

Notice & Agenda

Swift County Board of Commissioners

Tuesday, July 19, 2016

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
	1-2	(1) Minutes from the July 5, 2016 Regular Meeting
	3-9	(2) Consider approving the Auditor to sign an agreement with the Secretary of State for the 2016 Primary and General Election
	10-13	(3) Consider approving an updated resolution for the Rental Rehab Deferred Loan Program
11:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
11:05 a.m.		Jane Hennagir, MCIT Update
11:15 a.m.	14-28	Presentation on Deed Transfer process LEAN event report out Consider approving a resolution for the transfer of duties related to deed transfers
11:25 a.m.		Commissioner and Board reports
11:40 a.m.		County Administrator report
11:45 a.m.		Citizens Comments
11:45 a.m.		County Treasurer Ron Vadnais
	29-31	Review second quarter 2016 financials
11:50 a.m.		Andy Sander, County Engineer
	32-33	Consider approving a contract for CSAH 35 grading and paving project
	34-35	Consider approving a Contract Approval for County Wide Striping 2016
	36-37	Consider Final Board Approval for payment on project SP 76-617-11 and 76-617-12 (CSAH 17)
	38-39	Consider Final Board Approval for payment on the 2016 Gravel Crushing
12:00 Noon		Recess (Lunch)
1:00 p.m.		Michel Pogge-Weaver, Swift County Administrator
	40-43	Discuss and consider calling for a Public Hearing on the County's Capital Improvement Plan and issuance of General Obligation Capital Improvement Bonds
1:15 p.m.		Kurt Waldbillig, SCBH CEO and Dan Enderson, SCBH CFO
	44-55	SCBH Assisted Living Request
		Other Business
	None	2017 Budget Update
2:00 p.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

July 5, 2016

Chairman Peter Peterson called the meeting to order at 9:00 AM with all members present. Also present were County Administrator Mike Pogge-Weaver, County Auditor Kim Saterbak, Parks and Drainage Supervisor Mike Johnson, Environmental Services Director Scott Collins, several members of the public, and Amanda Ness.

Chairman Peter Peterson asked if there were any additions to the agenda. There were none.

07-05-16-01 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the agenda as presented. Motion carried unanimously.

07-05-16-02 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Minutes from the June 21, 2016 Meeting, (2) Minutes from the June 21, 2016 Board of Equalization Meeting, (3) Approval of the purchase of a pickup for Environmental Services, (4) Approval of a resolution declaring our intent to retain a CPA firm, and (5) Approval of tobacco licenses for the following businesses: Prairie Pub – Clontarf Liquor Store. Motion carried unanimously.

07-05-16-03 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$175,456.52; Solid Waste: \$21,499.96; Road and Bridge: \$13,325.33; County Ditches: \$20,753.86; Human Services, \$1,104.65; Health Insurance, \$61.21 which includes the following bills over \$2,000: 6W Department of Community Corrections, \$106,254.26; Albany Recycling Center, \$2,055.15; Benson Municipal Utilities, \$8,535.33; CNH, \$31,279.67; Dooley Petroleum, Inc., \$4,881.50; E & M Electric LLP, \$3,446.09; Geyer Recycling, \$5,691.67; Kandiyohi County, \$2,000.00; Overholser Properties LLC, \$3,250.00; Pemberton Sorlie Rufer and Kershner PLLP, \$3,420.24; Pro Action Safety & Sales, \$6,393.58; Safe Avenues, \$3,250.00; Swift County DAC, \$2,033.80; VanHeuveln General Contracting, Inc., \$20,017.92; and Waste Management Of Northern Minnesota, \$8,901.45. Motion carried unanimously.

The Public Hearing was opened on a petition requesting an outlet into County Ditch #60.

Attorney Kurt Deter explained the purpose of the hearing.

County Parks, Wetland, and Drainage Supervisor Mike Johnson presented the notice requirements that were met prior to the hearing.

Petitioner Matt Claussen presented his request to the board.

Chairman Peter Peterson opened the floor for public comment. Stan Claussen and Bill Schlagel both affirmed their support of the outlet.

Viewer Jim Weidemann presented his recommendations for the proposed outlet fee and benefits for the petition.

07-05-16-04 Commissioner Rudningen moved and Commissioner Fox seconded to approve granting the outlet due to there being capacity in Ditch #60 and set the outlet fees of \$985.00 for Matt Claussen's Parcel and \$1,135.00 for William Schlagel's Parcel and benefit values of \$130.00 and \$150.00 respectively as presented by the viewer. Motion carried unanimously.

07-05-16-05 Commissioner Rudningen moved and Commissioner Hendrickx seconded to close the public

hearing. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Peter Peterson reported on Prairie Five CAC, HRA, and Hospital Governance Group. Commissioner Fox reported on Hospital Finance Committee, SPCC, SCBH, a meeting discussing childcare in the community. Commissioner Edward Pederson reported on the Hospital Governance Group. Commissioner Rudningen reported on Prairie Lakes Youth and the meeting discussing childcare. Commissioner Hendrickx reported on Prairie Waters Tourism, SPCC, Appleton OHV Park meeting with MnDOT, and RDC.

Administrator Pogge-Weaver updated the board on the Hospital Governance Group, orientation with the new Human Services Director, the childcare meeting, and the budgeting process.

Chairman Pete Peterson asked for citizens comments. There were none.

Administrator Pogge-Weaver presented a Swift Planning Grant request by the City of Appleton.

07-05-16-06 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the grant request. Motion carried unanimously.

GIS Coordinator Rob Sommers requested the approval of Data Release Forms and Access Agreement to grant Pictometry CONNECTExplorer access.

07-05-16-07 Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the forms including Version A of the Data Release Form. Motion carried unanimously.

Mr. Sommers presented the work that has been done in the GIS area so far this year.

07-05-16-08 Commissioner Rudningen moved and Commissioner E. Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 10:38 AM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

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: Consider approving the Auditor to sign an agreement with the Secretary of State for the 2016 Primary and General Election	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to sign a legal agreement
BACKGROUND/JUSTIFICATION: This joint powers agreement will allow the Swift County Auditor to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules 8235.0200 and will conduct a recount as necessary of the votes cast in the county and in any additional jurisdiction mutually agreed upon by the Auditor and the State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2016 Recount Guide, as well as, information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. The primary election recount will begin on August 17, 2016 and the general election recount will begin on November 30, 2016.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

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

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Contractor").

Recitals

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2016 primary election, as necessary for state offices. The Contractor represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* July 1, 2016, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* September 30, 2016, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

2 Agreement between the Parties

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2016 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The primary election recount will begin on August 17, 2016 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this contract immediately and without any further cause. The State and Contractor agree that this process will be completed on August 19, 2016 for any primary election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

3. Payment

- a) *Compensation.* The Contractor will be paid four cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Contractor's jurisdiction. The Contractor will submit a log of all ballots handled to State to verify the total.
- b) *Travel.* No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$ 50,000 for all Contractors for the primary election.

4. Authorized Representatives

The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the contract.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

5.2 Amendments. Any amendment to this 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 agreement, or their successors in office.

5.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

5.4 Contract Complete. This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. Liability

The Governmental Unit will 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 agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

7. Termination

Either party may terminate this agreement upon thirty days' written notice to the other party. State may terminate this agreement immediately if no recounts are requested pursuant to law during the statutory request period.

Signatures for this agreement are being obtained by the signing of counterparts. Each Contractor will sign signature block #2 and return the entire agreement document to Jenny Kurz, Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103-2141.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Jenny Kurz
Date: 6/8/16

SWIFT Contract No. 110412 ___ SWIFT PO 1831 ___

2. GOVERNMENTAL UNIT

By: _____
Print Name: _____
Title: _____
Address: _____
Telephone Number: _____
Date: _____

3. STATE AGENCY

By: [Signature]
(with delegated authority)
Title: DIRECTOR OF ELECTIONS
Date: 6-10-16

4. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____
Date: _____

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

APPENDIX C – Minnesota Rules Relating to Recounts

APPENDIX D – Minnesota 2016 Recount Guide

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Agreement

1 Term of Agreement

- 1.1 **Effective date:** *November 1, 2016*, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** *December 31, 2016*, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

2 Agreement between the Parties

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2016 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The general election recount will begin on November 30, 2016 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this contract immediately and without any further cause. The State and Contractor agree that this process will be completed on December 5, 2016 for any general election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

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- b) **Travel.** No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$120,000 for all Contractors for the general election.

4. Authorized Representatives

The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

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1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: Jenny Kurz
Date: 6/8/16

SWIFT Contract No. 110414 SWIFT PO 1832

2. GOVERNMENTAL UNIT

By: _____
Print Name: _____
Title: _____
Address: _____
Telephone Number: _____
Date: _____

3. STATE AGENCY

By: Ray Dan
(with delegated authority)
Title: DIRECTOR OF ELECTIONS
Date: 6-10-16

4. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____
Date: _____

By: _____

Print Name: _____

Title: _____

Address: _____

Telephone Number: _____

Date: _____

APPENDICES ATTACHED:

APPENDIX A – List of Participating Jurisdictions

APPENDIX B – Minnesota Statutes Relating to Recounts

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APPENDIX D – Minnesota 2016 Recount Guide



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

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: Consider approving a new resolution for the Rental Rehab Deferred Loan Program	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to sign a legal agreement
BACKGROUND/JUSTIFICATION: The Southwest Minnesota Housing Partnership (SWMHP) has been administrating the RRDL Pilot program through Minnesota Housing Finance Agency since 2012. Minnesota Housing Finance Agency has awarded SWMHP \$1,100,000 under the 10% forgivable RRDL Program. SWMHP is requesting the Swift County Board of Commissioners to continue to authorize SWMHP to administer the 10% Forgivable (5+ Units) RRDL program in our county. In order for SWMHP to continue to serve as the administrator in Swift County, the Board of Commissioners must approve the resolution. The previous resolution was signed on April 5, 2011 by Gary Hendrickx, as our Swift County Board Chair.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

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

Swift County Resolution

Resolution for Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RRDL) Pilot Program on behalf of Minnesota Housing (MHFA) in Swift County.

WHEREAS, **Swift County** has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

WHEREAS, an unmet need remains for the repair and rehabilitation of rental housing units, and

WHEREAS, the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing (MHFA), may provide a means for rehabilitating rental housing units in **Swift County**, and

WHEREAS, **Southwest Minnesota Housing Partnership** has been selected and found to have the capacity to administer the Rental Rehabilitation Loan Program for Minnesota Housing, and

WHEREAS, there is no cost to the County to participate in the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing,

NOW, THEREFORE, BE IT RESOLVED that **Southwest Minnesota Housing Partnership** is hereby approved to act as the administrative body for the implementation of this program in **Swift County**.

Whereupon the resolution was declared duly passed and adopted.

APPROVED AND ADOPTED this ____ day of July, 2016.

Peter Peterson, Chair
Swift County Board of Commissioners

ATTEST:

Michel J. Pogge-Weaver
County Administrator and Clerk of the Board

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____

Multifamily Preservation Programs

Contact your local administrator to apply today and visit www.mnhousing.gov to learn more:

Arrowhead Economic Opportunity Agency, Virginia

Barbara Ackerson
barbara.ackerson@aeoa.org
218.749.2912, ext. 127

Central Minnesota Housing Partnership, St. Cloud

Jason Krebsbach
jason@cmhp.net
320.259.0393

Clay County HRA, Dilworth

Kendra Ferencak
kferencak@claycohra.com
218.443.6789

One Roof Community Housing, Duluth

Cliff Knettel
cknettel@1roofhousing.org
218.727.5372, ext. 201 or 218.461.4397

St. Cloud HRA

Mike Haehn
mhaehn@stcloudhra.com
320.252.0880

Southeastern Multi-County HRA, Wabasha

Karen DuCharme
commdevhra@wabasha.net
651.565.2638, ext. 213

Southwest Minnesota Housing Partnership, Slayton

Michele Clarke
michelec@swmhp.org
507.836.1617



Rental Rehabilitation Deferred Loan

Program Reference Guide

for Owners and Housing Professionals



400 Sibley St., Suite 300
Saint Paul, MN 55101
651.296.9832 | 800.657.3701
TTY 651.297.2361



Improve Your Affordable Rental Property with Help from Minnesota Housing

We want to help you sustain affordable housing options in your community for years to come. If you own a small or midsize rental property in Greater Minnesota, there's now an affordable option to help you make important improvements and repairs to your building.

*The Minnesota Housing Rental Rehabilitation Deferred Loan (RRDL) provides **zero interest** deferred loans of **up to \$300,000** through local administrators around the state.*

Features and Benefits

- Zero interest deferred loan
- Flexible loan terms
- Up to 10% loan forgiveness for qualified owners and 100% forgiven for qualified 1-4 unit buildings
- Simple application process

Borrower Eligibility

- Individuals, developers, nonprofits, units of government and tribal housing corporations
- Individuals, sole proprietorships and legal entities:
 - Minimum equity requirements: 3%
 - Minimum credit score: 640
 - Assistance available from local administrator
- Limited partnerships and corporations:
 - Compatible with existing commercial debt
 - Meet minimum credit worthiness and financial requirements

Property Eligibility

- Single family, duplex, and larger permanent residential rental housing
- Tenant maximum gross annual income of \$62,000 (subject to change)
- Fifty-one percent of floor space used for residential rental purposes
- Meet minimum financial feasibility and selection requirements

Note: RRDL cannot be combined with funds from the Minnesota Housing Consolidated RFP for 5 years.

Loan Amount and Terms

- Up to \$25,000 per unit; \$35,000 for single family and duplex units
- Maximum loan of \$300,000 per project
- Term of 10-30 years based on loan amount
- End loan or construction loan
- Five percent forgiven each year over final two years of the loan term (if requirements are met each year)

Eligible Improvements

- Permanent general improvements that have not been started prior to loan closing
- Renovations or repairs to an existing structure that preserve or improve the basic livability, safety or utility of the property
 - Roof
 - Windows
 - Boilers and mechanical systems
 - Energy and water saving improvements
- Must be in compliance with all applicable health, fire prevention, building and housing codes and standards, and the *Minnesota Housing Abbreviated Design Standards and Sustainability Requirements for Limited Scope Rehabilitation Projects*



“The RRDL Program provides multiple benefits to both participating rental businesses and to the community. It saves money and energy, and the savings stimulate further investments in rental improvements and growth.”

- Arrowhead Economic Opportunity Agency, RRDL Administrator

SWIFT COUNTY eCRV DEED TRANSFERS

KAIZEN EVENT

June 29-30, 2016

Facilitators:

Sue Bredesen, Kandiyohi County

Amanda Ness, Swift County

Casey Olson, Swift County



KAIZEN TEAM

Sponsor: Mike Pogge-Weaver

Champion: Ron Vadnais

Team Members: Mary Amundson, Wayne Knutson, Marlene Molden, Colleen Pederson, Rob Sommers



BACKGROUND

Currently four staff members are reviewing the same deed and eCRV. While customers receive the original recorded deed back in approximately 2 days, the amount of time until the public can view the eCRV can take up to two months.



GOALS FOR THE FUTURE STATE

- Less staff touches
- Use electronic transfer of information
- Ensure appropriate position is doing the appropriate task
- Develop written instructions on using eCRV to share with customers



eCRV DEED TRANSFER PROCESS

SCOPE:

- **First Step: Accept deed application**
- **Last Step: eCRV open to public**

OBSERVATIONS OF CURRENT STATE

- Does Excel sales report need to be typed and printed or is it better to pull report from iSeries as needed?
- A lot of waits.
- Collect & receipt in through Land Records rather than Treasurer.
- Can we skip Auditor/Treasurer & go straight to Assessor? (Assessor still would like an Auditor number to be assigned.)
- Could deed be accessed through DocPro rather than making paper copies?
- Dual monitors for staff.
- Workflow module.
- GIS Involvement

PARKING LOT

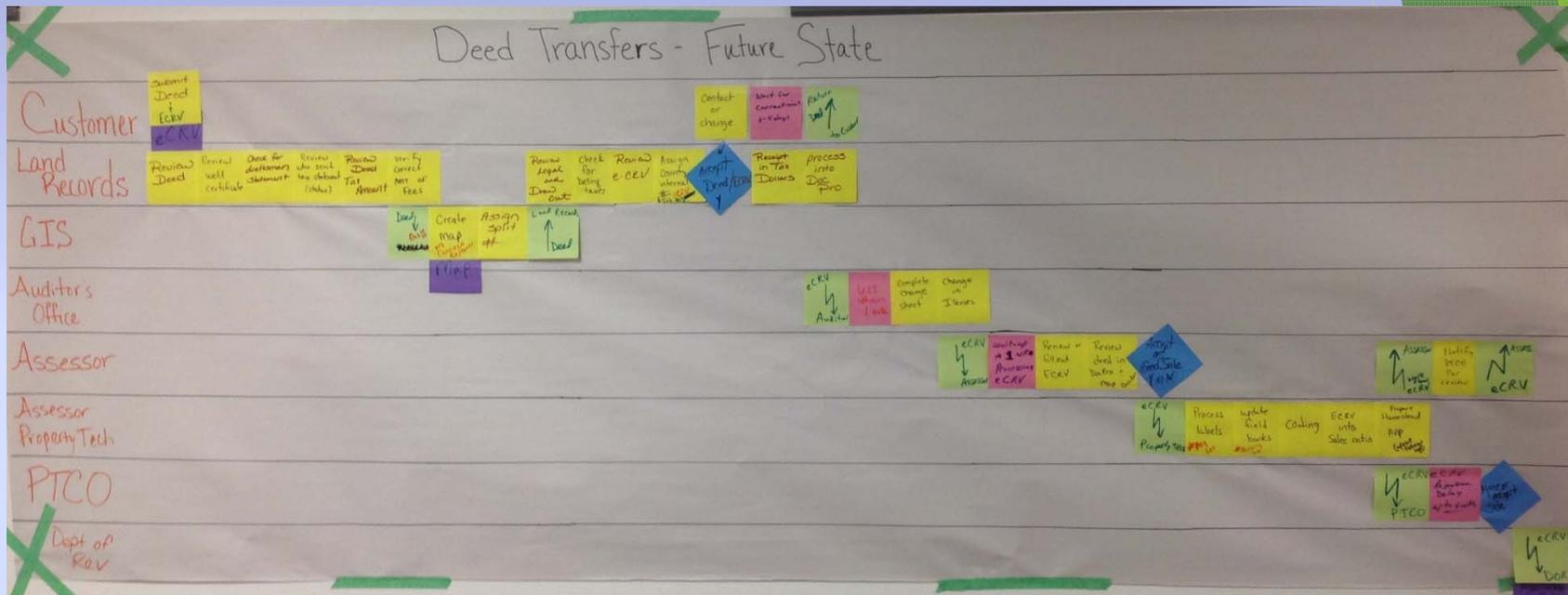
- Parcel Numbering/Splits
- Customer accessing eCRVs electronically to eliminate paper copy
- Homestead applications online and scanned/saved
- Safe at Home
- Eliminating signed receipts
- Eliminating paper field cards and labels



IDEAS TO IMPROVE EFFICIENCY

- Adding names to the online tax statement search
- Eliminate Auditor/Treasurer steps between Recorder and Assessor steps
- More online reports (website and server)
- Parcel mapping done early on in process
- Eliminate printed field cards and labels
- Increase awareness of Public Terminals for eCRV reviews
- Eliminate entering sales reports into Excel
- Less sugar coating/hand holding with customers

FUTURE STATE SWIM LANE MAP



FUTURE PROCESS GENERAL METRICS

Metrics	Current	Future	Change	
Waits	4 (6.5 Weeks)	4 (4.5 Weeks)	31%	↓
Decisions	4	3	25%	↓
Store/File	5 (1 electronic/ 4 paper)	2 (2 electronic)	60%	↓
Handoffs	13 (7 electronic, 6 physical)	10 (7 electronic, 3 physical)	23%	↓
Tasks	31	26	16%	↓

ACTION PLAN

Task (What)	Lead	Timeline
Get Board Resolution transferring specific duties from Auditor/Treasurer to Land Records	Marlene	30 days
Research adding names to Tax Search	Marlene	30 days
Make signs/instructions for public terminals regarding eCRV lookups	Colleen/Marlene	30 days
Add checkboxes to recording software for State Deed Tax, Mort. Reg. Tax	Mary	60 days
Crosstrain GIS Coordinator on iSeries	Marlene/Rob	60 days
Schedule an uninterrupted half day per week for Deputy Auditor or GIS Coordinator to enter in iSeries	Marlene/Rob	90 days
Prepare and upload fillable pdf forms of Homestead App and instructions	Colleen	90 days

QUESTIONS?



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

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: Consider approving a resolution for the transfer of duties related to deed transfers	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required to approve a resolution
BACKGROUND/JUSTIFICATION: A Lean team met on June 26 & 27 to review the current deed transfer process. This team was made up of Ron Vadnais, Mary Amundson, Wayne Knutson, Colleen Pederson, Marlene Molden, Rob Sommers, Chad Swanson (CPUI) and a Kandiyohi County staff. After completion of the Kaizen, they determined it would be more efficient to reassign tasks currently completed in the Auditor and Treasurer's offices to be moved to the Land Records office.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

SWIFT COUNTY RESOLUTION

Transfer of Duties (Pursuant to 375A.11)

WHEREAS, Swift County is responsible for processing land transfers within its jurisdictional boundaries and

WHEREAS, it is the responsibility of Swift County employees to find efficiencies with their offices that are in the best interest of the public and

WHEREAS, Swift County departments-Auditor Office, Assessor Office, Land Records Office & Treasurer Office have come to an agreement that it’s in the best interest of the County in terms of workflows, procedures and documentation that Swift County Land Records Office be granted the authority to further process land transfers.

NOW THEREFORE, BE IT RESOLVED , that effective August 1st 2016 the Swift County Board of Commissioners grant authority and responsibility to the Swift County Land Records to receipt funds regarding the processing of, functions of examination, verification and certification of transfer, maintain documentation related to, and perform administrative duties required of land transfers.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

Michel J. Pogge-Weaver
County Administrator and Clerk of the Board

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

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 2016 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: 11:45 a.m.	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? N/A	

Budget Information

FUNDING: N/A

Review/Recommendation

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

Swift County Cash & Investments

(Includes unrealized gains)

As of 6/30/16

Acct	6/30/16 Balance
ASSETS	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	27,419.00
Health Ins 16-1	200,000.00
Health Ins 16-2	200,000.00
HS MMKT#1006436-1st Security	26,674.30
HS-MMIS# 14534(Credit Union)	99,157.02
MAGIC BOND ACCT#651157	191,434.50
PSB-Appleton	13,852.61
R&B-MMIS#1006493-1st Security	1,909,499.06
R&B16-1	249,000.00
R&B16-2	249,000.00
R&B16-3	249,000.00
Rev-MMKT#1007665-1st Security	1,104,734.13
Revenue 14-10	100,000.00
Revenue 14-7	100,000.00
Revenue 15-6	100,000.00
Revenue 15-7	100,000.00
Revenue 15-8	100,000.00
Revenue 16-5	100,000.00
Revenue 16-6	100,000.00
Revenue 16-8	100,000.00
Revenue14-12	100,000.00
Revenue14-14	100,000.00
Revenue15-10	100,000.00
Revenue15-11	100,000.00
Revenue16-1	245,000.00
Revenue16-10	100,000.00
Revenue16-11	100,000.00
Revenue16-12	100,000.00
Revenue16-2	245,000.00
Revenue16-3	100,000.00
Revenue16-4	100,000.00
Revenue16-7	100,000.00
Revenue16-9	100,000.00
StBkDanvers	3,560,873.18
WELLS FARGO	1,547,729.89
TOTAL Cash and Bank Accounts	12,018,373.69
Other Assets	
REV, R&B & HS-Riverwood Bk CD	200,000.00
TOTAL Other Assets	200,000.00
Investments	
REV-HEALTH CARE	524,981.42
TOTAL Investments	524,981.42
TOTAL ASSETS	12,743,355.11
LIABILITIES	
	0.00
OVERALL TOTAL	12,743,355.11

FUND #	FUND NAME	BANK	INSTITUTION	ID#	DATE	ACCRUAL	MATURIT	INVESTMENT	ADDS &	TOTAL	INTEREST	MONTH	ACCRUED	INTEREST	INTEREST	
					PURCHASE	DATE	Y DATE									AMOUNT
3500	Bond Debt Serv	16	Magic Bond Debt Acct	651157	5/4/2016		30-Jun-16	\$156,100.00	35334.5	\$191,434.50	0.43%	31-May-16	\$421.63	\$41.17	\$41.17	
1001	Tax Accts		Various local banks				30-Jun-16			\$41,271.61		30-Jun-16			\$39.10	
1001	Rev/checking	2	St Bk of Danvers	267151			30-Jun-16			\$3,560,873.18	0.10%	30-Jun-16		\$351.71	\$685.94	
1001	Revenue	1	1st Security Benson	MMIS#1007665			30-Jun-16	\$1,103,816.99	917.14	\$1,104,734.13	0.20%	30-Jun-16		\$187.11	\$1,104.61	
1092	Revenue	1	WELLS FARGO	1AB21819			30-Jun-16			\$1,547,729.89	0.01%	30-Jun-16		\$9.77	\$75.16	
1101	Rev/Health Care	15	Franklin Fund-MF	45789			30-Jun-16			\$524,981.42	0.95%	30-Jun-16		\$1,162.76	\$6,990.48	
1101	Human Services	1	1st Security Benson	MMIS#1006436			30-Jun-16	\$26,417.21	257.09	\$26,674.30	0.20%	30-Jun-16		\$3.39	\$329.51	
3001	Human Services	17	Co-op Credit-Benson	Savings#14534		4/1/2016	30-Jun-16	\$249,000.00	-149842.98	\$99,157.02	0.30%	30-Jun-16	\$73.35		\$318.38	
3001	R&B	13	Comm Dev Bk	29306		10/1/2015	30-Jun-16	\$750,000.00	-750000	\$0.00	0.20%	30-Jun-16			\$375.68	
1097	R&B	1	1st Security Benson	MMIS#1006493			30-Jun-16	\$1,907,913.81	1585.25	\$1,909,499.06	0.20%	30-Jun-16	\$324.03	\$323.41	\$1,596.35	
1097	Revenue	15	Goldman Sachs	38147JYG1	4/30/2014	11/4/2015	2-May-16	\$100,000.00	-\$100,000.00	\$0.00		30-Jun-16	\$0.00		\$278.76	
1097	Revenue	15	TCF Ntl Bank	872278JU1	12/24/2014	12/24/2015	24-Jun-16	\$100,000.00	-\$100,000.00	\$0.00		30-Jun-16	\$0.00	\$300.82	\$300.82	
1097	Revenue	15	Merrick Bk South	59013JJS9	9/30/2015	6/9/2016	8-Jul-16	\$100,000.00		\$100,000.00	0.50%	30-Jun-16	\$28.77	\$42.47	\$168.51	
1097	Revenue	15	Santander Bank	80280JY6	1/20/2016	1/20/2016	20-Jul-16	\$245,000.00		\$245,000.00	0.65%	30-Jun-16	\$706.81			
1097	Revenue	15	Peoples Ntl Bk	71270QFL5	8/20/2014	2/22/2016	22-Aug-16	\$100,000.00		\$100,000.00	0.85%	30-Jun-16	\$300.41		\$428.49	
1097	R&B	15	Synovus Bank	87164DHS2	3/11/2016	3/11/2016	12-Sep-16	\$249,000.00		\$249,000.00	0.50%	30-Jun-16	\$378.62			
1097	Revenue	15	Ally Bk-Midvale UT	02006LJB0	9/18/2014	3/18/2016	19-Sep-16	\$100,000.00		\$100,000.00	1.05%	30-Jun-16	\$299.18		\$523.56	
1097	Revenue	15	BMO Harris Bk	05581WCE3	1/20/2016	1/20/2016	20-Oct-16	\$100,000.00		\$100,000.00	0.65%	30-Jun-16	\$288.49			
1097	Revenue	15	MountainOneBk Mass	62452AAV2	1/28/2016	1/28/2016	28-Nov-16	\$100,000.00		\$100,000.00	0.65%	30-Jun-16	\$274.25			
1097	R&B	15	Brookline Bk Mass	11373QBS6	3/8/2016	6/8/2016	8-Dec-16	\$249,000.00		\$249,000.00	0.55%	30-Jun-16	\$82.55	\$116.31	\$345.18	
1097	Revenue	15	Eagle Bank	27002YCF1	12/24/2014	6/24/2016	27-Dec-16	\$100,000.00		\$100,000.00	0.90%	30-Jun-16	\$14.79	\$152.88	\$451.24	
1097	Revenue	15	Compass Bank	20451PPF7	12/9/2015	6/9/2016	9-Jan-17	\$100,000.00		\$100,000.00	0.70%	30-Jun-16	\$40.27	\$350.96	\$350.96	
1097	Rev/R&B/HS Emp E	4	Riverwood Bk	811001421	3/10/2014	3/10/2014	10-Jan-17	\$200,000.00		\$200,000.00	1.05%	30-Jun-16	\$4,850.14			
1097	Revenue	15	WhitneyBk	966594AP8	1/27/2016	1/27/2016	27-Jan-17	\$245,000.00		\$245,000.00	0.85%	30-Jun-16	\$884.35			
1097	R&B	15	Beal Bk USA	07370WXG6	3/9/2016	3/9/2016	8-Mar-17	\$249,000.00		\$249,000.00	0.75%	30-Jun-16	\$578.16			
1097	Revenue	15	UnitedBkVernon	909552BG5	9/30/2015	6/29/2016	29-Mar-17	\$100,000.00		\$100,000.00	0.80%	30-Jun-16	\$2.19	\$201.65	\$401.11	
1097	Revenue	15	Bk of Baroda-NY	06062QPC2	3/30/2016	3/30/2016	30-Mar-17	\$100,000.00		\$100,000.00	0.75%	30-Jun-16	\$189.04			
1097	Revenue	15	F&M Bk-Manchester IA	30856PAK2	1/22/2016	6/22/2016	21-Apr-17	\$100,000.00		\$100,000.00	0.85%	30-Jun-16	\$18.63	\$144.38	\$353.96	
1097	Revenue	15	Mercantil Commerce Bk	58733ACD9	12/11/2015	6/13/2016	12-Jun-17	\$100,000.00		\$100,000.00	1.00%	30-Jun-16	\$46.58	\$501.37	\$501.37	
1097	Health Ins	15	Wells Fargo Bk-Sioux Falls	9497483F2	1/20/2016	6/20/2016	20-Jul-17	\$200,000.00		\$200,000.00	1.00%	30-Jun-16	\$54.79	\$169.86	\$832.86	
1097	Revenue	15	First Merit Bk-Akron Oh	320844PX5	1/28/2016	1/28/2016	28-Jul-17	\$100,000.00		\$100,000.00	1.05%	30-Jun-16	\$443.01			
1097	Revenue	15	CapitalOneBk USA	140420WC0	9/30/2015	3/30/2016	2-Oct-17	\$100,000.00		\$100,000.00	1.15%	30-Jun-16	\$289.86		\$573.42	
1097	Revenue	15	Signature Bank	82668XFF0	1/25/2016	6/27/2016	24-Nov-17	\$100,000.00		\$100,000.00	1.05%	30-Jun-16	\$8.63	\$264.66	\$437.26	
1097	Revenue	15	Am Express Central Bk	02587DWP9	12/4/2014	6/6/2016	4-Dec-17	\$100,000.00		\$100,000.00	1.50%	30-Jun-16	\$98.63	\$752.05	\$752.05	
1097	Health Ins	15	SallieMaeBank	795450XT7	1/20/2016	1/20/2016	22-Jan-18	\$200,000.00		\$200,000.00	1.25%	30-Jun-16	\$1,109.59			
1097	Revenue	15	Key Bk NA Ohio	49306SVX1	1/20/2016	1/20/2016	22-Jan-18	\$100,000.00		\$100,000.00	1.30%	30-Jun-16	\$576.99			
1097	Revenue	15	Franklin Synergy Bk	35471TCJ9	6/10/2016	6/10/2016	11-Sep-17	\$100,000.00		\$100,000.00	0.75%	30-Jun-16	\$41.10			
1097	Revenue	15	Legacy Texas Bk Plano	524680BE4	6/28/2016	6/28/2016	1-Nov-16	\$100,000.00		\$100,000.00	0.45%	30-Jun-16	\$2.47			
1097	Revenue	15	Comenity Cap Bk Salt Lake	20033AQV1	6/30/2016	6/30/2016	2-Jul-18	\$100,000.00		\$100,000.00	1.10%	30-Jun-16				
										\$12,743,355.11	0.74%		\$2,771.24			
			SCBH-LOAN		12/31/2012	6/1/2016	12/1/2032	\$2,000,000.00	-294897.42	\$1,705,102.58	2.00%	30-Jun-16	\$2,709.48	\$2,853.95	\$17,304.57	\$43,401.44
			CNH LOAN#1		12/31/2012	4/11/2016	10/11/2016	\$1,500,000.00	-1267905.95	\$232,094.05	1.75%	30-Jun-16	\$890.22		\$1,764.64	\$155,595.04
			CNH LOAN#2		12/31/2012	4/11/2016	7/9/2019	\$400,000.00	-209636.92	\$190,363.08	1.75%	30-Jun-16	\$730.16		\$1,841.25	\$28,566.05



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a contract for CSAH 35 grading and paving project	
AGENDA YOU ARE REQUESTING TIME ON: July 19, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: CSAH 35 Bids were opened on July 13, 2016	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, County
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will approve final contracts prior to their execution	RECOMMENDATIONS: Review and discuss.
COMMENTS: n/a	COMMENTS: None

Swift County Highway Department

BID TABULATIONS: CSAH 35 Grading and Paving

July 13, 2016

CONTRACTOR	BID
Duininick Inc.	\$281,066.02

Engineers Estimate

199,424.50



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a Contract Approval for County Wide Striping 2016	
AGENDA YOU ARE REQUESTING TIME ON: July 19, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: County wide Striping for 2016 were opened on July 13, 2016	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, County
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Will be reviewed to form prior to final execution	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

Swift County Highway Department

BID TABULATIONS: County Wide Striping

July 13, 2016

CONTRACTOR	BID
Traffic Marking Service Inc.	\$28,098.83
AAA Striping Service Company	\$28,890.53



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Final Board Approval for payment on project SP 76-617-11 and 76-617-12 (CSAH 17)	
AGENDA YOU ARE REQUESTING TIME ON: July 19, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Statute
BACKGROUND/JUSTIFICATION: Work on CSAH 17 is complete and final payment needs to be made.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, Federal & County
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Review/Recommendation

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

RESOLUTION

WHEREAS, State Projects 076-617-011 and 076-617-012 have in all things been completed and the County Board being fully advised in the premise.

NOW THEREFORE BE IT RESOLVED, that the County of Swift hereby accepts said completed project for and in behalf of the County of Swift and authorizes final payment to Duininck Inc. in the amount of \$164,878.89 for the final contract amount totaling \$4,057,577.79.

Dated at Benson, Minnesota this 19th day of July, 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

I, Michel Pogge-Weaver, Administrator in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 19th day of July, 2016.

Michel Pogge-Weaver, Swift County Administrator



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Final Board Approval for payment on the 2016 Gravel Crushing	
AGENDA YOU ARE REQUESTING TIME ON: July 19, 2016	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Statute
BACKGROUND/JUSTIFICATION: Gravel Crushing is complete and the pile has been measured	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

Budget Information

FUNDING:	State, County
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Review/Recommendation

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

RESOLUTION

WHEREAS, County-wide gravel processing has in all things been completed for the year 2016 and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, that the Board hereby accepts said completed project for and in behalf of the County of Swift and authorizes final payment in the amount of \$6,544.63 to Hard Rock Screening, LLC, for the final contract amount of \$130,892.52.

Dated at Benson, Minnesota this 19th day of July, 2016.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

I, Michel Pogge-Weaver, Administrator for in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 19th day of July, 2016.

Michel Pogge-Weaver, County Administrator



Request for Board Action

BOARD MEETING DATE:
July 19, 2016

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Mike Pogge-Weaver	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discuss and consider calling for a Public Hearing on the County's Capital Improvement Plan and issuance of General Obligation Capital Improvement Bonds	
AGENDA YOU ARE REQUESTING TIME ON: 1:00 AM (could be heard in the morning depending on the speed of other agenda items)	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: This is a request to consider setting a public hearing on a Capital Improvement Plan and issuance of General Obligation Capital Improvement Bonds. This action envisions creating a 5 year CIP for county building improvements at the Courthouse, Public Health, Highway, Law Enforcement Center, and Attorney Building. The bonding would only cover the projects in the first 2 years for the Courthouse and Public Health Building. A copy of the plan will be presented to the board at your meeting on July 19 th . Work at Human Services is proposed to be done outside of the CIP and as a lease revenue bond which will be completed by a separate action of the board.	
PREVIOUS ACTION ON REQUEST / n/a OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: The County will finance the Bond principal and interest payment through a debt service tax levy (ad valorem).
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review. The attached resolution was drafted by the county's bonding counsel	RECOMMENDATIONS: Consider setting a public hearing on the proposal
COMMENTS: None	COMMENTS: None

SWIFT COUNTY, MINNESOTA

RESOLUTION NO. ____

**RESOLUTION CALLING FOR PUBLIC HEARING ON THE COUNTY'S
CAPITAL IMPROVEMENT PLAN AND ISSUANCE OF GENERAL
OBLIGATION CAPITAL IMPROVEMENT BONDS THEREUNDER**

BE IT RESOLVED By the Board of Commissioners (the "Board") of Swift County, Minnesota (the "County") as follows:

Section 1. Background.

1.01. The County is authorized by Minnesota Statutes, Section 373.40, as amended (the "Act"), to finance certain capital improvements under an approved five-year capital improvement plan by the issuance of general obligation capital improvement bonds without an election provided that, among other things, prior to issuing the bonds the County holds a public hearing regarding adoption of the capital improvement plan and the issuance of bonds thereunder.

1.02. Capital improvements include the acquisition or betterment of public lands, buildings, or other improvements within the County for the purpose of a county courthouse, administrative building, health or social service facility, correctional facility, jail, law enforcement center, hospital, morgue, library, park, qualified indoor ice arena, roads and bridges, public works facilities, fairground buildings, and records and data storage facilities, and the acquisition of development rights in the form of conservation easements under Minnesota Statutes, Chapter 84C. A capital improvement does not include a recreation or sports facility building (such as, but not limited to, a gymnasium, ice arena, racquet sports facility, swimming pool, exercise room or health spa), unless the building is part of an outdoor park facility and is incidental to the primary purpose of outdoor recreation.

1.03. The County has caused to be prepared its five-year capital improvement plan, entitled "Swift County 2016-2020 Capital Improvement Plan" (the "Plan"), pursuant to the Act. The Plan provides for undertaking of certain capital improvements, including the renovation of and the betterment of the County courthouse and the health and social services buildings located in the County (the "Improvements"). Under the Plan, the County plans to issue general obligation capital improvement bonds, as more specifically set forth in the Plan, to finance the Improvements (the "Bonds").

Section 2. Public Hearing.

2.01. The Board will hold a public hearing regarding approval of the Plan and issuance of the Bonds on Tuesday, _____, at or after _____ a.m. in the Swift

County Board Room. The County Administrator is authorized and directed to publish a notice substantially in the form attached hereto as Exhibit A, to be published in the official newspaper of the County at least fourteen (14) days but not more than twenty-eight (28) days before the date of the public hearing.

2.02. The Board hereby authorizes and directs the County Administrator, County staff and consultants of the County to take all other actions needed to bring the issuance of the Bonds before the Board.

Approved this 19th day of July, 2016, by the Board of Commissioners of Swift County, Minnesota.

Board Chair

ATTEST:

County Administrator

EXHIBIT A

FORM OF NOTICE OF PUBLIC HEARING

SWIFT COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Swift County, Minnesota (the "County") will meet on Tuesday, _____, at _____ a.m. at the Swift County Courthouse, 301 14th Street North, Benson, Minnesota, to hold a public hearing concerning the approval of a five-year capital improvement plan for the County prepared in compliance with Minnesota Statutes, Section 373.40, as amended (the "Plan"), and the issuance of general obligation capital improvement bonds (the "Bonds") thereunder to provide for the undertaking of certain capital improvements, including the renovation of and the betterment of the County courthouse and the public health buildings located in the County (the "Improvements"). More specific details of the Bonds are set forth in the Plan. A copy of the Plan is available for public inspection at the office of the County Administrator during normal business hours. Questions or comments may be directed to the County Administrator at (320) 843-4069.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent (5%) of the votes cast in the County in the last County general election, is filed with the County Auditor within 30 days after the public hearing, the County may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the County Administrator before the hearing.

Dated: July 19, 2016.

BY ORDER OF THE BOARD OF
COMMISSIONERS
OF SWIFT COUNTY, MINNESOTA

By /s/Mike Pogge-Weaver
County Administrator

SCBH Senior Housing Financing Proposal



SCBH Senior Housing Financing Proposal

Notes

- Covenants in both 2013 and 2014 debt, along with the hospital's financial performance in 2014 and 2015, require that the only way the hospital can incur additional debt is with the support or backing of City/County
- The support required can be in the form of G.O. bonds or a guarantee to revenue bonds
- The recently gifted 501c3 (Scofield/ROI) does not have the same restrictions, but is challenged with a lack of equity
- The senior housing building will be a separate entity from the hospital using the existing 501c3 Scofield/ROI organization
- Although the hospital remodel and senior living projects are linked in multiple ways, such as parking and a central entrance, the immediate request for financing will be for the senior housing project only.

	National Healthcare Capital	City/County	USDA	Ag Star with USDA Guarantee	Northland
Which Entity Incurs the Debt					
Hospital District	Yes - Requires assistance from City/County in form of a guarantee through burn off period of ~ 5 to 6 years	Yes	Yes - Requires assistance from City/County in form of a guarantee through burn off period	No	Yes - Requires assistance from City/County in form of a guarantee through burn off period
501c3 Corporation	No - City/County cannot offer direct help, lacks equity without	No - cannot provide to the 501c3	Possible with no additional help from City/County	Yes	No - City/County cannot offer direct help, lacks equity without
Type of Debt	Bank qualified, tax exempt Revenue notes	General Obligation Bonds	Direct Loan	Taxable Mortgage Revenue Bonds	Revenue Bonds
Interest Rate	2.00% initial, reset after every 5 years, max increase of 1.25%	2.15%	2.75%	4.25%	4.25%
Term	25 Years	20 Years	35 Years	30 Years	30 Years
Amount Financed:					
Estimated Project Cost	\$12,500,000	\$12,500,000	\$12,500,000	\$12,500,000	\$12,500,000
Less Equity Contribution by Hospital	\$2,500,000	\$0	\$0	\$0	\$0
Amount to be Financed	\$10,000,000	\$12,500,000	\$12,500,000	\$12,500,000	\$12,500,000
Total Interest paid	\$4,226,000	\$2,818,000	\$6,979,000	\$9,637,000	\$9,637,000
Interest Cost Comp. @ Constant Amt./Term					
Rate	3.00%	2.50%	2.75%	4.25%	4.25%
Term	25 Years	25 Years	25 Years	25 Years	25 Years
Amount Financed	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
Interest Cost	\$4,226,000	\$3,459,000	\$3,839,000	\$6,252,000	\$6,252,000
Other Issuance Costs	Likely the highest ~ \$40K	Likely the Lowest	Middle	Middle	Middle
Require Examined Forecast	No	Not required but probably asked for	Yes	Yes	Yes
Timing / Support 2016 Start of Build	Yes, but tight	Yes, but tight	No	Yes, but tight	No
Who's at Risk	In default City/County would have to make up difference	In default City/County would have to make up difference	USDA	USDA	In default City/County would have to make up difference
Involvement of Local Banks Possible?	Yes	Yes	No	Yes	Not sure
Ability to Prepay	Yes	Yes but likely longer period	Yes	Yes	Yes
Debt Covenants	Reasonably Standard but experience of placement firm an advantage	Reasonably Standard	Reasonably Standard	Reasonably Standard	Reasonably Standard
Other	Ability to utilize local Contractor's	None	Will need to pass the various USDA approvals and reviews ranging from general counsel to architectural design, construction and project site. Estimated cost penalty due to delay in timing and Davis Bacon wage requirements is estimated at \$300K		None

SCBH Senior Housing Financing Proposal

Recommendation

- National Healthcare Capital
 - The total cost is not the absolute lowest but not unreasonable, it's close
 - Expertise of the Firm's individuals
 - Commitment they have demonstrated to date
 - Most innovative and thorough in approach
 - Track record and satisfied customers
 - Proven ability to get it done
- Timing should allow for construction to start in 2016, which offers multiple advantages
 - Lower Costs
 - Increased Speed to Market
- This option offers flexibility with construction variables, and we are also able to retain work completed to date with HGA and Ryan Companies
- Provides opportunities for participation by local contractors, businesses, and lending institutions
- Minimizes the amount and duration of City/County support- allowing for potential participation in future hospital remodel project
- No financial commitment unless financing deal is delivered

SCBH Senior Housing Financing Proposal

Conclusion

We have waited too long in dealing with other issues impacting SCBH's financial health, it's time to move forward

- Board has consistently communicated a message to move forward
- Community wants it and needs it
- If we don't move forward now, there is a chance of another entity entering the market
- Will be a victory for the organization in the battle for financial turnaround

SCBH Senior Housing Financing Proposal

Questions?

Assumptions Summary:

1. *All amounts are expressed in 2016 dollars. Have not attempted to build inflation into either revenues or expenses.*
2. *The corporate structure for the Senior Living component is yet to be determined. Have assumed that the assets of Scofield will be absorbed into the total entity in 2016.*
3. *Key Dates / Timing*
 - Start of Rural Health Clinic - July 1, 2016*
 - Start of Provider Based Rural Health Clinic - November 1, 2016*
 - Start of construction for Senior Housing - October 2016*
 - Start of construction for Hospital Remodel - October 2016*
 - Completion of Senior Housing - June 2018, begin occupancy in July 2018*
 - Completion of Hospital Remodel - June 2018, begin occupancy in July 2018*
4. *Senior Housing Units*
 - Scofield - 31 units*
 - Assisted Living - 25 units*
 - Studios - 7*
 - 1 Bedroom - 5*
 - 1 Bedroom plus den - 7*
 - 2 Bedroom - 6*
 - Assisted Living Plus - 34 units*
 - Memory Care - 16 units*
 - Assumed 95% Occupancy level. Each percentage point of occupancy = \$47K of revenue*
5. *Senior Housing ramp up timing to get to 95%*
 - Months 1 to 3 at 25%*
 - Months 4 to 6 at 50%*
 - Months 6 to 9 at 75%*
 - Months 9 to 12 at 100%*
6. *Investment funded by new debt*
 - Senior Housing including all design, construction and financing fees - \$12,445K*
 - Hospital Remodel including fees - \$5,750K*
7. *Investment funded by operations*
 - Scofield renovation - \$1,100K*
8. *Debt terms assumptions:*
 - Interest rate - 3.5%*
 - Repayment period - over 20 years with monthly payments beginning in July 2018*
 - Interest costs paid during construction period from operations*
9. *Existing clinic assets to be leased*

2015	2020							
	Actual	Base Hospital	Clinic Impact	Hospital Project	Total Hospital	Clinic	Senior Living	Total
OPERATING REVENUE								
INPATIENT REVENUE	\$ 2,542	\$ 2,543		\$ 400	\$ 2,943			\$ 2,943
OUTPATIENT REVENUE	\$ 13,175	\$ 13,622		\$ 200	\$ 13,822	\$ 5,505	\$ 4,412	\$ 23,739
HOME HEALTH	\$ 1,394	\$ 1,342			\$ 1,342			\$ 1,342
TOTAL PATIENT REVENUE	\$ 17,111	\$ 17,507	\$ -	\$ 600	\$ 18,107	\$ 5,505	\$ 4,412	\$ 28,024
LESS DISCOUNTS & CONTRACTUALS	\$ 4,856 28.4%	\$ 5,074 29.0%	\$ 292		\$ 5,366 29.6%	\$ 1,423 25.8%		\$ 6,789 24.2%
NET REVENUE FROM PATIENTS	\$ 12,255	\$ 12,433	\$ (292)	\$ 600	\$ 12,741	\$ 4,082	\$ 4,412	\$ 21,235
OTHER OPERATING REVENUE	\$ 341	\$ 367			\$ 367	\$ 89		\$ 456
TOTAL OPERATING REVENUE	\$ 12,597	\$ 12,800	\$ (292)	\$ 600	\$ 13,108	\$ 4,171	\$ 4,412	\$ 21,691
OPERATING EXPENSES								
SALARIES & WAGES	\$ 4,610	\$ 4,771		\$ (200)	\$ 4,571	\$ 2,468	\$ 1,693	\$ 8,732
FRINGE BENEFITS	\$ 1,449	\$ 1,492			\$ 1,492			\$ 1,492
CONTRACT LABOR	\$ 1,003	\$ 988			\$ 988	\$ 77		\$ 1,065
MANAGEMENT FEES	\$ 96	\$ 97			\$ 97	\$ 138		\$ 235
INFORMATION TECHNOLOGY						\$ 37	\$ 15	\$ 52
SUPPLIES/DRUGS	\$ 1,311	\$ 1,290		\$ 120	\$ 1,410	\$ 334	\$ 90	\$ 1,834
FOOD							\$ 355	\$ 355
PHYSICIAN CONTRACT FEES	\$ 861	\$ 859	\$ (260)		\$ 599			\$ 599
OTHER PROFESSIONAL FEES	\$ 390	\$ 415			\$ 415	\$ 7		\$ 422
PURCHASED SERVICES	\$ 338	\$ 300			\$ 300	\$ 19	\$ 16	\$ 335
UTILITIES	\$ 160	\$ 164			\$ 164		\$ 190	\$ 354
REPAIRS, MAINT., EQUIPMENT	\$ 851	\$ 852			\$ 852			\$ 852
BUILDING OCCUPANCY					\$ -	\$ 316		\$ 316
OTHER EXPENSES	\$ 571	\$ 540			\$ 540	\$ 94		\$ 634
RENTALS & LEASES	\$ 349	\$ 357			\$ 357			\$ 357
INSURANCE	\$ 61	\$ 60			\$ 60	\$ 15	\$ 21	\$ 96
INTEREST	\$ 342	\$ 277		\$ 187	\$ 464		\$ 405	\$ 869
DEPRECIATION	\$ 1,154	\$ 863		\$ 288	\$ 1,151		\$ 724	\$ 1,875
SCBH O/H ALLOCATION			\$ (460)		\$ (460)	\$ 526		\$ 66
TOTAL OPERATING EXPENSES	\$ 13,544	\$ 13,325	\$ (720)	\$ 395	\$ 13,000	\$ 4,032	\$ 3,508	\$ 20,540
OPERATING INCOME (LOSS)	\$ (947)	\$ (525)	\$ 428	\$ 205	\$ 108	\$ 140	\$ 904	\$ 1,151
NON OPERATING EXPENSE/START UP					\$ -			\$ -
NON OPERATING INCOME	\$ 46	\$ 50			\$ 50			\$ 50
NET INCOME (LOSS)	\$ (901)	\$ (475)	\$ 428	\$ 205	\$ 158	\$ 140	\$ 904	\$ 1,201
	-7.2%							5.5%

\$000's	2015	2016	2017	2018	2019	2020	2021	2022
INCOME STATEMENT								
TOTAL PATIENT REVENUE	\$ 17,111	\$ 20,332	\$ 23,902	\$ 24,584	\$ 27,748	\$ 28,024	\$ 28,024	\$ 28,024
LESS DISCOUNTS & CONTRACTUALS	\$ 4,856 28.4%	\$ 6,119 30.1%	\$ 6,789 28.4%	\$ 6,789 27.6%	\$ 6,789 24.5%	\$ 6,789 24.2%	\$ 6,789 24.2%	\$ 6,789 24.2%
NET REVENUE FROM PATIENTS	\$ 12,255	\$ 14,213	\$ 17,113	\$ 17,795	\$ 20,959	\$ 21,235	\$ 21,235	\$ 21,235
TOTAL OPERATING REVENUE	\$ 12,597	\$ 14,624	\$ 17,569	\$ 18,251	\$ 21,415	\$ 21,691	\$ 21,691	\$ 21,691
OPERATING EXPENSES								
SALARIES & WAGES	\$ 4,610	\$ 5,970	\$ 7,278	\$ 7,628	\$ 8,659	\$ 8,732	\$ 8,732	\$ 8,732
ALL OTHER OPERATING EXPENSES	\$ 7,439	\$ 7,919	\$ 8,450	\$ 8,584	\$ 8,970	\$ 8,997	\$ 8,997	\$ 8,997
INTEREST	\$ 342	\$ 334	\$ 588	\$ 845	\$ 907	\$ 869	\$ 828	\$ 794
DEPRECIATION	\$ 1,154	\$ 1,157	\$ 1,169	\$ 1,533	\$ 1,869	\$ 1,875	\$ 1,892	\$ 1,897
TOTAL OPERATING EXPENSES	\$ 13,544	\$ 15,388	\$ 17,552	\$ 18,657	\$ 20,472	\$ 20,540	\$ 20,516	\$ 20,487
OPERATING INCOME (LOSS)	\$ (947)	\$ (765)	\$ 17	\$ (406)	\$ 943	\$ 1,151	\$ 1,175	\$ 1,204
NON OPERATING EXPENSE/START UP		\$ 150	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -
NON OPERATING INCOME	\$ 46	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
NET INCOME (LOSS)	\$ (901) -7.2%	\$ (865) -5.9%	\$ (58) -0.3%	\$ (356) -2.0%	\$ 993 4.6%	\$ 1,201 5.5%	\$ 1,225 5.6%	\$ 1,254 5.8%
CASH FLOW - INCREASE/(DECREASE)								
NET INCOME (LOSS)	\$ (364)	\$ (865)	\$ (58)	\$ (356)	\$ 993	\$ 1,201	\$ 1,225	\$ 1,254
DEPRECIATION	\$ 1,154	\$ 1,157	\$ 1,169	\$ 1,533	\$ 1,869	\$ 1,875	\$ 1,892	\$ 1,897
WORKING CAPITAL CHANGES	\$ (507)	\$ 7	\$ (460)	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS IN FIXED ASSETS:								
SENIOR HOUSING		\$ (1,245)	\$ (7,467)	\$ (3,734)	\$ -	\$ -	\$ -	\$ -
HOSPITAL REMODEL		\$ (575)	\$ (3,450)	\$ (1,725)	\$ -	\$ -	\$ -	\$ -
SCOFIELD RENOVATION		\$ (100)	\$ (200)	\$ (200)	\$ (200)	\$ (200)	\$ (200)	\$ -
REPLACEMENTS/MAINTENANCE	\$ 129	\$ (100)	\$ (250)	\$ (250)	\$ (250)	\$ (250)	\$ (250)	\$ (250)
TOTAL FIXED ASSETS	\$ 129	\$ (2,020)	\$ (11,367)	\$ (5,909)	\$ (450)	\$ (450)	\$ (450)	\$ (250)
DEBT PAYMENTS	\$ (484)	\$ (482)	\$ (498)	\$ (817)	\$ (1,158)	\$ (1,188)	\$ (1,220)	\$ (1,253)
DEBT INCURRED:								
SENIOR HOUSING		\$ 1,245	\$ 7,467	\$ 3,734	\$ -	\$ -	\$ -	\$ -
HOSPITAL REMODEL		\$ 575	\$ 3,450	\$ 1,725	\$ -	\$ -	\$ -	\$ -
TOTAL DEBT INCURRED	\$ -	\$ 1,820	\$ 10,917	\$ 5,459	\$ -	\$ -	\$ -	\$ -
TOTAL CASH FLOW	\$ (72)	\$ (383)	\$ (297)	\$ (90)	\$ 1,254	\$ 1,438	\$ 1,447	\$ 1,649
ENDING CASH BALANCE	\$ 4,081	\$ 4,081	\$ 3,785	\$ 3,696	\$ 4,955	\$ 6,394	\$ 7,844	\$ 9,495
DAYS CASH ON HAND	220	192	160	151	164	192	221	254
BALANCE SHEET DATA								
TOTAL ASSETS	\$ 22,472	\$ 23,583	\$ 33,684	\$ 37,971	\$ 37,811	\$ 37,826	\$ 37,833	\$ 37,837
DEBT	\$ 10,590	\$ 11,830	\$ 22,249	\$ 26,890	\$ 25,732	\$ 24,544	\$ 23,324	\$ 22,071
TOTAL EQUITY	\$ 5,698	\$ 6,262	\$ 5,945	\$ 5,590	\$ 6,588	\$ 7,791	\$ 9,018	\$ 10,275
EBIDA DOLLARS	\$ 594	\$ 626	\$ 1,699	\$ 2,022	\$ 3,769	\$ 3,945	\$ 3,945	\$ 3,945
EBIDA MARGIN %	4.7%	4.3%	9.7%	11.1%	17.6%	18.2%	18.2%	18.2%
DEBT SERVICE COVERAGE	0.72	0.77	1.56	1.22	1.83	1.92	1.93	1.93
DEBT/CAPITALIZATION	65.0%	65.4%	78.9%	82.8%	79.6%	75.9%	72.1%	68.2%
DEBT/CAPITALIZATION EXC. PERA ADJ	52.7%	54.0%	69.5%	74.1%	71.2%	67.9%	64.5%	61.1%