

Notice & Agenda

Swift County Board of Commissioners

AGENDA

Tuesday, June 19, 2018

5:00 PM

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>
5:00 p.m.		Call to Order and Roll Call
5:01 p.m.		Approve Agenda
5:03 p.m.		Consent Agenda
	1-2	(1) Minutes from the June 5, 2018 Regular Meeting
	3	(2) Consider approving one Daycare Deferred Loan and one Daycare Grant
	4-28	(3) Consider approving Equal Employment Opportunity and Affirmative Action Guidelines
5:04 p.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
5:05 p.m.		Commissioner and Board reports
5:20 p.m.		County Administrator report
5:25 p.m.		Citizens Comments
5:25 p.m.		Benson School District #777
5:40 p.m.		Jason Grubbs, Riverview Dairy Solid Waste Bond
	29-34	Consider approval of a Resolution giving Preliminary Approval to the Issuance of Municipal Industrial Development Revenue Bonds
5:55 p.m.		Michael Johnson, Parks, Drainage & Wetlands
	35-37	Consider approval for setting a public hearing date for County Ditch #52 petition to outlet un-assessed lands
6:05 p.m.		Jennifer Frost, RDA
	38-42	Consider approval of a RLF Loan request ACE Ag, Inc.
6:15 p.m.		Scott Collins, Environmental Services
	43-45	Consider approval of a Conditional Use Permit #5491 requested by the City of DeGraff, 207 Atlantic Ave., DeGraff, MN 56271 (Purchaser) & Walter A. Mumm, 8055 50 th Ave. NW, Montevideo, MN 56265 (Owner) for construction a municipal sewage treatment system (wastewater stabilization pond facility)
6:25 p.m.		Catie Lee, Human Services
	46-54	Consider approving PrimeWest Health for County Based Purchasing Monthly update
6:40 p.m.		Other Business
		CPUI Discussion
6:45 p.m.		Assessor Wayne Knutson
	55-64	Assessor Office Updates
7:00 p.m.		Adjournment

Note: Swift County Board of Assessment and Equalization will meet immediately after the adjournment of the Swift County Board of Commissioners meeting.

SWIFT COUNTY BOARD MINUTES

June 05, 2018

Chairman Rudningen called the meeting to order at 9:01 AM with all members present. Also present: County Administrator Kelsey Baker, County Auditor Kim Saterbak, and Terri Orr.

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

06-05-18-01 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the agenda as presented. Motion carried unanimously.

06-05-18-02 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from the May 15, 2018 Regular Meeting, (2) Approval of an Amendment of Lease between Swift County and the Dept. of Public Safety, Driver and Vehicle Services, (3) Approval of authorizing the Auditor to contract with Knowlink, Inc. to purchase poll books, (4) Approval of liquor licenses for the following businesses: Brink's 104 Club & Grill and Brink's Beer Joint & Grill, (5) Approval of tobacco licenses for the following businesses: Dooley's Petroleum (dba SuperAmerica/HandiStop of Kerkhoven), Brink's 104 Club & Grill, Brink's Beer Joint & Grill and Dollar General Appleton 17229. Motion carried unanimously.

06-05-18-03 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the Commissioner warrants as follows: Chairman Rudningen requested an additional warrant for \$50,000.00 to the Appleton Project. County General Revenue, \$229,235.70; Solid Waste Fund, \$22,081.79; Road and Bridge, \$13,654.72; County Ditches Fund, \$2,122.73; County health insurance, \$660.00; Region 6 West Agency, \$42,372.08; Current/School District Agency, \$821,749.58; Townships & Cities Agency, \$3,553,014.22; Rural Development Agency Fund, \$55,061.58 which includes the following bills over \$2,000: 2853 School District Treasurer, \$235,734.03; 768 School District Treasurer, \$11,791.35; 775 School District Treasurer, \$217,108.32; Appleton Project, \$50,000.00; Benson ISD 777, Acct 31127-101, \$355,988.31; Brock White Company, \$3,000.00; Douglas County Sheriff's Dept., \$3,311.47; Election Systems & Software Inc., \$7,607.50; Geyer Recycling, \$5,980.00; Hildi Inc., \$2,500.00; Kandiyohi County, \$2,000.00; Kerkhoven Banner, \$2,503.10; Mactek Systems Inc., \$4,663.00; Northern Lights Trail Snowmobile Club, \$2,116.21; Overholser Properties LLC., \$3,250.00; Pictometry International Corp., \$30,676.91; Pioneerland Library System, \$32,911.00; Soil Conservation Office, \$17,375.00; Swift County DAC, \$2,229.14; Swift County Fair Association, \$17,000.00; Swift County Historical Society, \$18,962.00; Swift County HRA, \$91,587.72; RDA, \$55,061.58; Treasurer, Appleton Township, \$33,862.71; Treasurer, Benson Township, \$36,080.00; Treasurer, Camp Lake Township, \$49,598.87; Treasurer, Cashel Township, \$49,849.28; Treasurer, City of Appleton, \$1,175,423.22; Treasurer, City of Benson, \$942,879.25; Treasurer, City of Clontarf, \$35,662.99; Treasurer, City of Danvers, \$44,621.00; Treasurer, City of DeGraff, \$9,707.72; Treasurer, City of Holloway, \$97,059.57; Treasurer, City of Kerkhoven, \$164,354.04; Treasurer, City of Murdock, \$76,198.53; Treasurer, Contarf Township, \$44,305.27; Treasurer, Dublin Township, \$54,145.89; Treasurer, Edison Township, \$34,762.87; Treasurer, Fairfield Township, \$27,127.76; Treasurer, Hayes Township, \$42,863.42; Treasurer, Hegbert Township, \$37,074.25; Treasurer, Kerkhoven Township, \$44,231.07; Treasurer, Kildare Township, \$47,871.29; Treasurer, Marysland Township, \$34,162.97; Treasurer, Moyer Township, \$35,933.12; Treasurer, Pillsbury Township, \$53,007.79; Treasurer, Shible Township, \$27,231.61; Treasurer, Six Mile Grove Township, \$36,202.14; Treasurer, Swenoda Township, \$61,444.80; Treasurer, Tara Township, \$42,101.82; Treasurer, Torning Township, \$62,196.07; Treasurer, West Bank Township, \$64,445.60; Tyler Technologies, Inc., \$2,142.00; Upper MN River Watershed District, \$9,957.85; Upper MN Valley RDC, \$42,372.08; Waste Management Of Northern Minnesota, \$13,527.75; Yellow Medicine County Jail, \$4,472.34; Ziegler Inc., \$4,321.2 1. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner Fox reported on Woodland Centers meeting, Chippewa River Watershed, Hospital Finance Audit and Hospital Board. Commissioner E. Pederson reported on Quarterly Safety meeting and Historical Society. Commissioner P. Peterson reported on HRA, Demolition Program, Prairie Five Rides and Construction meeting. Commissioner Hendrickx reported on AMC, Ditch JD #18 meeting, Prairie Waters Tourism Board and Southern Prairie. Chairman Rudningen reported on Prairie Lakes Youth Programs, Construction meeting, Kerkhoven City Council and Housing in Kerkhoven.

Chairman Rudningen asked for Citizens comments: There were none.

Administrator Kelsey Baker introduced the 4-H interns, Personnel Report, Jerrid Sebesta Financial Wellness Training, 2019 Budget, Enhancing the Organization, Housing Institute, District 6 meeting, Board of Equalization, and Kiwanis.

Environmental Services Director Scott Collins requested approval of a Conditional Use Permit #5477 requested by Agralite Electric Cooperative requesting to construct a two-mile long 115 Kilovolt overhead transmission line operated by Great River Energy and also construct and operate a 115 kV electric distribution substation. A brief discussion was held.

06-05-18-04 Chairman Rudningen moved and Commissioner Fox seconded to approve the Conditional Use Permit #5477. Motion carried unanimously.

Director Collins further held a brief discussion on relevant topics to his department including Solid Waste Grant and Revolving Septic Loan.

Parks, Drainage & Wetlands Supervisor Mike Johnson requested approval to set a public hearing date for Lat E-JD #19. The meeting date is scheduled for July 17th at 9:30 AM. A lengthy discussion was held.

06-05-18-05 Commissioner Hendrickx moved and Commissioner P. Peterson seconded to approve a public hearing for Lat E-JD #19 on July 17th at 9:30 AM. Motion carried unanimously.

06-05-18-06 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 9:59 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
June 19, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving one daycare deferred loan and one daycare grant					
AGENDA YOU ARE REQUESTING TIME ON: Consent agenda			ARE YOU SEEKING APPROVAL OF A CONTRACT? No		
IS THIS MANDATED? No			EXPLANATION OF MANDATE: County Board action needs to be taken to approve all grants/deferred loan requests		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Koni Coyour	324 West Sorenson Appleton	10	\$1500.00	Fence, repair sandbox to be safer and toys for older children to improve gross motor skills.	5/29/18
Discovery Kids	1400 Montana Ave. Benson, MN 56215	Center	\$12,500	Air conditioning units NSF Refrigerator 2 Portable handwashing stations 12 cribs 10 shelving units	6/13/18
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?			Click here to enter text.		

Budget Information

FUNDING: Budget approval for these loans has been granted by the board.

Review/Recommendation

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



Request for Board Action

BOARD MEETING DATE:
June 19, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider adopting the Minnesota Merit System Equal Employment Opportunity and Affirmative Action Guidelines	
AGENDA YOU ARE REQUESTING TIME ON: Consent agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Minnesota Rules, part 9575.0090, subpart 2a, require that each MMS human services agency have an affirmative action plan which contains certain criteria
BACKGROUND/JUSTIFICATION: As a Minnesota Merit System (MMS) County human services agency, we have two courses of action with Equal Employment Opportunity and Affirmative Action (EEO/AA) guidelines: <ol style="list-style-type: none"> 1. Adopt the MMS EEO/AA guidelines and implement within our agency and submit a letter indicating adoption to DHS EOAD or 2. Adopt an EEO/AA plan that is certified by the Minnesota Department of Human Rights and submit a copy of the certificate of compliance to EOAD. 	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING: None

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Not submitted for review.	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

NUMBER

#18-89-01

DATE

April 9, 2018

OF INTEREST TO

Social Services and Human Services Directors with staff covered by the Minnesota Merit System

Social Services Supervisors and Staff covered by the Minnesota Merit System

Human Resources Directors

ACTION/DUE DATE

Please read information and prepare for implementation

EXPIRATION DATE

April 9, 2020

Merit System Equal Employment Opportunity and Affirmative Action Guidelines

TOPIC

Equal Employment Opportunity and Affirmative Action guidelines.

PURPOSE

Advise Minnesota Merit System County/multi-county human services agencies of equal employment opportunity and affirmative action guidelines and request documents of updated or renewed equal employment opportunity and affirmative action plans.

CONTACT

Minnesota Merit System phone: 651-431-3030 or email: dhs.merit.system@state.mn.us.

SIGNED

ZECHARIAS HAILU
Director, Equal Opportunity and Access Division

TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

I. Introduction

The Minnesota Merit System's (MMS) Affirmative Action and Equal Employment Opportunity Policies are administered by the Minnesota Department of Human Services (DHS) Equal Opportunity and Access division (EOAD).

A. Purpose

The purpose of these Guidelines is to establish minimum affirmative action and equal employment opportunity standards, and provide consistent framework with regard to equal employment opportunity and affirmative action in MMS county/multi-county human services agencies. The Guidelines continues to request each MMS county/multi-county human services agency to adopt, revise, and/or develop equal opportunity and affirmative action guidelines to ensure equal employment opportunity and affirmative action in MMS county/multi-county human services agency workforces.

1. Policy

It is the policy of the MMS that county/multi-county human services agencies conduct all employment practices without regard to race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation. Equal employment opportunity under this policy includes, but is not limited to the following: recruitment, examination, appointment, tenure, compensation, classifications, promotion, or other activities in accordance with applicable federal, state, and local laws and regulations.

A program of affirmative action will be maintained to eliminate barriers to equal employment opportunity and to encourage the employment and advancement of qualified females, minorities and individuals with disabilities when these groups are underrepresented in a county/multi-county human service agency's workforces in any job category.

2. Responsibilities

MMS county/multi-county human services agency directors have overall responsibility for implementing the MMS equal employment opportunity and affirmative action guidelines throughout that agency, including establishing specific internal procedures that minimally meet the standards provided by the MMS guidelines.

3. Role of DHS

The DHS (EOAD) provides consultation, technical assistance, recruitment, training, and goal-setting review and monitoring of MMS human service agencies to ensure affirmative action and equal employment opportunity in these agencies.

II. Scope of Guidelines

All MMS county/multi-county human services agencies and its employees must comply with equal employment opportunity and affirmative action guidelines. Any Minnesota county/multi-county may choose to create a county/multi-countywide affirmative action plan and have it approved by the Minnesota Department of Human Rights, which will issue a certificate of compliance for approved plans. Alternatively, a county/multi-county may choose to adopt the MMS equal employment opportunity and affirmative action guidelines in this bulletin for its human services agency.

Minnesota Rules, part 9575.0090, subpart 2a, require that each MMS human services agency have an affirmative action plan, which must contain the following:

- A policy defining and prohibiting discriminatory harassment, including sexual harassment;
- An internal discrimination complaint policy and procedure that includes notification of DHS EOAD of complaints that are brought, and their resolution;
- Provision for appointment of a person to serve as liaison between the MMS county/multi-county human services agency and DHS EOAD, and to have responsibility for implementation of the guidelines within the agency;
- Provision of the notification of DHS EOAD of periodic hiring goals established by the county/multi-county human services agency; and
- Provision for compliance with the Americans with Disabilities Act (ADA), Title I, which prohibits discrimination against disabled employees or job applicants.

Minnesota state law does not require that Minnesota counties and political subdivisions have an affirmative action plan certified by the Minnesota Department of Human Rights in order to receive any state funds or engage in contracting with the state. Nevertheless, this does not exempt MMS county/multi-county human services agencies from the requirement of the MMS rules, as indicated above.

III. MMS County/Multi-County Human Services Agency Action Required

In order to comply with Minnesota Merit System Rules, part 9575.0090, subpart 2a, your agency should choose one of the two courses of action. Your agency may:

- Adopt the proffered MMS system equal employment opportunity and affirmative action guidelines as your agency's equal opportunity and affirmative action plan and implement the guidelines within your agency, including developing hiring goals where workforce disparities exist and submit a letter indicating the adoption of those guidelines to DHS EOAD;
- or
- Adopt an equal opportunity and affirmative action plan that is certified by the Minnesota Department of Human Rights and submit a copy of the certificate of compliance to EOAD. If your county/multi-county

agency already has a certified plan, your agency's adoption of that plan meets requirements under MMS rules.

Send this information to the attention of the Minnesota Merit System Consultant, Minnesota Department of Human Services, Equal Opportunity and Access division, MMS Consultant, Box 64997, St. Paul, MN 55164-0097.

IV. Policies and Requirements

A. Prohibition of Discriminatory Treatment

Purpose: To establish a means for maintaining a work environment free of discriminatory treatment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discriminatory treatment, including harassment.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United State Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- Genetic Information Nondiscrimination Act of 2008, Title II
- Minnesota Human Rights Act

B. Discrimination Complaint Handling

Purpose: To provide an internal option to employees who believes they were discriminated against because of race, color, political affiliation, creed, religion, national origin, disability, age, marital status, status with regard to public assistance, sex, membership or activity in a local commission, or sexual orientation.

Statement: While employees of MMS county/multi-county human services agencies have the right to file discrimination complaints with the Minnesota Department of Human Rights or other enforcement agencies at any time, complainants are urged to seek out internal administrative remedies first.

Anyone bringing an employment discrimination complaint shall do so without fear of reprisal, coercion, or intimidation.

Discrimination complaints and relevant investigative data and findings will all be handled in accordance with provisions of the Minnesota Data Practices Act, and the ADA, Title I.

The discrimination complaint handling process will minimally include:

1. A method to resolve both formal and informal complaints,
2. Notification of DHS (EOAD) and
3. A timely response to all complaints.

Authority:

- United States Civil Rights Act of 1964, Title VII
- United States Equal Pay Act of 1963
- United States Age Discrimination in Employment Act of 1967
- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- United States Civil Rights Act of 1991
- The Minnesota Human Rights Act
- The Minnesota Data Practices Act
- Genetic Information Nondiscrimination Act of 2008, Title II

C. Prohibition of Discrimination against Individuals with Disabilities

Purpose: To provide work environments free of unlawful discrimination against applicants and employees with disabilities. Together the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) extend federal civil rights protection individuals with disabilities.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of unlawful discrimination. This includes removing barriers to application of employment and ensuring that qualified employees with disabilities are not discriminated against.

The most significant provisions of the ADA with regard to MMS county/multi-county human services agencies are included in Title I, which prohibit employers from discriminating against qualified individuals with disabilities in matters of employment, including the application and hiring process. The provisions in Title I of the ADA are broader in scope than, but similar to, the Minnesota Human Rights Act (Minnesota Statutes, Chapter 363A), and to Section 504 of the federal Rehabilitation Act of 1973 and Volume 29 of the United States Code, section 794.

ADA regulations make clear that employers, including all state and local governments, must comply with the employment provisions of Title I. The ADA prohibits discrimination against an otherwise qualified individual with a disability with regard to the following:

- Job application procedures, including recruitment and advertising;
- Hiring, firing, and advancement; and
- Compensation, training, and other terms, conditions, and privileges of employment such as tenure, layoff, leave, and employee benefits.

Reasonable Accommodations: If a person is qualified to perform the essential functions of a job except for limitations caused by a disability, the employer must consider whether or not that person could perform those functions with a reasonable accommodation.

An employer is required to accommodate a known disability of a qualified applicant or employee unless it would impose an undue hardship. Accommodations are determined by the specifics of the situation and provided on an individual basis.

Interactive Process: The action to accommodate is generally triggered by a request from an applicant or employee with a disability. However, in certain instances, an employer has an obligation to make inquiries about an individual's need for an accommodation. For example, when an employer observes that an applicant or employee has a disability that may prevent him or her from understanding the need to request an accommodation, the employer should initiate discussion about the possible need for accommodation. If the individual with a disability cannot suggest an appropriate accommodation in such circumstances, the employer should work with the individual to identify an effective accommodation.

Undue Hardship: Deciding whether a request for a reasonable accommodation creates an undue hardship is determined on a case by case basis. If it is determined that a specific proposed or requested accommodation would impose an undue hardship on an employer, the employer is still obligated to identify another accommodation that would not impose a hardship. As long as an accommodation provides the person with the disability an equal opportunity to perform the essential function of the job, and enjoy the benefits and privileges of employment that other employees have access to, the accommodation need not be the best accommodation available, nor must it be the accommodation desired by the individual with a disability.

Threat to health and safety of others: If an employer believes that an employee or applicant with a disability would constitute a direct threat to the health or safety of self and others, and that a reasonable accommodation to the person's disability would not eliminate the threat, the employer may determine the individual is not or is no longer qualified to perform the duties of their job. Such a determination must be based on objective facts, and must be specific to the situation and the individual, and cannot be based on speculation or the remote possibility of a threat or risk to the safety of others.

For a more detailed explanation of your obligations and responsibilities under the ADA, contact the United States Equal Employment Opportunity Commission (EEOC), or the United States Department of Justice's Civil Rights Division. Numerous publications explaining the ADA and its requirements are available from these agencies, and are online at their websites. You may also request technical assistance from the Minnesota DHS (EOAD), and from the Minnesota Department of Human Rights. Contact information for all of these agencies is included in Appendix III of these guidelines.

Authority:

- United States Rehabilitation Act of 1973, Section 504
- Americans with Disabilities Act of 1990, Title I
- Americans with Disabilities Act Amendments Act of 2008
- Minnesota Human Rights Act

D. Prohibition of Sexual Harassment

Purpose: To establish a means for maintaining a work environment free of sexual harassment in MMS county/multi-county human services agencies.

Statement: MMS county/multi-county human services agencies shall provide a work environment free of any form of sexual harassment. Sexual harassment is a form of sex discrimination and is covered under the same statutes as any kind of discriminatory treatment.

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Sexual harassment can also include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. The harasser can be either a woman or a man, as can the victim. Same-sex sexual harassment is prohibited as is opposite-sex harassment.

Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment action (such as the victim being fired or demoted, or involving employee's placement on administrative leave, deprivation of ability to take promotional exam, and loss of pay and opportunities for investigative or other job experience).

The harasser can be the victim's supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or contractor.

Authority:

- Civil Rights Act of 1964, Title VII
- Minnesota Human Rights Act

E. Affirmative Action in Appointment and Selection Decisions

Purpose: To establish that affirmative action hiring goals are created and ensure they are considered when hiring decisions are made within job groups where a workforce disparity exists.

Statement: MMS county/multi-county human services agencies shall act affirmatively to recruit and hire a diverse workforce. When a vacancy occurs in a job group where a disparity exists, agencies shall utilize affirmative recruitment and hiring strategies to attempt to meet the workforce disparity. When fewer than three protected group candidates are on the eligible list, the MMS will use expanded certification to bring the number of eligible candidates certified to a total of three candidates from the protected group in which a disparity exists. The candidates certified shall be determined by their examination scores in accordance with MMS rules.

Authority:

- Minnesota Statutes, section 256.012, subdivision 1
- Minnesota Rules, part 9575.0620, subpart 7

V. Responsibilities, Duties, and Accountabilities

MMS Affirmative Action Guidelines: Responsibilities, duties, and accountabilities.

A. Equal Opportunity and Access division at the Minnesota DHS

1. Responsibilities

Equal Opportunity and Access division has oversight responsibility for and authority to monitor the MMS equal employment opportunity and affirmative action efforts in order to ensure compliance with federal and state laws and the MMS rules.

2. Duties

To monitor implementation of MMS county/multi-county human services agencies required affirmative action plans and their compliance with equal opportunity and affirmative action guidelines. To provide technical assistance, as requested, to MMS county/multi-county human services agencies in the implementation of their affirmative action plans.

3. Accountability

To the Commissioner or designee of the Minnesota DHS

B. MMS Personnel at the Minnesota DHS

1. Responsibilities

The Minnesota DHS MMS personnel have responsibility for ensuring all assessment and selection processes are job-related, and that there are no barriers or hindrances to affirmative action and equal employment opportunity in MMS county/multi-county human services agencies. They will also ensure that MMS county/multi-county human services agencies have the opportunity to act affirmatively in hiring within job categories where there are disparities.

2. Duties

- Publish job announcements for MMS county/multi-county human services agency openings, maintain communication with organizations in targeted communities for recruitment purposes, and conduct recruitment for professional and managerial staff.
- Expand certification, as necessary, to include protected group applicants when a disparity exists in the job class for which the MMS county/multi-county human services agency is hiring.
- Maintain a record of all competitive and promotional examination openings and appointments within agencies by gender and race.
- Review position descriptions and class specifications to ensure that they are accurate and that stated requirements are job-related.

- Ensure that selection processes are free of adverse impact.

3. Accountability

To the Commissioner or designee of the Minnesota DHS.

C. MMS County/Multi-county Human Services Agency Director

1. Responsibilities

The MMS county/multi-county human services agency director has responsibility for ensuring the overall implementation of the agency's affirmative action and equal employment opportunity policies; and for compliance with fair employment practices; and with federal and state laws, and MMS rules.

2. Duties

- Communicate and demonstrate a commitment to the agency's affirmative action and equal employment opportunity policies and to the MMS affirmative action guidelines.
- Set numerical hiring goals and develop action steps and timetables for recruiting and hiring women and minorities. Ensure that the agency actively recruits applicants with disabilities and provides equal employment opportunities.
- Notify DHS Equal Opportunity and Access division in January of each year of the agency's progress and of activities engaged in to achieve affirmative action hiring goals during the reporting period.
- Resolve internal complaints of discrimination, and notify DHS Equal Opportunity and Access division in January of each year of all discrimination complaints brought by employees of the agency during the reporting period.
- Inform hiring supervisors of equal opportunity and affirmative action guidelines and encourage them to act affirmatively whenever an opportunity exists to hire a qualified protected group applicant into a job category where a disparity exists.
- Ensure that information about equal employment opportunity and affirmative action is disseminated to all MMS employees in the agency.
- Ensure that the workplace is free of discrimination.
- Designate a liaison to DHS Equal Opportunity and Access division and ensure that the liaison has the necessary information and knowledge to carry out the duties required of the liaison. The director will consult at least quarterly with the Affirmative Action and Equal Employment Opportunity (AA EEO) liaison for the purpose of reviewing the status of equal employment opportunities and affirmative action needs in the agency, including any discrimination complaint activity.

3. Accountability

To the county/multi-county agency's director.

D. MMS County/Multi-county Human Services Agency Affirmative Action Liaison and Designee

1. Responsibilities

The MMS county/multi-county human services agency affirmative action liaison or designee has responsibility for ensuring compliance with MMS equal employment opportunity and affirmative action guidelines on a daily basis. The liaison will act in an advisory capacity to the agency director with regard to equal employment opportunities and affirmative action. The liaison will monitor the agency's affirmative action and equal employment opportunity efforts to ensure compliance with federal and state laws and with MMS rules.

2. Duties

- Develop an equal employment opportunity and affirmative action policy statement and an affirmative action plan consistent with those policies.
- Implement the affirmative action plan, including:
 - The internal and external distribution of the agency's EEO and AA policies and the affirmative action plan;
 - The establishment of affirmative action hiring goals, action steps, and timetables;
 - The active recruitment and employment of protected group applicants; and
 - The recruitment and utilization of businesses owned by protected group members.
- Conduct and/or coordinate employee training on and orientation to the agency's EEO/AA policies and plan.
- Ensure that agency managers and superiors understand their responsibilities to take action to prevent the harassment of employees and applicants for employment.
- Ensure that minority, female, and employees with disabilities are provided equal opportunity in attending agency sponsored training and activities, and in benefit plans, pay, and other work related activities and conditions.
- Implement and maintain equal employment opportunity auditing, reporting, and record-keeping systems as a means of gauging the effectiveness of the agency's affirmative action efforts, and of determining whether or not affirmative hiring goals have been attained.
- Actively liaise with DHS EOAD and with other relevant governmental enforcement agencies, and with DHS MMS personnel, as appropriate.
- Coordinate agency and employee support of community programs that may lead to equitable employment of women, minorities, and individuals with disabilities.

3. Accountability

To the county/multi-county agency's director.

E. MMS Count/Multi-county Human Services Agency Managers and Supervisors

1. Responsibilities

MMS county/multi-county human services agency managers and supervisors have responsibility for ensuring compliance with the MMS equal employment opportunity and affirmative action guidelines and fair treatment of all agency employees.

2. Duties

- A. Assist the agency's EEO/AA liaison with identifying and resolving problems related to equal employment opportunity and with eliminating barriers which inhibit or prevent equal employment opportunity and/or affirmative action.
- B. Consider qualified protected group members and where possible act affirmatively in hiring and promoting staff.
- C. Communicate and demonstrate a personal commitment to the agency's EEO/AA policies and MMS affirmative action guidelines.
- D. Make recruitment recommendations to the EEO/AA liaison and assist the liaison with special recruitment projects.
- E. Ensure that all employees under your supervision receive and annual orientation to the agency's affirmative action plan and equal employment opportunity policies.
- F. Identify, document, and address training needs related to equal employment opportunity and affirmative action.

3. Accountability

To the county/multi-county agency's director.

F. MMS County/Multi-county Human Services Employees

1. Responsibilities

MMS county/multi-county human services agency employees at all levels shall be responsible for conducting themselves in accordance with the MMS rules and with state and federal laws by refraining from any actions which would interfere with any employee's work performance with respect to that person's race, creed, color, sex, national origin, age, marital status, disability, sexual orientation, reliance on public assistance, membership or activity in a local human rights commission, religion, political

opinions or affiliations. Employees who believe they have been subjected to unlawful discrimination are encouraged to utilize the agency's discrimination complaint procedure.

Each employee has the responsibility to become familiar with the MMS equal employment opportunity and affirmative action guidelines and the agencies' policies on non-discrimination and the prevention of sexual and general harassment.

2. Accountability

To the county/multi-county agency's director, management, and supervisors.

G. MMS Affirmative Action Guidelines

1. Dissemination of information

a. Internal Dissemination of Information

The ADA requires employers to post a notice stating the provisions of the ADA that apply to job applicants and employees. The notice must be posted in a place accessible to people in wheelchairs, and it must be made available in alternative formats for individuals with a vision loss or reading disabilities. This applies to MMS county/multi-county human services agencies.

In addition, MMS county/multi-county human services agencies must post on their official bulletin boards, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

Annually, the MMS county/multi-county human services agency's director will transmit a letter or memo to agency staff affirming the organization's commitment to affirmative action and equal opportunity in employment.

Additionally, the MMS county/multi-county human services agency will hold regular (at least biennial) training sessions for the purpose of ensuring that managers and supervisors understand the MMS EEO and AA guidelines and their responsibilities under the guidelines. Further, a review of these guidelines will be included in new employee orientation.

When appropriate, information about the MMS EEO and AA guidelines and the agency's non-discrimination and harassment-prevention policies will be included in internal publications.

b. External Dissemination of Information

MMS human services agencies must post on their official bulletin board, accessible to all applicants, employees, and the public, a copy of the MMS EEO and AA guidelines, along with the agency's most recent hiring goals, timetables proposed for meeting those goals, and the action steps to be taken to meet them.

The phrase "An Equal Opportunity and Affirmative Action Employer" or similar will be included in all advertisements for MMS county/multi-county human services agency positions. These

positions will be advertised in appropriate protected group publications, whether in print or electronically.

An assurance of non-discrimination will be included in all contracts for programs or other activities which receive any federal assistance.

A written expression of the agency's position on equal employment and affirmative action will be included as appropriate in newspaper, magazine, and web-based advertising and/or brochures and like recruitment materials.

2. Audit and Evaluation

The MMS county/multi-county human services agency director or the appointed EEO/AA designee for that county/multi-county agency will determine annually whether or not minorities or females are underrepresented in the job categories utilized in the agency's workforce. This will be done by comparing the availability of minority and female job-candidates in the geographic recruitment area with the number of minorities and females who are actually employed in those job categories in the agency. If there is a disparity (under representation) in any job category for either protected group, the agency is obligated to set hiring goals, determine action steps to be taken to achieve those hiring goals, and set timetables for executing the action steps.

A non-discrimination clause will be included in bargaining unit contracts and in purchasing agreements and contracts whenever possible.

In January of each year, the MMS county/multi-county human services agency director or the appointed EEO and AA designee for that county/multi-county will send to the Minnesota DHS Equal Opportunity and Access division a year end summary of the agency's equal employment and affirmative action activities for the previous year. The summary will include an evaluation of the effectiveness of those activities in achieving affirmative action hiring goals and in ensuring a workplace free of unlawful discrimination. The summary will include:

- A. Information about employment discrimination complaint activity, specifying the numbers and types of discrimination complaints and the status of their resolution;
- B. Information about recruitment activities conducted, specifying the sources of recruitment and the protected group community organizations contacted;
- C. The hiring goals set for the year and the action steps towards achieving those goals; and
- D. Information about all staff training and/or information sessions conducted related to affirmative action and equal employment opportunity.

Agencies are required to provide equal employment opportunities to, and encouraged to actively recruit individuals with disabilities.

VI. Appendix I

A. Definitions

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act, passed in 1990, gives civil rights protections to individuals with disabilities that are similar to federal protections provided to individuals on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees equal opportunity for individuals with disabilities in employment, state and local government services, public accommodations, telecommunications, and transportation. Title I of the ADA applies to employers. The ADA does not protect individuals who are currently using illegal drugs, and employers may seek reasonable assurance from employees that no illegal drug use is occurring.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA)

The ADAAA became effective on January 1, 2009. It is an act to restore the intent and protections of the Americans with Disabilities Act of 1990. Under the ADAAA the definition of disability is construed broadly.

Affirmative Action

A program of proactive efforts to remedy historical discrimination, in employment, against women, minorities, and in Minnesota state government, individuals with disabilities. This remedial program may involve recruitment efforts targeted at these specific groups when disparities in the workforce have been identified. MMS county/multi-county agencies are not required to set hiring goals for people with disabilities, but the federal Rehabilitation Act of 1973 does require MMS county/multi-county human services agencies to track employment data on disabled employees.

(Affirmative) Action Steps

Those steps which an agency plans to take to address workforce disparities. They could include, but are not limited to, identifying and removing barriers to employment for minorities or females; further educating hiring supervisors and managers about their obligations under affirmative action and equal opportunity law; planning events that will increase awareness of, and knowledge about, other cultural groups in your geographic region; targeting recruitment at under-represented groups, even outside the geographic region.

Creed

A system of beliefs, principles, or opinions to which an individual adheres. It might be religious, political or philosophical in nature.

Discrimination

An act or series of acts made toward another group or a perceived member of that group that, when compared with one's behavior towards one's own or other groups, is/are unfair. Such action may be based on prejudice or ignorance.

Discriminatory Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which, for purposes of this document, is based on an individual's race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance or activity in a local commission, or sexual orientation.

Harassment has occurred when: 1) submission to that conduct or communication is made a term (explicitly or implicitly) of employment; 2) submission to, or rejection of that conduct, or communication, that is used as a factor in decisions affecting an individual's employment; or, 3) the conduct or communication has the purpose or the effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

Disparity

The presence of fewer women, minorities, or individuals with a disability in the workforce than could reasonably be expected based on their availability for work in the geographic area where the underemployment is found.

Ethnic

Designating basic groups or divisions of human beings as distinguished by customs, a common language, a common history, a common religion, or other such characteristics. Ethnicity in general, then, may be regarded as referring to a specific type of culture, and an individuals' ethnicity may be regarded as referring to that person's cultural heritage.

Ethnocentrism

The attitude that one's own ethnic group/nation/culture is superior to all others; this attitude may be expressed in hostile behavior, violence, or discrimination towards members of out-groups.

Equal Employment Opportunity/Equal Opportunity Employment

A system of employment practices wherein individuals are recruited, hired, and promoted on their own merits and, for purposes of this document, without regard to race, color, political affiliation, creed, religion, national origin, disability, age, sex, marital status, status with regard to public assistance, membership or activity in a local commission, or sexual orientation.

Gender

One's physical sex, male or female, usually evident at birth.

General Harassment

Any behavior or combination of behaviors that is repeated by one or more employees and that is directed towards another employee or group of employees that is considered annoying, insulting, or intimidating, or which causes discomfort and/or which has a detrimental effect on the employee's/employees' work performance(s).

Genetic Information Nondiscrimination Act of 2008 (GINA)

This law makes it illegal to discriminate against employees or applicants on the basis of genetic information. Genetic information includes information about an individual's genetic tests or information about the genetic tests of an individual's family member(s), as well as information about any disease, disorder or condition of an individual's family member(s) –i.e., and individual's family medical history. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Hiring Goal

A numerical objective designed to remedy a workforce disparity; an employment level to strive for through the use of affirmative recruitment, hiring timetables, and other such action steps; to be achieved within a set period of time, such as a year.

Individuals with a Disability

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such an impairment.

Major Life Activities

These include, but are not limited to, activities such as walking, talking, standing, sitting, hearing, seeing, performing manual tasks, caring for oneself, thinking, concentrating, other cognitive functions, relating to others, working, etc.

Minorities

This term refers to persons in the workforce, or potential applicants, who are African American/Black, Asian, Native Hawaiian or Pacific Islander, American Indian or Native Alaskan, or of Hispanic heritage.

Parity

A condition in which protected groups are represented in the workforce in proportion to their availability in a geographic labor market.

Protected Group/Class

For purposes of affirmative action and equal employment opportunity, this term refers to individuals who are disabled, members of a minority group, or are female.

Qualified Individual with a Disability

This is a person who has a physical or mental impairment that substantially limits one or more major life activities, or who has a record of such an impairment, or who is regarded by others as having such an impairment, and who also has the requisite skill, experience, education, or other employment requirements of the position being sought and who can perform the essential functions of that job with or without a reasonable accommodation.

Race

Any of the different varieties of human beings as distinguished by physical characteristics such as form of hair, color of skin, bodily proportions, etc. one of the groups of populations constituting humanity, where differences are biological in nature – and cannot be linked with other traits such as intelligence, personality, or character – and are transmitted genetically; *this term is inappropriate when applied to national, religious, geographic, linguistic or cultural groups.*

Racism

The notion, lacking scientific support, that one race is superior (or inferior) to another; any program or practices of discrimination based on racial differences; the attribution of cultural or psychological values to race, with the aim of furthering the superiority of one's own race or the inferiority of another.

Reasonable Accommodation

Any changes to the application process, work environment, or manner under which the position is customarily performed that enables a qualified individual with a disability to be considered for, to perform the essential functions of, or to enjoy equal benefits from job as similarly situated employees without disabilities.

Sex Role

Learned through socialization/enculturation, this refers to one's understanding and embracing of how, based on one's gender/sex, one is to act in a cultural or social group.

Sexism

The economic and or social exploitation and domination of members of one sex by the members of the other.

Sexual Identity

Acquired over time, this refers to one's awareness and conception of oneself as male or female; as masculine or feminine; as oriented toward opposite-sex, same-sex, or both-sexes; as sexually attractive or sexually unattractive; etc.

Sexual Harassment

Any form of behavior that is offensive, unwelcome, and/or creates a hostile work environment and which is based on an individual's sex/gender. This behavioral conduct may include jokes inappropriate language, sexual innuendos, inappropriate pictures, sexual gestures, and physical touch that is offensive or unwelcome.

Substantially limited

Means a person is restricted in the conditions, manner, or duration of performing a major life activity in comparison to most people in the general population.

Timetable

Refers to the period of time within which affirmative action steps are to be taken and set hiring goals are to be achieved.

Under Representation

The condition in which fewer protected group members are found in the workplace in a particular job category than would be expected from the availability of qualified protected group members in the labor market.

Undue Hardship

An accommodation action that would require significant difficulty or expense to implement when factors such as the nature and costs of the accommodation are considered in relation to the size, nature, structure, and resources (both financial and personnel).

B. Race/Ethnicity Categories

The United States Equal Employment Opportunity Commission (EEOC) revised race and ethnicity categories for the purposes of reporting employment statistics. Definitions are as follow:

1. **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East;
2. **Black or African American:** A person having origins in any of the black racial groups of Africa;
3. **American Indian or Alaska Native:** A person having origins in any of the original peoples of North Central, and South America, and who maintains tribal affiliation or community attachment;
4. **Asian:** A person having origins in any of the original peoples of the Far East – i.e., Southeast Asia, the Indian Subcontinent, China, Korea, and Japan;
5. **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
6. **Hispanic or Latino:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, *regardless of race*.

Categories 1 - 4 are regarded as racial categories by the federal government, while categories 5 and 6 are regarded as an ethnic category. (Office of Management and Budget, *Federal Register*, October 30, 1997)

VII. Appendix II

- Sample Discrimination Harassment Complaint Form
- Sample Reasonable Accommodation Form

VIII. Appendix III

- United States Equal Employment Opportunity Commission (EEOC)

Minneapolis Area Office
Towle Building
330 South Second Avenue, Suite 720
Minneapolis, MN 55401-2224
P: 800-669-4000
F: 612-335-4044
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
<https://www.eeoc.gov>

- United States Department of Justice's Civil Rights Division

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Office of the Assistant Attorney General, Main
Washington, D.C. 20530
P: 202-514-4609
TTY: 202-514-0716
<https://www.justice.gov/crt>

- Minnesota Department of Human Rights

Freeman Building
625 Robert Street North
Saint Paul, MN 55155
P: 651-539-1100 or 800-657-3704
MN Relay: 711 or 800-627-3529
F: 651-296-9042
Email: Info.MDHR@state.mn.us
<https://mn.gov/mdhr/>

- DHS Merit System

Human Resources Merit System
PO Box 64997
St. Paul, MN 55164-0997
P: 651-431-2990
F: 651-431-7444
Email: dhs.merit.system@state.mn.us
<https://mn.gov/dhs/>

<< Below is the final paragraph. Everything else is an attachment and will not have headers in the upper left corner. >>

Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling 651-431-3040 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

NAME OF COUNTY/AGENCY:

SAMPLE DISCRIMINATION HARASSMENT COMPLAINT FORM

Please Read Before Completion of Form

TENNESSEN NOTICE: This form asks you to supply data concerning yourself that is considered private or confidential under the Minnesota Government Data Practices Act (Minn. Stat. § 13.01, et seq.). The reason this data is being collected is to help the county/agency understand and investigate a complaint that you wish to file alleging a violation of a respectful workplace or nondiscrimination/harassment policy. Although you are not legally required to supply the requested data, failure to do so may make it difficult for the agency to investigate your complaint. Additionally, the consequences of not supplying the data could be that the investigator will not have all of the information relevant to your complaint. If you supply this data, it may be used to take disciplinary or other remedial action, or you may be required to testify at subsequent hearings relating to the data you provide. The other persons or entities who, as authorized by law, may see the data at some point include supervisors and managers whose input is necessary in the decision making process; exclusive representatives of employees; persons and/or entities authorized by you to see the data; arbitrators, hearing examiners, and other judicial and/or quasi-judicial officials; and other entities involved in grievances, appeals, and litigation over the subject matter of this investigation. This list could include the Attorney General’s Office, state and federal courts, state and federal human rights enforcement agencies, the Unemployment Insurance Division of the Minnesota Department of Employment and Economic Development, Minnesota Department of Human Services staff, law enforcement agencies, counsel for and parties to litigation pursuant to court order, the Legislative Auditor’s office, and the employee who is being investigated.

Complainant (You)		
Name		Job Title or Position Applied for
Work/Home Address	City, State, Zip Code	Telephone ()
Work Unit/Area	Mail Code	Supervisor
Respondent (the person who you believe violated the respectful workplace or nondiscrimination policy)		
Name		Job Title
Work Address	City, State, Zip Code	Telephone ()
Agency	Division or Unit	Supervisor
The Complaint		
Date most recent violation took place:		If you filed this complaint with another agency, give the name of that agency:

Describe the situation(s) that makes you feel that the respectful workplace or nondiscrimination/harassment policy has been violated. Be specific. Include the name(s) of the individual(s) who you feel violated the policy; a detailed description of the incident(s); the date and time of the incident(s); and names of any witnesses and the name(s) of anyone with whom you discussed the incident(s). Use additional paper if necessary.

Give the following information on all witnesses. Use additional paper if necessary.

Name	Address/Work Location	Telephone

How do you think this situation can be resolved?

This complaint is being filed based on my honest belief that the named person(s) has violated the respectful workplace or nondiscrimination/harassment policy. I hereby certify that the information I have provided in this complaint is true, correct, and complete, to the best of my knowledge and belief. I hereby affirm that I am not using this complaint procedure for reasons of personal malice or abuse towards another employee.

Signature: _____ Date: _____

Received by: _____ Date: _____

Please hand deliver, mail, email, or fax this completed form to the (*insert Name of County Official/Department*) that will be conducting the investigation (i.e., county human resources office or county administration)

**Name of County/Agency:
Employee/Applicant Reasonable Accommodation Request Form**

The *Name of County/Agency* is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that substantially limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee/Applicant Name:	Employee ID Number (if applicable):
Position Title:	Division or Unit:
Work Phone Number:	Work email:
Building Name or Work Location:	Work Station Number (if applicable):
Union Name:	Union Local:
Supervisor’s Name:	Supervisor’s Telephone:

Data Privacy Statement: This information may be used by your human resources representative, ADA Coordinator or designee, your agency legal counsel, or any other individual who is authorized by your agency to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your agency may refuse to provide a reasonable accommodation.

1. Briefly describe the condition requiring accommodation:

2. What job function are you having difficulty performing?

3. What, if any, application process or job benefit is difficult for you to access? *(Please leave blank if not applicable)*

4. Briefly describe the specific accommodation you are requesting.

5. How will the requested accommodation assist you in: (1) performing the essential functions of your job, (2) using the job application process, or (3) taking advantage of a benefit or privilege offered to employees?

6. Add any comment you feel may be helpful in processing your request.

Information Pertaining to Medical Documentation: In reviewing your request for reasonable accommodation, the agency ADA Coordinator or designee may ask you to provide medical documentation. This documentation may be needed to determine if you have a disability covered by the ADA, and to help identify an effective accommodation. If medical documentation is needed, the ADA Coordinator or designee will give you forms for your medical provider to complete. These forms must be returned to the ADA Coordinator or designee. It is your responsibility to make sure that your medical provider completes and returns these forms.

This request does not cover, and the information to be disclosed should not contain, genetic information. "Genetic Information" includes: Information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee/Applicant Signature: _____

Date: _____



2200 IDS Center
80 South 8th Street,
Minneapolis, MN 55402
OFC 612-977-8400
FAX 612-977-8650
URL Briggs.com

June 13, 2018

Mary L. Ippel
(612) 977-8122
mippel@briggs.com

VIA EMAIL

Kelsey Baker
Swift County Auditor
kelsey.baker@co.swift.mn.us

Re: Swift County - Swenoda Dairy

Dear Kelsey:

It is proposed that Swift County issue tax-exempt revenue bonds in one or more series on behalf of Riverview LLP, a Minnesota limited liability partnership (the "Borrower") to finance the construction, acquisition and installation of equipment and fixtures to be used in connection with livestock solid waste disposal and functionally related facilities in connection with Swenoda Dairy, including site preparation, concreted flushing, scraping lanes, storage pit flushing equipment and separators (the "Project"). The Bonds issued by the County on behalf of the Borrower would be approximately in the maximum aggregate principal amount of \$20,000,000.

State and federal laws allow local government units to enter into arrangements to issue bonds and loan the proceeds to entities such as the Borrower to finance capital expenditures.

To accomplish this purpose, the County will enter into a Loan Agreement with the Borrower under which the Borrower will agree to pay all principal and interest on the Bonds. The County will assign all of its rights to payments under the Loan Agreements to a trustee or the purchaser of the Bonds. The County is merely a conduit and the money and obligations flow only between the trustee, the purchaser of the Bonds and the Borrower. In addition, the Bonds will be secured by a letter of credit issued by a financial institution rated A or better.

The Bonds and the resolutions adopted by the County will recite that the Bonds, if and when issued, will not be payable from or charged upon any of the County's funds, other than the revenues received under the Loan Agreement and pledged to the payment of the Bonds, and the County is not subject to any liability on the Bonds. No holder of the Bonds will ever have the right to compel any exercise by the County of its taxing powers to pay any of the principal of the Bonds or the interest or premium thereon, or to enforce payment of the Bonds against any property of the County except the interests of the County in payments to be made by the Borrower under the Loan Agreement. The Bonds will not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the County except the interests of the County in payments to be made by the Borrower under the Loan Agreement. The Bonds are not



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Kelsey Baker
June 13, 2018
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moral obligations on the part of the State or its political subdivisions, including the County, and the Bonds will not constitute a debt of the County within the meaning of any constitutional or statutory limitation.

Under federal and State law, in order for the Bonds to be tax exempt obligations, they must be issued by a political subdivision. This requires that the County hold a public hearing, give final approval to the issuance of the Bonds and the execution of related documents.

If you have any questions please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink that reads "Mary L. Ippel".

Mary L. Ippel

MLI/lsd

**NOTICE OF PUBLIC HEARING
ON A PROPOSED PROJECT AND THE
ISSUANCE OF INDUSTRIAL DEVELOPMENT REVENUE
BONDS UNDER THE INDUSTRIAL DEVELOPMENT ACT
(RIVERVIEW LLP PROJECT)**

NOTICE IS HEREBY GIVEN that the County Board of Commissioners of Swift County, Minnesota, will meet on July 17, 2018, at 9:00 a .m., in the Commission Meeting Room of the Swift County Courthouse, 301 14th Street N., Benson, Minnesota, for the purpose of holding a public hearing on a proposal that the County issue revenue bonds under the Industrial Development Act, Minnesota Statutes sections 469.152 to 469.1651, in order to finance the cost of a Project described below.

The proposed Project will consist of the solid waste disposal facilities for Swenoda Dairy. The Project will consist of the construction, acquisition and installation of facilities and equipment to be used in connection with the storage and disposal of manure including site preparation, concreted flushing and scraping lanes, flushing equipment, separators, storage pit and functionally related facilities to be used in the owner's dairy facilities. The amount of the proposed bond issue is not to exceed \$20,000,000. The Project may be financed by one or more series of bonds issued pursuant to a plan of financing. The Project will be owned and operated by Riverview LLP, a Minnesota limited liability partnership, and will be located at 230 120th Street SW, Benson, Minnesota. Riverview LLP is engaged in the business of owning and operating a dairy.

The Bonds, if and when issued by the County to finance the Project, shall be limited obligations of the County payable solely from the revenue pledged to the payment thereof, and may be secured by a mortgage or other encumbrances on the Project. No holder of any such bonds shall ever have the right to compel any exercise of the taxing power of the County to pay such bonds, or the interest thereon, nor to enforce payment against any property of the County except the Project secured thereby.

A draft of the proposed application to the Minnesota Department of Employment and Economic Development for approval of the Project, together with attachments and exhibits thereto, is available for public inspection at the office of the County Administrator during normal business hours.

All persons interested may appear and be heard at the time and place set forth above or may file written comments with the County Administrator which will be considered at the public hearing.

SWIFT COUNTY, MINNESOTA

DATE: June 19, 2018
Motion by Commissioner

RESOLUTION NO. __
Seconded by Commissioner

**RESOLUTION NO. _____
RESOLUTION GIVING PRELIMINARY APPROVAL
TO THE ISSUANCE OF MUNICIPAL INDUSTRIAL
DEVELOPMENT REVENUE BONDS
(RIVERVIEW LLP PROJECT)**

WHEREAS, for the purpose of promoting, attracting, encouraging, and developing an economically sound commerce, preserving and developing a tax base adequate to finance necessary public services, and encouraging employment opportunities for the citizens of Swift County, Minnesota (the “County”), the County is authorized by Minnesota Statutes Sections 469.152 to 469.165, as amended (the “Act”) to issue industrial development revenue bonds of the County in anticipation of the collection of revenues from an authorized project; and

WHEREAS, Riverview LLP, a Minnesota limited liability partnership (the “Company”), is in the process of developing a \$50,000,000 state-of-the-art dairy operation that was previously approved by the County, known as Swenoda Dairy, in the unincorporated area of the County; and

WHEREAS, the Company has proposed that the County undertake to finance a portion of said development, in an amount not exceeding \$20,000,000, through the issuance of industrial development revenue bonds or other obligations (which may be issued in one or more series) (the “Bonds”) pursuant to the Act, said portion to consist of the construction, acquisition and installation of equipment and fixtures to be used in connection with livestock solid waste disposal and functionally related facilities in connection with a dairy operation including site preparation, concreted flushing and scraping lanes, storage pit, flushing equipment and separators (the “Project”); and

WHEREAS, the Project would increase the level of economic activity in the County, would increase the tax base, and would provide additional employment opportunities for residents of the County and the surrounding area; and

WHEREAS, a public hearing, after published notice setting forth the nature of the Project and the date and time of a public hearing, must be held prior to the issuance of bonds under the Act;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Commissioners of Swift County, Minnesota, as follows:

1. The County Board hereby gives preliminary approval to the issuance of its Revenue Bonds pursuant to the Act to finance the Project. The Revenue Bonds shall be issued pursuant to a revenue agreement between the County and the Company containing such terms and conditions (with provisions for revision from time to time as necessary) as may be necessary to produce income and revenues sufficient to pay, when due, the principal of and interest on the Revenue Bonds in the maximum aggregate principal amount of \$20,000,000, to be issued pursuant to the Act to finance the acquisition, construction and equipping of the Project. Said revenue agreement may also provide for

the entire interest of the County therein to be assigned to the purchaser of the Revenue Bonds. The County hereby undertakes preliminarily to issue its Revenue Bonds in accordance with such terms and conditions.

2. On the basis of information available to the County Board it appears, and the County Board hereby finds, that the Project constitutes properties, real and personal, used or useful in connection with one or more revenue producing enterprises engaged in any business within the meaning of Subdivision 2(b) of Section 469.153 of the Act; that the Project furthers the purposes stated in Section 469.152 of the Act; that the Project would not be undertaken but for the availability of industrial development bond financing under the Act and the willingness of the County to furnish such financing; and that the effect of the Project, if undertaken, will be to encourage the development of economically sound industry and commerce, to help the County retain and improve the tax base and to provide the range of service and employment opportunities required by the population, to help prevent the movement of talented and educated persons out of the State and to areas within the State where their services may not be as effectively used, to promote more intensive development and use of land within the County, and eventually to increase the tax base of the County.

3. The Project is hereby given preliminary approval by the County, subject to: (i) a public hearing, (ii) the approval of the Project by the Commissioner of the Department of Employment and Economic Development or such other state officer having authority to grant approval (the "Commissioner"), (iii) receipt of an adequate allocation of authority to issue private activity bonds (which allocation is not made hereby), and (iv) final approval by the County Board, the Company, and the purchaser of the Revenue Bonds as to the ultimate details of the financing of the Project.

4. In accordance with Subdivision 3 of Section 469.154 of the Act, the Chair of the County Board of Commissioners or County Administrator is hereby authorized and directed to submit the proposal for the Project to the Commissioner requesting his approval, and other officers, employees and agents of the County are hereby authorized to provide the Commissioner with such preliminary information as he may require.

5. The Chair of the County Board of Commissioners or County Administrator is hereby authorized and directed to submit the Application for Allocation of Bonding Authority in accordance with Minnesota Statutes, Chapter 475A to the Minnesota Department of Finance.

6. The County Board of Commissioners shall hold a public hearing on the Project and the issuance of the Bonds in the County Board Room, County Courthouse, Benson, Minnesota on July 17, 2018 at 9:00 a.m. The County Administrator is hereby authorized to publish notice of the hearing in the official newspaper of the County not less than fourteen days prior to the hearing date. The form of public notice attached to this Resolution is hereby approved.

7. The Company has agreed and it is hereby determined that any and all costs incurred by the County in connection with the financing of the Project, whether or not the Project is carried to completion and whether or not the Revenue Bonds are issued by the County, will be paid by the Company.



Request for Board Action

BOARD MEETING DATE:
June 19, 2018

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Set a public hearing date for County Ditch #52 petition to outlet un-assessed lands.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT?
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: MN Drainage Law requires a public hearing
BACKGROUND/JUSTIFICATION: Because of how CR #83 was graded and the installation of a dry approach water in the east road ditch sits full of water and backs up into adjacent fields. Request is to let surface water go south to CD #52.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No action	Click here to enter text.

Budget Information

FUNDING: Repair Fund

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: Click here to enter text.

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH #52
SWIFT COUNTY, MN

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

WHEREAS, Dawn Fernholz owns the SW ¼ of the SW ¼, William Schlagel owns the NW ¼ of the SW ¼ Sec. #12 T120-N, R39-W (Cashel Twp.) & Brian Suter et al owns the SE ¼ of the SE ¼ Sec. #11 T120-N, R39-W (Cashel Twp.)

WHEREAS, Dawn Fernholz, William Schlagel and Brian Suter are requesting an outlet for the above mentioned property into Swift County Ditch #52

THEREFORE, the petitioner respectfully requests the following:

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

Dated this 14th day of June, 2018



Dawn Fernholz

William Schlagel

Brian Suter

Eileen Suter

BEFORE THE SWIFT COUNTY BOARD
ACTING AS DRAINAGE AUTHORITY FOR
SWIFT COUNTY DITCH #52
SWIFT COUNTY, MN

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

WHEREAS, Dawn Fernholz owns the SW ¼ of the SW ¼, William Schlagel owns the NW ¼ of the SW ¼ Sec. #12 T120-N, R39-W (Cashel Twp.) & Brian Suter et al owns the SE ¼ of the SE ¼ Sec. #11 T120-N, R39-W (Cashel Twp.)

WHEREAS, Dawn Fernholz, William Schlagel and Brian Suter are requesting an outlet for the above mentioned property into Swift County Ditch #52

THEREFORE, the petitioner respectfully requests the following:

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

Dated this 14th day of June, 2018

Dawn Fernholz

William Schlagel

William Schlagel

Brian Suter

Brian Suter

Eileen Suter (Brian Suter)

Eileen Suter



Request for Board Action

BOARD MEETING DATE:
6/19/18

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Approval of RLF loan to ACE Ag, Inc. for \$81,398.64 at 2.5% for 11 years.	
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: In 2013 ACE Ag, Inc. applied and received a loan for \$75k for 15 years at 3.5% to construct a new shop in Murdock and purchase equipment. This loan was later allocated to the State Funded Loans per DEED request to identify how state loan funds were being used. As part of the One-Time Exception process, the RDA worked with ACE Ag, Inc. to identify ways to move this loan to another fund. This new request is the culmination of that process. New Request Total project is \$89,398.64 and loan request is \$81,398.64 which includes the refinancing of the existing loan balance (~\$59k) and new borrowing of \$22k of new equipment at 2.5% for 11 years (two months shy of remaining term). ACE will contribute \$8k in equity toward building renovations and add one new job and collateral will continue to be a 2nd Mortgage on the shop. Fiscal Impact Swift County RLF balance is ~\$365,000 leaving ample funds (~\$271,000) available to lend. RLF revolves at approximately \$25,000/quarter.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Action recommended by RDA Board	

Budget Information

FUNDING: Swift County RLF is seeded through Federal Minnesota Investment Fund dollars.

Review/Recommendation

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

Click here to enter text.

Board Action

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

I. BALANCE SHEET

**Compiled/Reviewed/Audited
Date (Month/Day/Year)**

	31-Dec-16	31-Dec-17	31-Dec-18		
ASSETS					
1 Cash and Marketable Securities	(\$10,593)	(\$33,819)			
2 Accounts Receivable	\$193,319	\$252,265			
3 Inventory	\$15,000	\$15,000			
4 Prepaid Expenses					
5 Other					
6					
7					
8 CURRENT ASSETS	\$197,726	\$233,446	\$0	\$0	\$0
9 Net Fixed Assets	\$179,879	\$224,827			
10 Notes Receivable					
11 Investment in Subsidiaries					
12 Intangibles					
13 Other Assets					
14					
15 TOTAL ASSETS	\$377,605	\$458,273	\$0	\$0	\$0

LIABILITIES & NET WORTH

16 Note Payable - Bank	\$95,850	\$42,489			
17 Note Payable - Other					
18 Accounts Payable	\$76,445	\$111,521			
19 Accruals	\$9,659	\$15,605			
20 Income Tax Payable					
21 Current Portion Long-term Debt	\$29,368	\$58,753			
22 Sales Tax Payable	\$5,724	\$13,353			
23					
24					
25 CURRENT LIABILITIES	\$217,046	\$241,721	\$0	\$0	\$0
26 Long-term Debt	\$106,054	\$136,552			
27 Subordinated Officer Debt					
28					
29					
30 TOTAL LIABILITIES	\$323,100	\$378,273	\$0	\$0	\$0
31 Common Stock	\$10,000	\$10,000			
32 Capital Surplus & Paid-in Capital	\$71,182	\$101,182			
33 Retained Earnings	(\$26,677)	(\$31,182)			
34 (Less) Treasury Stock					
35 TOTAL NET WORTH	\$54,505	\$80,000	\$0	\$0	\$0
36 TOTAL LIABILITIES & NW	\$377,605	\$458,273	\$0	\$0	\$0
37 Contingent Liabilities					
38 Check if Company Changed Accounts					

II. PROFIT & LOSS STATEMENT

	Number of months	12	%	12	%		%	
	Period Ending	12/31/2016		12/31/2017		12/31/2018		
39	Sales	#####		#####				
40	- COGS	\$478,698	40%	\$393,640	34%			
41	= Gross Profit	\$708,966	60%	\$773,031	66%	\$0		\$0
42	SGA	\$360,695	30%	\$362,090	31%			
43	= Operating Profit	\$348,271	29%	\$410,941	35%	\$0		\$0
44	- Owner's Salary	\$66,127		\$80,246				
45	- Depr. & Amort. Exp.	\$102,009		\$97,621				
46	- Interest Expense	\$12,614		\$15,799				
47	- Rent	\$60,000		\$65,000				
48	+/- Other Inc./Expense							
49	= EBT	\$107,521	9%	\$152,275	13%	\$0		\$0
50	- Income Taxes							
51	= PAT	\$107,521	9%	\$152,275	13%	\$0		\$0

III. OPERATING CYCLE

52	+ Days Receivable	59	78		
53	+ Days Inventory	11	14		
54	- Days Payable	57	102		
55	- Days Accrual	7	14		
56	= Operating Cycle	5	-25		

IV. RATIO ANALYSIS

57	Sales Growth Ratio		-2%		
58	Working Capital	(\$19,320)	(\$8,275)	\$0	\$0
59	Current Ratio	0.91	0.97		
60	Quick Ratio	0.84	0.90		
61	Debt/Equity Ratio	5.93	4.73		

V. CAPITAL EXPENDITURES

62	Ending Net Fixed Assets		\$224,827	\$0	\$0
63	+ Depreciation		\$97,621	\$0	\$0
64	- Beginning Net Fixed Assets		\$179,879		
65	= Net Capital Expenditures		\$142,569		

VI. RECONCILIATION OF NET WORTH

66	Ending Net Worth		\$80,000	\$0	\$0
67	- PAT		\$152,275	\$0	\$0
68	- Beginning Net Worth		\$54,505		
69	= New Equity (Distributions)		(\$126,780)		

VII. CASH FLOW STATEMENT

				Year 2		Year 3		Year 4	
				70 PAT	\$152,275	\$0	\$0		
				71 + Depreciation & Amort.	\$97,621	\$0	\$0		
				71 = Gross Funds Flow	\$249,896	\$0	\$0		
OPERATING USES				Year 2		Year 3		Year 4	
73a + Increase Receivables	\$58,946			73b + Decrease Receivables	\$0				
74a + Increase Inventory	\$0			74b + Decrease Inventory	\$0				
75a + Decrease Payables	\$0			75b + Increase Payable	\$35,076				
76a + Decrease Accruals	\$0			76b + Increase Accruals	\$5,946				
77a = Operating Uses	\$58,946	\$0	\$0	77b = Operating Sources	\$41,022	\$0	\$0		
NON-OPERATING USES				Year 2		Year 3		Year 4	
79a + Make Capital Expend.	\$142,569			79b + Sell Fixed Assets	\$0				
80a + Buy Other Assets	\$0			80b + Sell Other Assets	\$0				
81a + Incr. Other C/A	\$0			81b + Decrease Other C/A	\$0				
82a + Repay N/P Bank	\$53,361			82b + Borrow N/P Bank	\$0				
83a + Repay N/P Other	\$0			83b + Borrow N/P Other	\$0				
84a + Repay Long-term Debt	\$0			84b + Borrow LTD	\$59,883				
85a + Repay Sub. Off. Debt	\$0			85b + Incr. Sub. Off. Debt	\$0				
86a + Distribution to Owner	\$0			86b + Invest New Equity	\$0				
87a + Incr. Notes Receivable	\$0			87b + Decr. Notes Receivable	\$0				
88a + Decr. Taxes Payable	\$0			88b + Increase Taxes Payable	\$0				
89a + Decr. Other Liabilities	\$0			89b + Incr. Other Liabilities	\$7,629				
90a = Non-Operating Uses	\$195,930	\$0	\$0	90b = Non-Operating Sources	\$67,512	\$0	\$0		
				90a - Non-Operating Uses	\$195,930	\$0	\$0		
				90b + Non-Operating Sources	\$67,512	\$0	\$0		
				91 = NET CASH FLOW	\$103,554	\$0	\$0		

PERMANENT WORKING CAPITAL ANALYSIS WORKSHEET

PART I: THE OPERATING CYCLE

	Year 1	Year 2	Year 3	Year 4
Days Receivable	59	78		
+ Days Inventory	11	14		
- Days Payable	57	102		
- Days Accrual	7	14		
= Operating Cycle	5	-25		

PART II: PERMANENT WORKING CAPITAL

	Year 1	Year 2	Year 3	Year 4
Accounts Receivable	\$193,319	\$252,265	\$0	\$0
+ Inventory	\$15,000	\$15,000	\$0	\$0
- Accounts Payable	\$76,445	\$111,521	\$0	\$0
- Accruals	\$9,659	\$15,605	\$0	\$0
= PWC	\$122,215	\$140,139	\$0	\$0

Change in PWC	\$17,924			
Gross Funds Flow	\$249,896	\$0	\$0	
Change in PWC	\$17,924			
Operating Cash Flow	\$231,972			



Request for Board Action

BOARD MEETING DATE:
June 19, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of a Conditional Use Permit #5491 requested by the City of DeGraff, 207 Atlantic Ave., DeGraff, MN 56271 (Purchaser) & Walter A. Mumm, 8055 50th Ave. NW, Montevideo, MN 56265 (Owner) for constructing a municipal sewage treatment system (wastewater stabilization pond facility).	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

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

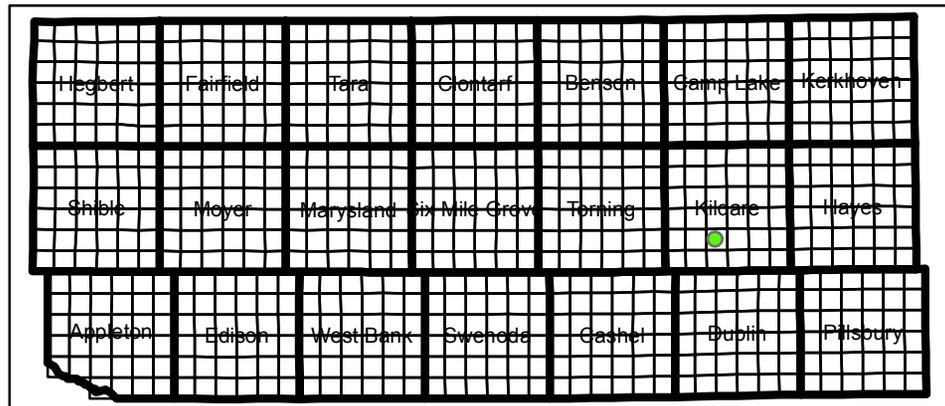
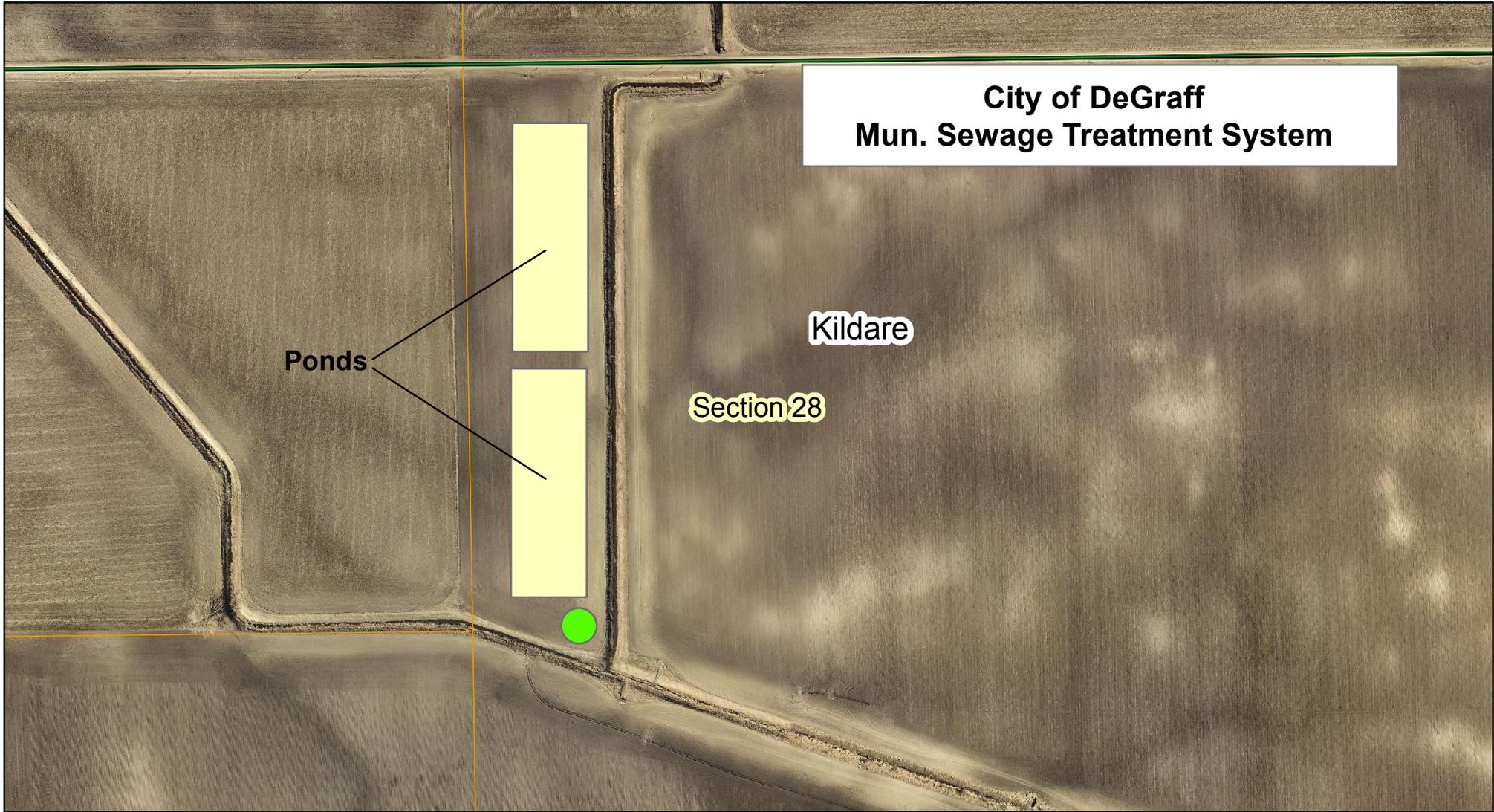
Board Action

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

Proposed Special Conditions
City of DeGraff
Conditional Use Permit #5491

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by the property owner within 30 days of presentation of the complaint. Copies of all complaints and responses addressed to the property owner shall be submitted to Swift County Environmental Services.
3. Granting of the conditional use permit shall be for the plans submitted with the initial plan only.
4. All plans regarding approaches, access roads, as well as traffic control must be submitted to the township chairman. Road setbacks and maintenance plans must also be submitted to the township chairman.
5. This Conditional Use Permit #5491 shall expire one year from the date of issuance if the permit is not utilized.
6. Violation of any of the above-stated conditions may result in revocation of the conditional use permit.

**City of DeGraff
Mun. Sewage Treatment System**



Project: Municipal sewage treatment system (waste water stabilization pond facility)
Owner: City of DeGraff
Legal: Part of the NE 1/4 of Section 28, Twp-121, R-38, Kildare Township, Swift County, MN.





Request for Board Action

BOARD MEETING DATE:
June 19, 2018

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Human Services	REQUESTOR: Catie Lee	REQUESTOR PHONE: 320-843-6301
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving joining PrimeWest Health for County Based Purchasing	
AGENDA YOU ARE REQUESTING TIME ON: Regular agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Not at this time
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
<p>BACKGROUND/JUSTIFICATION:</p> <p>Southern Prairie Community Care (SPCC) is operating as an Integrated Health Program (IHP) for 12 counties including Swift County and serves the Medicaid population. Within the last year, two providers (Avera and Carris health) have created their own IHP and requested to have DHS attribute their members to their clinics. This left SPCC with approximately 7,400 attributed members. With a drop of over 20,000 attributed members and diminishing shared savings, SPCC can no longer continue to function as they have been. The SPCC board considered and evaluated several options for the future of SPCC. It was determined that County Based Purchasing (CBP) was in the best interest of the 12 counties to pursue. SPCC reviewed the viability of becoming a CBP themselves or joining either South Country Health Alliance (SCHA) or PrimeWest Health (PWH). The SPCC Executive board and the County Public Health and Human Services Directors met with SCHA and PWH to discuss the possibility of joining them. Both SCHA and PWH submitted financial proposals to the SPCC Executive Board for joining their CBP. The SPCC full board met and discussed each CBP and their financial proposals. The board then made a motion to recommend to the counties to commit to joining PWH and to set aside 3 million dollars of SPCC reserves to assist counties with the costs of buying in. The motion passed unanimously. A summary of the benefits of joining PWH to Swift and the 11 other counties is as follows: *to note: the open circles are some examples of what PWH has done but are not inclusive to all they have done</p> <ul style="list-style-type: none"> • Local control and local values • Support providers in your county – The counties are part of the rate determination and service delivery coverage <ul style="list-style-type: none"> ○ PWH pays \$150/visit for family home visiting. This will allow for an increase in evidence based early intervention services and may likely decrease the county contribution. ○ PWH will credential all providers in requested by the counties. ○ PWH pays 7% above the DHS rate. This will increase reimbursement rates for our hospitals by up to 37%. ○ PWH has paid providers \$55,800,000 above Medicaid Fee-for-Services Rates and \$22,630,000 above Medicare Fee-for-Services Rates. This increase in rural areas puts providers in a stronger fiscal position which allows them to provide a more comprehensive array of services locally. • Transportation for individuals to get to their medical appointments are improved – more local control 	

- PWH pays for **no load** miles for transportation which significantly helps our local transportation providers and will encourage more drivers to provide rides.
- Improved access for Dental Care
 - PWH pays 150% above DHS rates for dental care
 - PWH provides a mobile dental clinic to their counties/communities that need access to dental services
 - PWH has invested \$2,295,358 into dental clinics to improve access to dental services which improves overall health outcomes.
- Improved access and early intervention for Mental Health
 - PWH supported mental health screenings in the clinic setting by embedding a nurse into the Alexandria Clinic to conduct care coordination services for patients identified with a high mental health risk score.
 - PWH has provided \$1,478,573 in grants for local mental health clinics to fund initiatives to increase access to services and programs (ie: funding for a telehealth suite located in Ortonville in Big Stone County Human Services Building).
- Revenues after expenses are invested back into the counties to improve local service and are reinvested in the community
 - Big Stone County received \$300,000 from PWH to offset the cost of buying into Woodland Centers which offset the need to use levy funding.
 - Hubbard County social services received \$100,000 to develop a home for severely mentally ill residents that have homeless issues due to mental health.
- Increased investment in County Agencies
 - Case management/care coordination services are done at the County level with rates agreed on by the JPB which allows for local community based coordination and continuity of revenue streams.
 - PWH has paid County Public Health and Human Services agencies \$2,611,455 in grant money to fund early intervention programs to decrease long term costs such as out of home placement.
- Transparent financials – Taxpayers know where the money is being spent
- PrimeWest Health has invested in their member counties a total of \$105,953,663 since 2007

The proposed buy-in at this time is not firm, but may flux somewhat based on the rates PWH receives for 2019. These rates will be released from DHS in early August. Another variable of the cost of buying in will be the number of counties that vote to join PWH. The SPCC Executive Board is meeting with PWH next week to negotiate buy-in time frames. The current options are paying the total in full in 2019 or paying 50% in 2019 and 50% in 2020. The SPCC Executive Board will be negotiating the possibility of a 3 and/or 4 year payment option(s).

Financials: Swift County has invested a total of \$72,657 in SPCC and has received shared savings of \$16,693.26.

CBP Participation

To join	Admin \$	Total	
\$18,900,000	\$700,000	\$19,600,000	
		\$3,000,000	SPCC Reserve
		\$16,600,000	Net to join
		\$2,988,000	% BASE
		\$13,612,000	\$ to be X Pop. %

BASE %

	Population	Pop. %	1.50%	\$ from Pop. %	TOTAL/COUNTY
Chippewa	12117	6.643%	\$249,000	\$904,183	\$1,153,183
Cottonwood	11575	6.345%	\$249,000	\$863,739	\$1,112,739
Jackson	10113	5.544%	\$249,000	\$754,643	\$1,003,643
Kandiyohi	42510	23.304%	\$249,000	\$3,172,141	\$3,421,141
Lincoln	5770	3.163%	\$249,000	\$430,563	\$679,563
Lyon	25776	14.130%	\$249,000	\$1,923,432	\$2,172,432
Murray	8418	4.615%	\$249,000	\$628,160	\$877,160
Nobles	21743	11.920%	\$249,000	\$1,622,486	\$1,871,486
Redwood	15486	8.489%	\$249,000	\$1,155,582	\$1,404,582
Rock	9601	5.263%	\$249,000	\$716,437	\$965,437
Swift	9361	5.132%	\$249,000	\$698,528	\$947,528
Yellow Medicine	9945	5.452%	\$249,000	\$742,106	\$991,106
TOTAL	182415	100.000%	\$2,988,000	\$13,612,000	\$16,600,000

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? [Click here to enter text.](#)

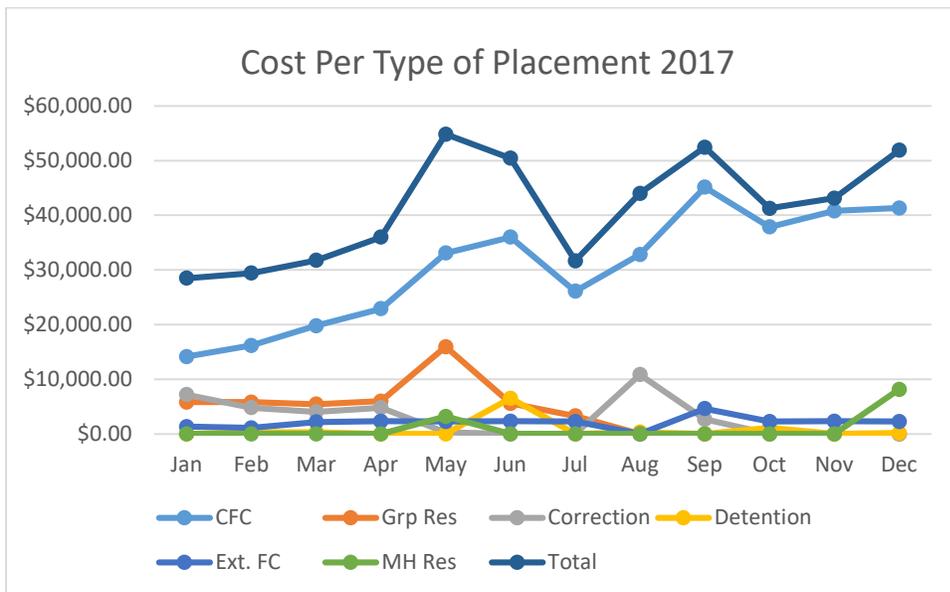
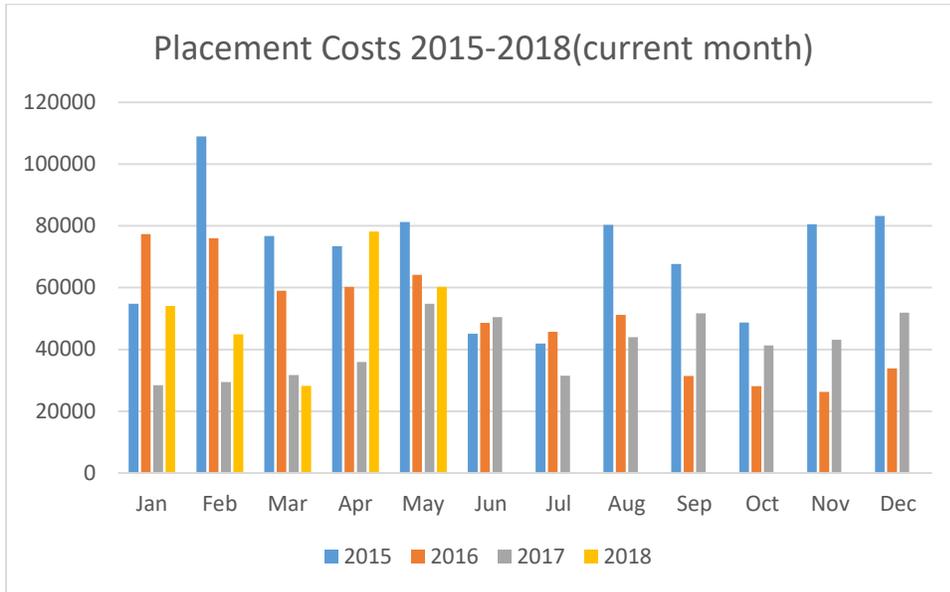
Budget Information

FUNDING: This funding will either be fully in the 2019 budget or 50% in 2019 and 50% in 2020

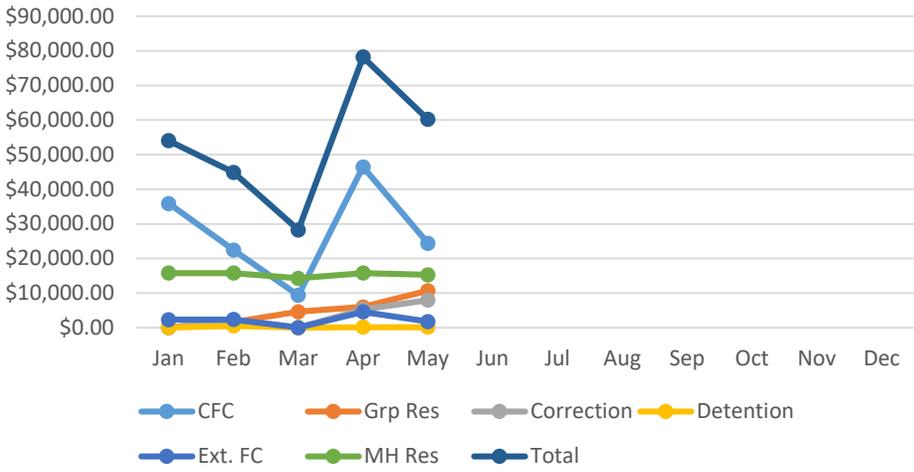
Review/Recommendation

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

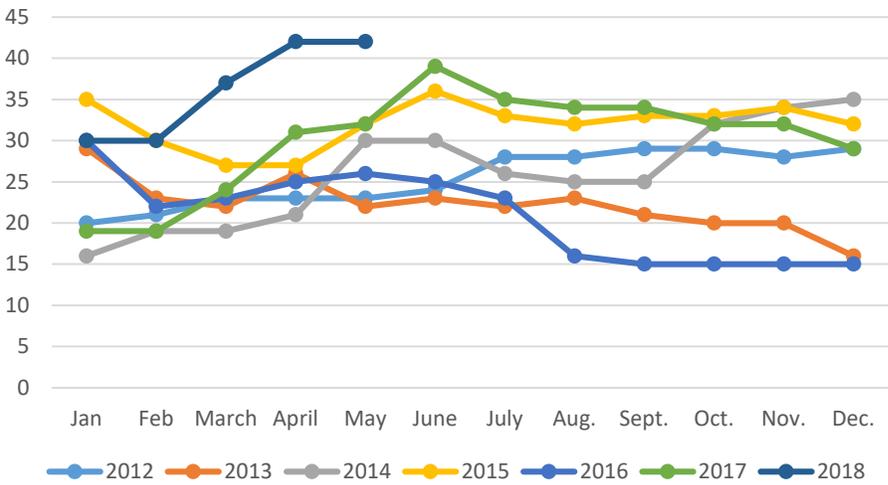
Out of Home Placement Data 1/2012-5/2018

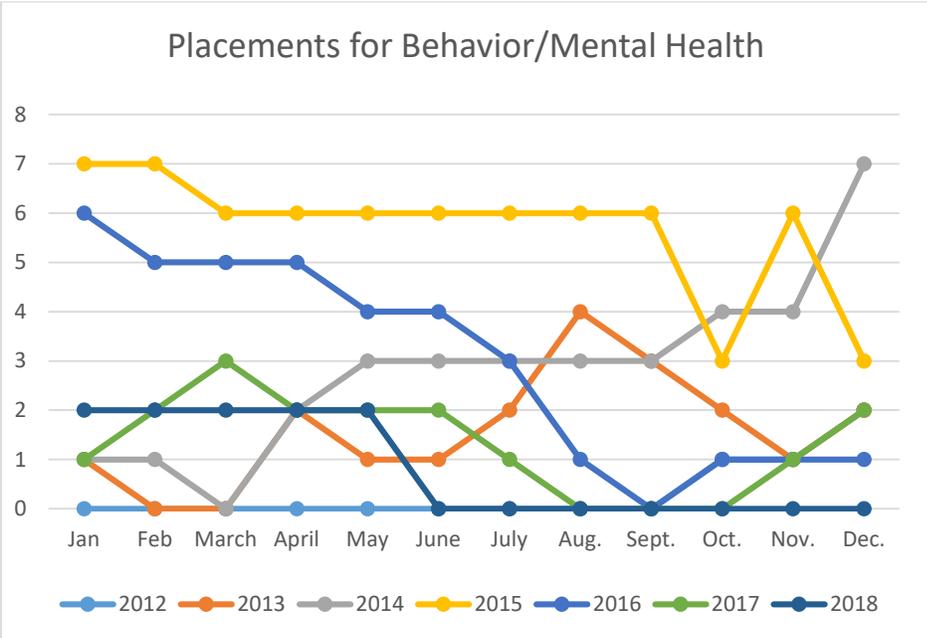
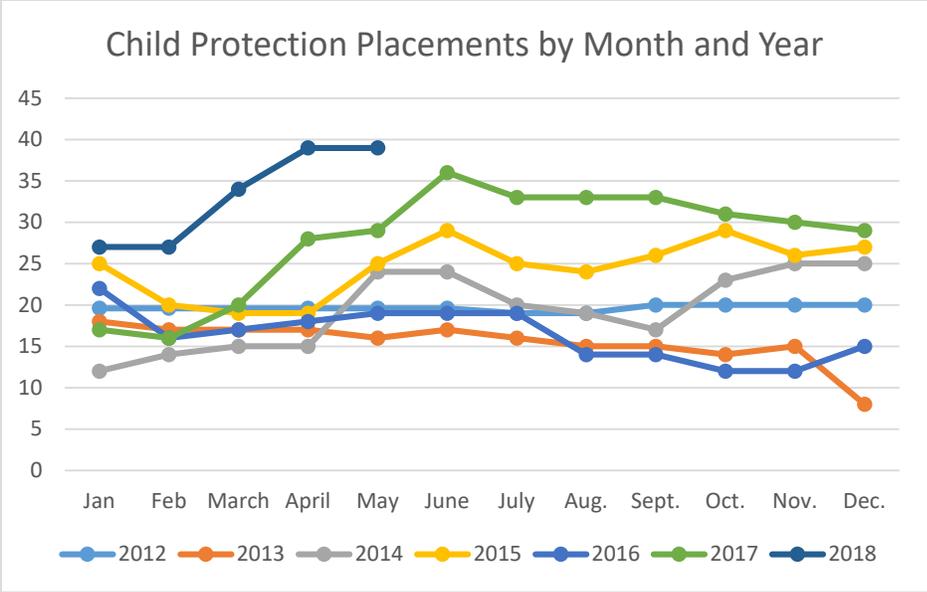


Cost Per Type of Placement 2018

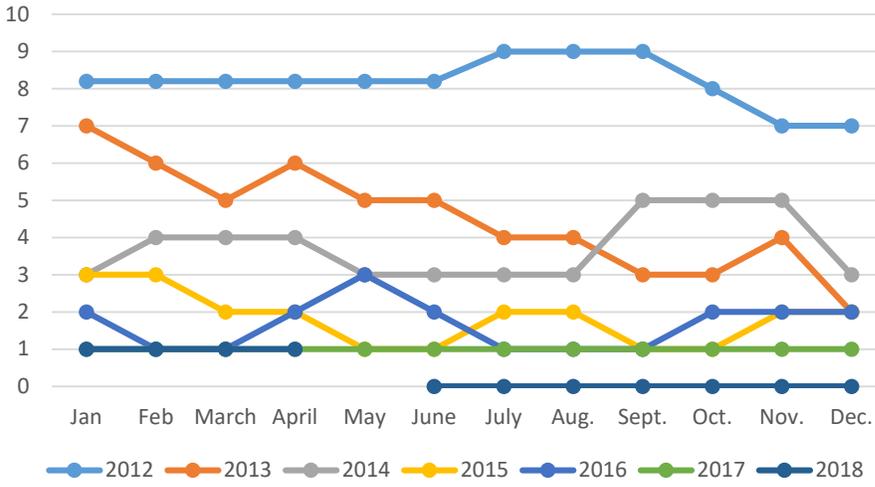


Total Placements/MO/YR



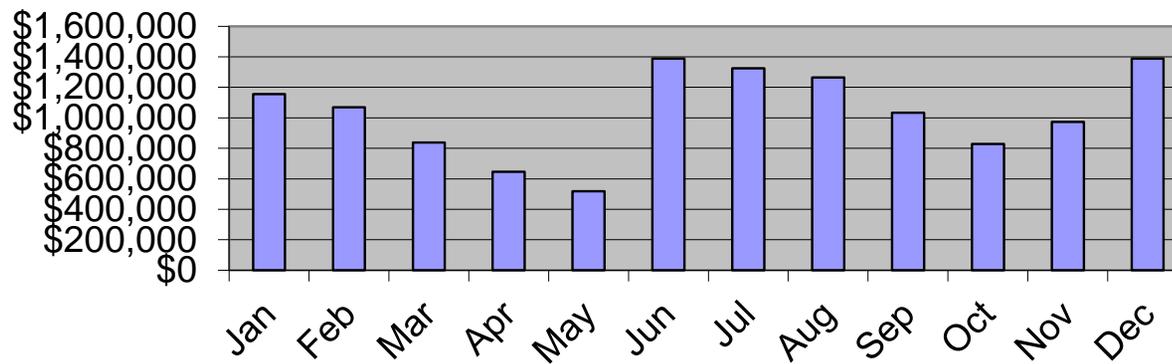


Other OOHP (Delinquency, Truancy, CD)



Swift County Human Services											
Ending Monthly Cash & Investment Balances											
2009 - 2018											
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Average
Jan	\$ 1,039,335	\$ 1,116,112	\$ 1,027,808	\$ 977,091	\$ 909,780	\$ 846,281	\$ 983,278	\$ 933,563	\$ 1,668,733	\$ 2,045,847	\$1,154,783
Feb	\$ 951,620	\$ 1,069,918	\$ 1,004,522	\$ 829,326	\$ 788,543	\$ 739,793	\$ 882,373	\$ 886,577	\$ 1,562,756	\$ 1,967,692	\$1,068,312
Mar	\$ 772,024	\$ 810,381	\$ 848,432	\$ 551,477	\$ 576,608	\$ 601,437	\$ 593,206	\$ 636,635	\$ 1,278,985	\$ 1,706,416	\$837,560
Apr	\$ 658,915	\$ 732,868	\$ 820,387	\$ 328,272	\$ 451,920	\$ 446,379	\$ 168,803	\$ 352,306	\$ 1,085,797	\$ 1,415,224	\$646,087
May	\$ 474,455	\$ 576,849	\$ 669,878	\$ 329,407	\$ 300,099	\$ 269,118	\$ 187,841	\$ 289,965	\$ 804,645	\$ 1,279,329	\$518,159
Jun	\$ 1,247,245	\$ 1,244,642	\$ 1,460,435	\$ 1,218,863	\$ 1,145,907	\$ 1,361,018	\$ 1,187,485	\$ 1,476,200	\$ 2,165,333		\$1,389,681
Jul	\$ 1,188,516	\$ 1,349,636	\$ 1,142,375	\$ 1,113,725	\$ 1,094,712	\$ 1,165,952	\$ 1,217,022	\$ 1,483,669	\$ 2,160,790		\$1,324,044
Aug	\$ 1,179,585	\$ 1,237,374	\$ 1,228,978	\$ 894,462	\$ 982,736	\$ 1,199,826	\$ 1,126,524	\$ 1,532,984	\$ 1,995,009		\$1,264,164
Sep	\$ 948,233	\$ 1,085,187	\$ 1,079,263	\$ 804,086	\$ 714,174	\$ 921,407	\$ 877,167	\$ 1,220,833	\$ 1,650,293		\$1,033,405
Oct	\$ 832,082	\$ 878,408	\$ 773,615	\$ 538,645	\$ 627,339	\$ 667,331	\$ 646,265	\$ 1,028,981	\$ 1,459,114		\$827,976
Nov	\$ 770,517	\$ 826,623	\$ 741,489	\$ 483,013	\$ 377,803	\$ 477,198	\$ 513,740	\$ 2,056,684	\$ 2,511,571		\$973,182
Dec	\$ 1,279,288	\$ 1,279,178	\$ 1,242,733	\$ 1,094,736	\$ 1,057,825	\$ 1,180,113	\$ 1,187,268	\$ 1,888,413	\$ 2,296,240		\$1,389,533
Average	\$ 945,151	\$ 1,017,265	\$ 1,003,326	\$ 763,592	\$ 752,287	\$ 822,988	\$ 797,581	\$ 1,148,901	\$ 1,719,939	\$ 1,682,902	

**Average Monthly Cash & Investment Balance
2009-2018**



Notice & Agenda

2018

Swift County Board of Assessment and Equalization

Tuesday, June 19, 2018

Starting after the adjournment of the regular Swift County Board of Commissioner Meeting and will run until at least 7:00 PM

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.

- 1. Call to Order and Roll Call**

- 1. Correction of values**

- 2. Updates**

- 3. Adjournment**

2018

COUNTY BOARD OF

APPEAL

AND

EQUALIZATION

Grand Totals

Estimated Market Values

10 Land 2,309,564,600
20 Building 497,311,600
30 ** Total EMV 2,806,876,200

Ag/Rural EMV

35 2a-House & Ga 57,315,766
40 2a-1st Acre 8,944,880
45 2a-Hse/Gar & LAC 66,260,646
50 2a-Bldgs(Excl H/G 60,144,000
55 2a-Site(Excl LAC) 16,378,000
60 2a-Tillable L 2,175,687,800
65 2a-Past/Mead Land 23,314,800
70 2a-Cons Program L 8,564,300
73 2a-Other Prod Lan 7,413,900
75 2a-Total 2a A 2,357,763,446
76 # Acr 2a HGA-LAC 6,449
78 # Acr 2a Site 377,402
80 # Acr 2a Till Lan 14,530
82 # Acr 2a Past/Mea 8,684
84 # Acr 2a Cons Pro 20,764
85 # Acr 2a Oth Prod 428,496
86 Total # 2a Acres

88 2b-Minor Ancil Bl 7,100
95 2b-Woods/Timber L 3,371,100
100 2b-Waste Land 1,835,000
105 2b-Non-Prod Other 9,106,000
110 2b-Total 2b R 14,319,200
114 # Acr 2b Woods/Ti 2,052
116 # Acr 2b Waste La 2,270
118 # Acr 2b Non-Prod 6,143
120 Total # 2b Acres 10,465

130 2c-Managed Forest
140 2d-Private Airpor
150 2e-Unimmed Com Ag
152 # Acres 2c Man Fo
160 ***Total Ag/R 2,372,082,646

Non-Ag/Non-Rural EMV

170 Resid Hstd 235,253,426
180 Resid N-Hstd 48,146,328
190 **Total Resid 283,399,754
220 Non Comm Seas Rec 3,847,800
230 Apartments 10,281,600
235 Man Home Pk 107,500
240 Commercial 91,096,300
250 Industrial 46,030,200
260 Comm Seas Rec
265 Bed & Breakfast 30,400
270 All Other Prop
280 ***Tot N-Ag M 434,793,554

Miscellaneous

PP Total Est 1,254,500
PP # Parcels 85
Aircraft Hang 590,800
PP Item 31
PP Item 32
PP Item 33
PP Item 35
PP Item 38
PP Item 39
PP Item 41 535,600
PP Item 42 98,000
PP Item 43
PP Item 44T
PP Item 44D
PP Item 45
PP Item 46
PP Item 48 30,100

GA Data-Before GA Deferral

290 2a-Site GA Land(E
291 2a-Tillable GA
292 2a-Past/Mead GA L
293 2a-Conserv Prog G
294 2a-Other Prod GA
299 Total GA Land-Bef

GA Acreage

300 # Acr 2a-Site GA
301 # Acr 2a-Tillable
302 # Acr 2a-Past/Mea
303 # Acr 2a-Conserv
304 # Acr 2a-Other Pr
309 # Acr Total GA La

GA Data-After GA Deferral

310 2a-Site GA Land(E
311 2a-Tillable GA
312 2a-Past/Mead GA L
313 2a-Conserv Prog G
314 2a-Other Prod GA
319 Total GA Land - A

Rural Preserves Before Defrl

320 2b-Wood/Timb RP L
322 2b-Waste RP Land
324 Total RP Land B4

Rural Preserves Acreage

325 # Acr 2b-Wood/Tim
327 # Acr 2b-Waste RP
329 # Acr Total RP La

Rural Preserves After Defrl

330 2b-Wood/Timb RP L
332 2b-Waste RP Land
334 Total RP Land Aft

Miscellaneous

NC Public Util
MA/PA Resort #1
MA/PA Resort #2
Public Utility 97,400
Railroads 16,993,200
Deed Land/Acre 5,162
Farm Build/Acre 139
Tillable/Acre 5,765
Farm Hstd H&G 57,315,766
Avg Farm 1 AC 13,276

Special Program Data

335 2a-Ag Pres (Metro
340 2b-Ag Pres (Metro
345 Aggre Res Before
350 Aggre Res After D
360 Open Sp Def Com
370 Open Sp Def Com S
372 # 2a A Ag Pre Met
374 # 2b A Ag Pre Met
376 # Acres under Agg

Ag Homestead Data

377 Class 2a Ag H 1,500,330,779
378 Class 2b Ag Hstd 6,150,883
379 ***Total Ag H 1,506,481,662

Non-Ag/Non-Rural Land & Bldg

380 Non-Comm SRR Land 2,478,600
390 Non-Comm SRR Bldg 1,369,200
400 Residential Land 41,591,220
410 Residential B 241,808,534
415 Apartment Land 638,000
418 Apartment Bldg 9,643,600
420 Commercial Land 7,464,200
430 Commercial Bldg 83,632,100
440 Industrial Land 2,665,500
450 Industrial Bldg 43,364,700
452 Comm SRR Land
453 Comm SRR Bldg
455 Bed & Brkfst Land 3,800
456 Bed & Brkfst Bldg 26,600
458 Other Land 107,500
459 Other Bldg

New Improvements

460 Total New Improve 3,802,100
470 2a Ag 1,642,600
475 2b Minor Ancillar
500 Resid Hstd 440,100
510 Resid N-Hstd 665,800
515 Non-Comm SRR
520 Apartments 63,900
548 Man Home Pk Land
550 Commercial 975,000
560 Industrial 14,700
570 Comm Seas Rec
575 Bed & Breakfast

Miscellaneous

Avg Hstd H&G 93,653
Avg Farm H&G 93,653
Avg Outbldgs/Deed 524
of Outbldg Sets 1,080
Ag Hstds 662
Non-Ag Hstds 2,515
Ag Hstd H&G 612
Ag Non-Hs H&G
Ag H&G 612
Real Asmsts 9,422
Tot Taxable Mkt 2,821,783,200
Tot Taxable Land 2,326,823,200
Tot Taxable Bld 494,960,000

Plat Law Excl Values

580 Total Plat Excl
590 2a Ag
600 2b Rural Vacant
610 2c Managed Forest
630 Resid Hstd
640 Resid N-Hstd
645 Non-Comm SRR
650 Apartment
655 Man Home Pk Land
660 Commercial
670 Industrial
680 Comm Seas Rec
690 Bed & Breakfast
691 2a-Site(Excl HGA)
692 2a-Tillable GA La
693 2a-Past/Mead GA L
694 2a-Conserv Prog G
695 2a-Other Prod GA
699 2a-Ag GA Land

Plat 1st Year Increase

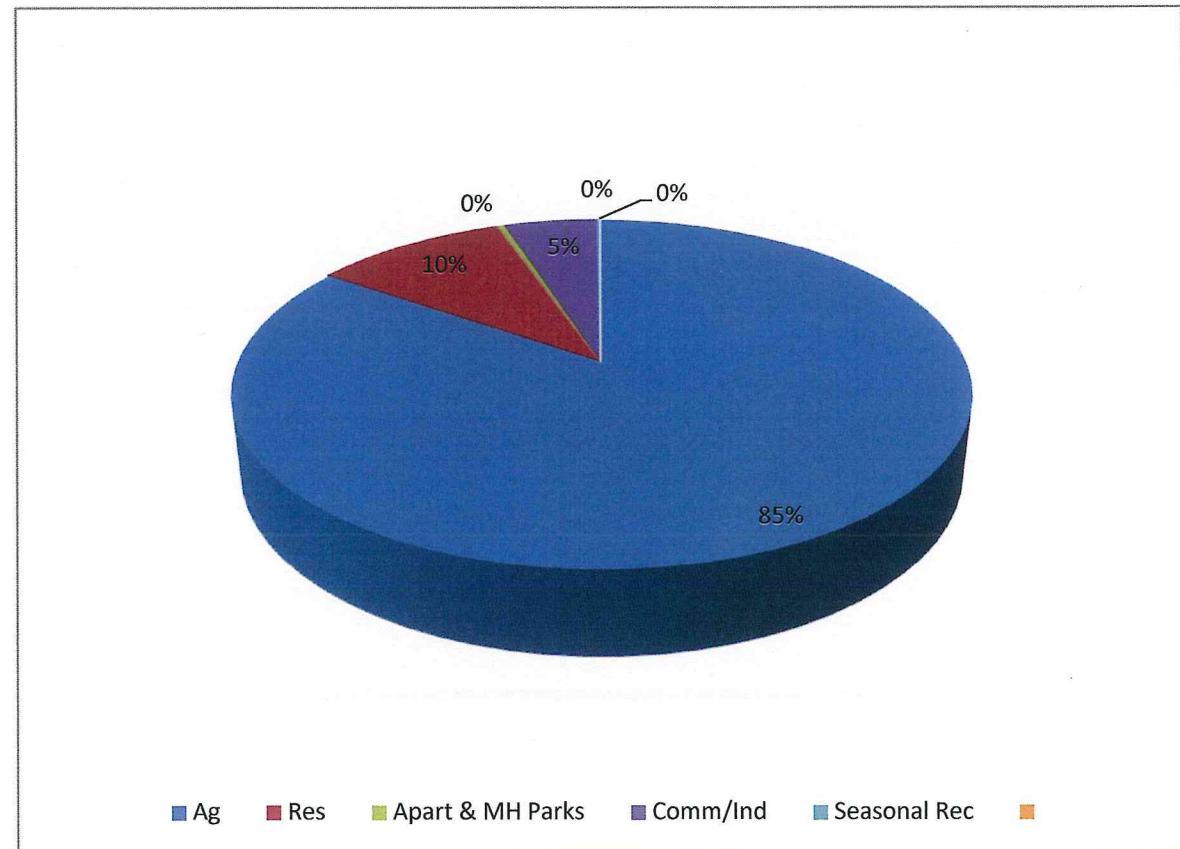
700 2a Ag
710 2b Rural Vacant
720 2c Managed Forest
740 Resid Hstd
750 Resid N-Hstd
755 Non-Comm SRR
760 Apartment
765 Man Home Pk Land
770 Commercial
780 Industrial
790 Comm Seas Rec
795 Bed & Breakfast

2018 SPRING MINI COUNTY VALUES

Ag	2,372,082,646	84.50%
Res	283,399,754	10.10%
Apart & MH P	10,419,500	0.37%
Comm/Ind	137,126,500	4.89%
Seasonal Rec	3,847,800	0.14%
Total	2,806,876,200	100.00%

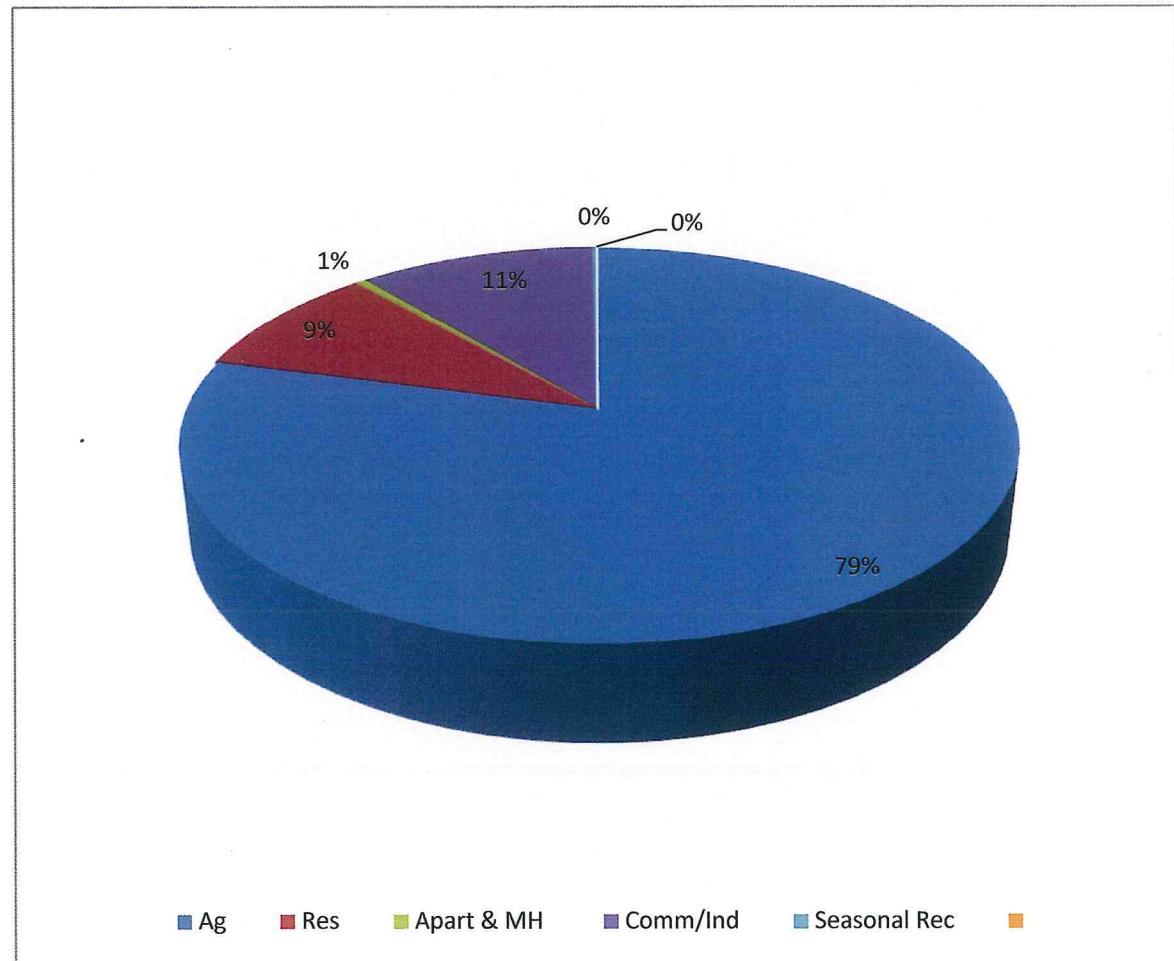
DOES NOT INCLUDE:

- Railroad**
- Utilities**
- Other State Assessed**
- Exempt**



2018 SPRING MINI COUNTY TAX CAPACITY

Ag	18,993,815	79.13%
Res	2,241,389	9.34%
Apart & MH	113,508	0.47%
Comm/Ind	2,616,755	10.90%
Seasonal Rec	38,478	0.16%
Total	24,003,945	100.00%



2018 Land Values - Swift County

Stevens	Ave Till	Ave Deed	Synnes																								Horton					Moore					Hoff					Langhei					Rolling Forks					Gilchrist					Ave Deed	Ave Till	Lake Johanna
Ave Till	-	-	5,324	5,557	5,712	5,572	5,678	5,691	6,231	6,134	5,055	6,136	6,669	6,608	6,803	6,830	6,814	6,733	5,898	5,953	4,730	4,700	4,671	4,869	4,662	4,682	5,295	5,290	4,701	5,378	4,856	4,687	4,409	4,384	4,202	4,093	4,443	4,400	3,696	3,897	4,162	3,797	3,718	3,742	-	-													
Ave Deed	-	-	4,561	4,635	5,125	4,874	5,358	4,181	5,305	4,595	4,783	5,419	6,226	6,211	6,266	6,593	6,519	6,511	5,445	5,776	4,729	4,608	4,308	4,457	4,457	4,563	5,087	4,590	4,142	5,118	3,787	3,996	3,669	4,019	3,416	3,001	3,647	3,381	3,053	3,209	3,187	2,570	3,189	2,609	-	-													
Artichoke	5,324	4,561	Hegbert					Fairfield					Tara					Clontarf					Benson					Camp Lake					Kerkhoven					2,609	3,742																				
	5,387	4,937	1) 5,589					1) 6,108					1) 6,629					1) 4,360					1) 4,931					1) 4,256					1) 4,272					3,174	3,833																				
	5,618	5,344	2) 5,084					2) 5,437					2) 6,343					2) 4,075					2) 4,206					2) 3,555					2) 3,656					4,113	4,889	Norway Lake																			
	5,677	5,134	3) 82,409					3) 95,210					3) 90, 773					3) 83,467					3) 128,863					3) 89,110					3) 77,478					4,290	4,980																				
	5,466	4,872	4) 40					4) 55					4) 37					4) 34					4) 105					4) 76					4) 92					4,709	5,075																				
	5,577	5,368	5) 104,400,000					5) 128,807,900					5) 146,718,700					5) 97,597,100					5) 97,927,000					5) 72,755,900					5) 81,348,600					3,337	4,815																				
Akron	4,813	4,256	Shible					Moyer					Marysland					Six Mile Grove					Torning					Kildare					Hayes					4,669	5,442																				
	5,052	4,717	1) 4,825					1) 5,342					1) 5,980					1) 5,185					1) 6,378					1) 6,413					1) 5,555					4,629	5,588																				
	4,622	4,089	2) 4,341					2) 4,773					2) 5,714					2) 4,719					2) 6,047					2) 5,870					2) 5,224					4,940	5,535	Arclander																			
	5,052	4,815	3) 76,544					3) 67,448					3) 78,337					3) 92,071					3) 124,571					3) 91,029					3) 92,567					5,288	5,843																				
	5,427	5,209	4) 45					4) 36					4) 34					4) 60					4) 139					4) 51					4) 78					5,393	5,822																				
	5,037	4,641	5) 96,500,800					5) 109,927,700					5) 132,409,900					5) 103,618,400					5) 157,992,400					5) 134,571,900					5) 118,058,000					4,543	5,368																				
Lower Akron	4,085	4,031	Appleton					Edison					West Bank					Swenoda					Cashel					Dublin					Pillsbury					6,548	7,050																				
	4,114	2,293	1) 4,146					1) 4,643					1) 5,307					1) 6,447					1) 6,758					1) 7,788					1) 7,294					6,424	7,194																				
	3,467	2,493	2) 3,606					2) 4,081					2) 4, 843					2) 5,854					2) 6,371					2) 7,437					2) 6,807					6,812	7,363	Mamre																			
	3,467	3,140	3) 119,985					3) 89,457					3) 87,340					3) 80,514					3) 103,428					3) 108,741					3) 96,968					5,768	7,224																				
	-	-	4) 82					4) 49					4) 57					4) 46					4) 50					4) 53					4) 86					6,945	7,449																				
	-	-	5) 64,778,600					5) 94,267,500					5) 117,503,900					5) 138,308,100					5) 152,053,900					5) 183,738,900					5) 162,696,900					7,267	7,791																				
Ave Deed	-	-	-	-	-	3,181	4,656	4,485	4,006	4,096	3,949	4,589	4,024	4,251	5,018	5,296	4,603	5,393	4,632	4,942	5,776	5,707	6,063	6,250	6,218	6,141	6,573	6,599	6,541	6,317	6,462	6,306	7,270	7,575	7,660	7,649	7,612	7,551	7,464	6,548	7,075	7,359	7,491	7,267	-	-													
Ave Till	-	-	-	-	-	4,223	4,823	4,675	4,704	4,956	4,287	4,778	4,508	4,660	5,677	5,782	5,578	5,857	6,107	5,997	6,513	6,511	6,466	6,457	6,599	6,513	6,741	6,834	6,755	6,748	6,762	6,710	7,707	7,823	7,782	7,791	7,833	7,802	7,845	7,561	7,735	7,679	7,729	7,791	-	-													
Lake Shore	Hantho					Kragero					Big Bend					Mandt					Grace					Louriston					Woods							St. Johns																					

Township Data:
 1) Tillable Acres Average
 2) Deeded Acres Average
 3) Average Value (House & Garage - 1 Acre Value) Farm
 4) Number of Building Sites
 5) EMV (land & buildings)

County Average:
 Deeded - 5,214.90
 Tillable - 5,748.53
 Meadow/Pasture - 1,600
 Waste - 800
 Woods - 1,600

*** LINE ITEM SALES REPORT ***
 AG BARE LAND 2018

SWIFT CTY SALES RATIO
 DATE 3/23/18
 TIME 11:47

TIME ADJ SALE INFORMATION..NO.
 RECALC YR(BLANK= CURRENT RATIO)..
 SORTED BY..... TOWNSHIP #
 LIST BY RANGE----- TOWNSHIP # 1 TO 29
 SELECTION- STATE REJECT CODE 00
 SELECTION- STATE PROP TYPE 32 34 35 48
 RANGE----- SALE DATE 10012016 TO 9302017

ECRV #	CRV #	STATE PROP TYPE	STATE REJ CODE	USE 1031 CODE EXCH	SALE DATE	DEEDED ACRES	PARCEL #	SELLER	BUYER	PURCHASE PRICE	PER-PROP AMOUNT	SELLER POINTS	ADJ PRICE	CURR YR MKT VALUE	RATIO
728874	004779	32	00	N	9/20/2017	136.53	01-0150-000	THOMAS/KONI LOU	ROLFSMEIER/RANDAL	200,000	0	0		195,600	97.80 *MED
595402	004588	32	00	N	10/13/2016	145.27	02-0098-000	LANG FARM	SWIFT COUNTY 153 P	513,839	0	0		596,600	116.11
598672	004593	32	00	N	12/02/2016	427.02	05-0165-000	LANG FARM LIMITED	WARDIN/J ROBERT	2,238,967	0	0		1,753,900	78.34
656021	004701	32	00	N	5/15/2017	40.00	09-0100-000	CARLSON/DAVID	VAN HEUVELN/KEITH	260,000	0	0		199,500	76.73
679305	004723	32	00	N	6/27/2017	76.76	09-0071-100	ROOD/L	RUKA/NATHAN & MELI	378,350	0	0		363,400	96.05 *MED
640772	004671	32	00	N	3/29/2017	151.55	11-0157-000	WEFLEN/DENNIS	8K'S LLLP	795,940	0	0		697,500	87.63
609937	004619	32	00	Y	1/03/2017	100.00	12-0103-000	DUTCH FARMS LLC	HENSLIN/ALLEN/ETAL	620,000	0	0		650,300	104.89
621846	004641	32	00	N	2/03/2017	79.00	13-0044-000	HUNTER/CHARLENE	ASCHEMAN/PATRICK &	270,000	0	0		303,500	112.41
621876	004642	32	00	N	2/03/2017	76.75	13-0064-000	HUNTER/CHARLENE	MCGEARY/JOSEPH & L	362,500	0	0		425,000	117.24
580152	004561	32	00	N	10/17/2016	160.00	14-0168-000	LANG/HOWARD	WILLOW RUN FARMS L	589,281	0	0		603,000	102.33
580177	004562	32	00	N	10/13/2016	160.00	14-0168-100	LANG/HOWARD	SCHAEFER/DANIEL/ET	882,915	0	0		735,900	83.35
637553	004666	32	00	N	4/03/2017	130.00	18-0157-100	ELIASON/BETTY	SANDVEN/RICHARD	843,000	0	0		775,400	91.98
GRAND TOTALS:-									REC LISTED --	12	7,954,792	0	0	7,299,600	
						1,682.88									

*** LINE ITEM SALES REPORT ***
 AG BARE LAND FOR 2019

SWIFT CTY SALES RATIO
 DATE 6/12/18
 TIME 9:48

TIME ADJ SALE INFORMATION..NO
 RECALC YR(BLANK= CURRENT RATIO)..
 SORTED BY..... TOWNSHIP #
 LIST BY RANGE----- TOWNSHIP # 1 TO 29
 SELECTION- STATE REJECT CODE 00
 SELECTION- STATE PROP TYPE 32 34 48 35
 RANGE----- SALE DATE 10012017 TO 6112018

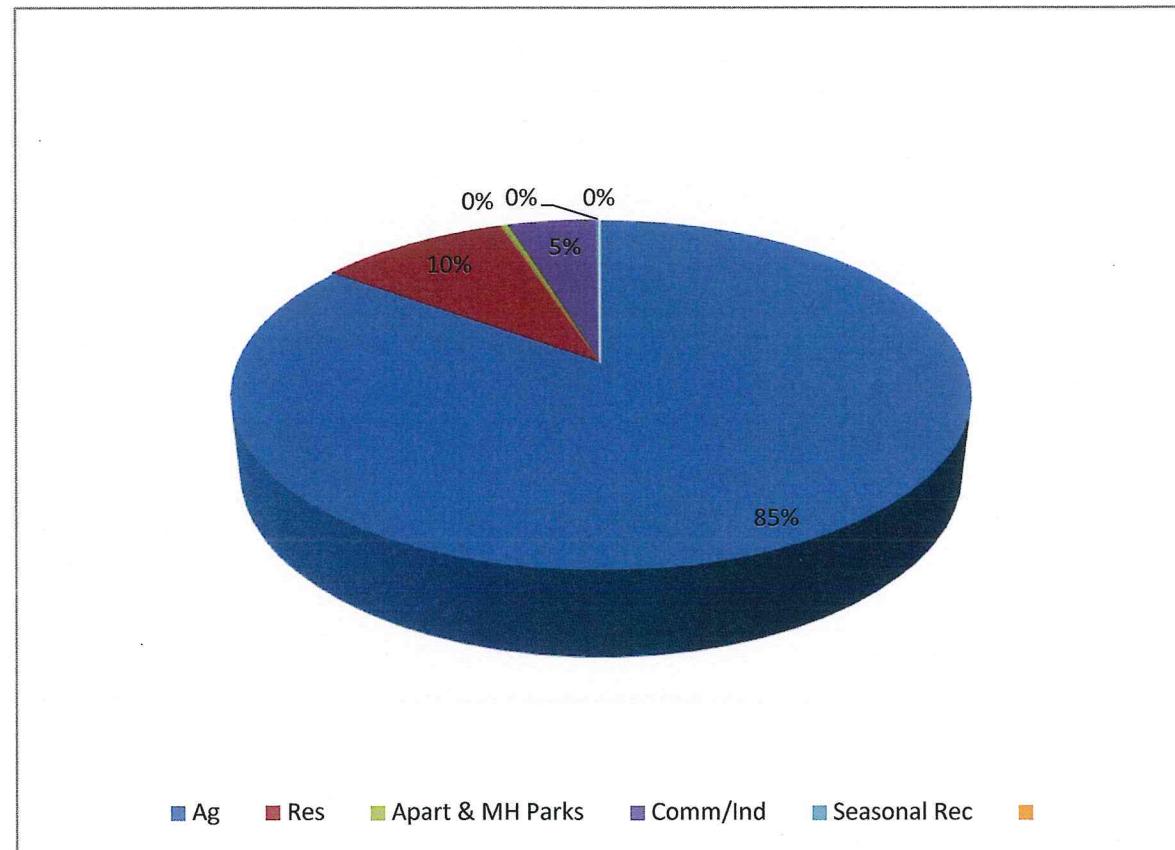
ECRV #	CRV #	STATE PROP TYPE	STATE REJ CODE	USE 1031 CODE EXCH	SALE DATE	DEEDED ACRES	PARCEL #	SELLER	BUYER	PURCHASE PRICE	PER PROP AMOUNT	SELLER POINTS	ADJ PRICE	CURR YR MKT VALUE	RATIO
742698	004804	32	00	N	11/01/2017	146.89	01-0200-000	KLEVEN/DEBORAH	HAUGEN/MATTHEW & E	610,000	0	0		665,500	109.10
767126	004864	32	00	N	11/10/2017	140.73	01-0181-000	KOSCHMEDER/RACHEL	BONK/SHAWN & KERRY	868,000	0	0		629,400	72.51
767133	004865	32	00	N	11/10/2017	160.00	07-0045-000	KOSCHMEDER/RACHEL	BONK/BRADLEY & LIS	500,000	0	0		533,100	106.62
765162	004873	32	00	N	12/26/2017	135.76	08-0011-000	KOEHL/GUY	SPRING VALLEY FARM	1,040,000	0	0		888,800	85.46
776946	004891	32	00	N	2/16/2018	77.10	09-0094-000	CARLSON/DAVID	LANGE/RICHARD A &	525,000	0	0		404,000	76.95
783967	004910	32	00	N	3/13/2018	153.16	10-0006-000	BRUSTUEN FAMILY	KOEHL/KEITH & COLE	579,000	0	0		708,600	122.38
739603	004800	34	00	N	10/19/2017	40.00	14-0170-100	LARSON GRAVEL	BIRKHOLZ/ARLYN & N	84,354	0	0		30,400	36.04
755105	004828	32	00	Y	12/01/2017	144.50	14-0142-000	SCHLIEMAN/JAMES	ASCHEMAN/PATRICK &	865,000	0	0		724,200	83.72
796174	004931	32	00	N	4/16/2018	111.06	15-0114-000	CAIN/WILLIAM	MSY FAMILY LLC	739,400	0	0		774,200	104.71
789251	004918	32	00	N	3/02/2018	81.00	18-0112-000	FRAGODT/RANDALL	KOBBERMANN/MICHAEL	311,688	0	0		421,800	135.33
764298	004854	32	00	N	12/28/2017	80.00	19-0091-000	HOFFMAN/ALDEAN	POUR K FARM PARTNE	600,000	0	0		534,300	89.05 *MED
764315	004855	32	00	N	12/28/2017	40.00	19-0091-100	HOFFMAN/ALDEAN	KOEHL/RANDALL & SH	300,000	0	0		257,000	85.67
764326	004856	32	00	N	12/28/2017	40.00	19-0091-200	HOFFMAN/ALDEAN	KOEHL/ALISSA R	300,000	0	0		263,700	87.90 *MED
775787	004888	32	00	N	2/01/2018	152.22	19-0037-000	HAGERUD/MILDRED	BEYER/JOHN & HEIDI	1,043,793	0	0		967,700	92.71
									REC LISTED --	14					
GRAND TOTALS:						1,502.42				8,366,235	0	0		7,802,700	

2017 SPRING MINI COUNTY VALUES

Ag	2,371,204,996	84.88%
Res	279,161,404	9.99%
Apart & MH F	10,224,200	0.37%
Comm/Ind	128,914,100	4.61%
Seasonal Rec	4,228,400	0.15%
Total	2,793,733,100	100.00%

DOES NOT INCLUDE:

- Railroad**
- Utilities**
- Other State Assessed**
- Exempt**



2017 SPRING MINI COUNTY TAX CAPACITY

Ag	18,898,369	79.74%
Res	2,210,811	9.33%
Apart & MH	111,351	0.47%
Comm/Ind	2,437,272	10.28%
Seasonal Rec	42,284	0.18%
Total	23,700,087	100.00%

