell/have no interest extending affordability
2. A prospective owner is qualified and interested in acquiring and maintaining quality affordable housing.
3. Feasibility Threshold – Capital Needs Assessment and Underwriting tools available to meet basic feasibility needs for long term affordability

Entire process is likely to take upwards of two years to secure necessary financing tools, depending on ownership transfer type.

BENEFITS/ANTICIPATED OUTCOMES

- Affordable housing in rural communities is critical infrastructure: **30 subsidized units in Swift County will be preserved that otherwise would be lost if changed over to market rate or demolished.**
- Working with experienced local housing agencies allows for **local ownership and control.**
- Public Housing agencies have **ability to go long on projects**, where a private owner may not. This brings stability to the affordable housing market by ensuring a long term commitment.
- These properties compliment current market rate properties in Swift County HRAs portfolio.

SUPPORT NEEDED

Technical Assistance, Access to revitalization resources, and potential partners.

The Home Team is actively seeking Technical Assistance from Minnesota Housing Partnership to help us access revitalization resources. Securing capital to acquire and rehabilitate properties will be critical to project success. Partners interested in advocating for increased affordable housing resources are appreciated, and partners interested in adding affordable rural homes to their portfolio as owners, are also most welcome partners.

CONTACT INFORMATION

Swift County HRA, Vicki Syverson, 320-843-4676