

Notice & Agenda

Swift County Board of Commissioners

Tuesday, March 7, 2017

9:00 AM

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

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the February 21, 2017 Meeting
	3-5	(2) Consider approving the purchase of an R10 GPS Receiver for the Highway Department
	6-13	(3) Consider approving a Quit Claim Deed for the transfer of part of Lots 18, 19 and 20, Block 34, Town of Benson
	14-19	(4) Consider approving a contract with Sunde Land Surveying for surveying of the Courthouse and Countryside Public Health
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:31 a.m.		Veterans Service Officer Oath
9:35 a.m.		Vicki Syverson, HRA Director
	20	Consider whether to stay in Courthouse during renovation or vacate
9:45 a.m.		Joel Dunning, Wold Architects and Engineers
	None	Update on building plan
		Other Business
	None	Wheelage Tax discussion
10:15 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

February 21, 2017

Chairman Rudningen called the meeting to order at 11:02 AM with all present. Also in attendance were County Auditor Kim Saterbak, Amanda Ness, and Brad Rode.

Chairman Rudningen requested changing the Highway Department's pup trailer request from two trailers to one trailer and the addition of a discussion regarding Kelsey Baker's start date to Other Business and asked if there were any other changes to the agenda. There were none.

02-21-17-01 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the agenda with the noted changes. Motion carried unanimously.

02-21-17-02 Commissioner Fox moved and Commissioner P. Peterson seconded to approve the Consent Agenda which consisted of: (1) Minutes from the February 7, 2017 Meeting. Motion carried unanimously.

02-21-17-03 Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$52,622.97; Solid Waste: \$32,642.82; Road and Bridge: \$440,952.13; County Ditches: \$2,477.52; and County Health Insurance: \$300.00 which includes the following bills over \$2,000: Dooley Petroleum, Inc., \$4,517.10; Fransen HR Consulting, \$2,525.00; Goff Public, \$10,000.00; Johnson Feed Inc., \$2,304.21; Kandiyohi County Sheriff's Department, \$4,640.62; Northside Automotive Supply, \$2,420.28; OK Tire Store-Motley, \$3,529.36; Pflipsen Trucking LLC, \$21,258.74; Royal Tire Inc., \$2,661.86; Safe Avenues, \$3,250.00; Sand Creek Group, LTD, \$2,449.35; Appleton Township Treasurer, \$19,876.74; Benson Township Treasurer, \$27,462.55; Camp Lake Township Treasurer, \$16,432.15; Cashel Township Treasurer, \$16,984.45; Clontarf Township Treasurer, \$10,213.48; Dublin Township Treasurer, \$23,526.45; Edison Township Treasurer, \$17,375.46; Fairfield Township Treasurer, \$21,504.40; Hayes Township Treasurer, \$24,340.93; Hegbert Township Treasurer, \$15,183.42; Kerkhoven Township Treasurer, \$24,211.16; Kildare Township Treasurer, \$15,855.21; Pillsbury Township Treasurer, \$26,155.55; Shible Township Treasurer, \$15,331.32; Six Mile Grove Township Treasurer, \$14,231.33; Swenoda Township Treasurer, \$17,178.62; Tara Township Treasurer, \$17,970.65; Torning Township Treasurer, \$35,657.38; West Bank Township Treasurer, \$21,938.60; Waste Management of Northern Minnesota, \$9,535.26; Waters & Company, \$2,050.00; Yellow Medicine County Jail, \$5,700.66; and Ziegler Inc., \$3,295.39. Motion carried unanimously.

02-21-17-04 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to close the public hearing on CD #52. Motion carried unanimously.

02-21-17-05 Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the final orders of repair on CD #52 as presented. Motion carried unanimously.

County Auditor Kim Saterbak requested the board's guidance on repairs to the Prairie Five building. After a discussion, the board directed staff to follow up with Prairie Five staff.

County Engineer Andy Sander requested approval to purchase a pup trailer from Tow Master including tires and rims from Royal Tires for a total of \$33,626.

02-21-17-06 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the purchase of a pup trailer off the State contract. Motion carried unanimously.

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

Board and Committee Reports were given as follows: Commissioner Fox reported on Woodland Centers, Pomme de Terre Watershed, Well-Being Committee, Restorative Practices, and Private Industry Council. Commissioner Edward Pederson reported on the Soil & Water Conservation District and RDA. Chairman Pete Peterson reported on SCEMO and Countryside Public Health. Commissioner Hendrickx reported on Woodland Centers and AMC Legislative Conference. Commissioner Rudningen reported on Well-Being Committee, Prairie Lakes Youth, and Glacial Ridge Scenic Byway.

Commissioner Rudningen informed the board that Kelsey Baker would be starting on March 21st rather than the 27th.

02-21-17-07 Commissioner P. Peterson moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 11:50 AM.

WITNESSED:

Eric Rudningen, Chair

ATTEST:

Amanda Ness, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
March 7, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Permission to purchase R10 GPS Receiver	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The Highway Department has budgeted to replace their GPS Receiver this year.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING: Local	The Receiver was Budgeted for 25,000
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Review/Recommendation

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

GPS Receiver

FRONTIER PRECISION :

Trimble R10 Receiver	\$20,875
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Budget: \$25,000



Quote

Quote # 11380
Date 2/2/2017

Frontier Precision, Inc.
2852 North 7th Street
St Cloud, MN 56303
320.654.6511

Bill To:
SWIFT COUNTY - HWY
PO BOX 241
BENSON, MN 56215-0241

Ship To:
SWIFT COUNTY - HWY
1635 HOBAN AVE
BENSON MN 56215

Expires	Sales Rep	Location	Contact Name	Phone #	Email
3/19/2017	7 SCHNEIDER, WESTON	07 - St Cloud	Chad Razink	320-808-7336	chad.razink@co.swift.mn.us

Item Number	Description	Tax %	Qty	Price	Ext. Price
R10-001-60	Trimble R10, internal 410-470 MHz radio	0.0%	1	22,950.00	22,950.00
TRM-Trade-in-Survey	Trimble Trade-in Promotion - Survey - R8 GNSS Model 2 Receiver	0.0%	1	(2,700.00)	(2,700.00)
FPI-TRAINING-SURVEY	Training Fee - Installation	0.0%	1	625.00	625.00

Quote pricing reflects Minnesota State Contract 87135 – Release S934-(5)	Total	\$20,875.00
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<i>Approved By:</i>	<i>Signature:</i>
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DRAFT

QUIT CLAIM DEED
Political Subdivision to Political Subdivision

DEED TAX DUE: \$ 1.65
Date: February 14, 2017

FOR VALUABLE CONSIDERATION, Swift County, a political subdivision of the State of Minnesota, Grantor, hereby convey (s) and quitclaim (s) to Swift County Housing and Redevelopment Authority, Grantee, real property in Swift County, Minnesota, described as follows:

That part of Lots 18, 19 and 20, Block 34, TOWN OF BENSON, according to the recorded plat thereof, described as follows:

Beginning at the northwesterly most corner of said Lot 20;

thence South 67 degrees 49 minutes 21 seconds East, assumed bearing along the northerly line of said Lot 20, a distance of 95.08 feet;

thence South 22 degrees 03 minutes 07 seconds West 75.07 feet to the southerly line of said Lot 18:

thence North 67 degrees 50 minutes 13 seconds West, along said southerly line of Lot 18, a distance of 95.15 feet to the westerly most corner of said Lot 18:

thence North 22 degrees 06 minutes 24 seconds East, along the westerly line of said Lots 18, 19 and 20, a distance of 75.10 feet to the point of beginning.

The tract contains 0.16 acres more or less.

together with all hereditaments and appurtenances belonging thereto.

Sellers hereby certify that to their knowledge no wells exist on the described real property.

Total consideration for the transfer of said real property is \$500.00 or less.

Eric Rudningen

Amanda Ness

STATE OF MINNESOTA)
)ss
COUNTY OF SWIFT)

The foregoing instrument was acknowledged before me this day of March, 2017, by Eric Rudningen, Chairman of the Swift County Board of Commissioners, Grantor.

Signature of Person Taking Acknowledgment

STATE OF MINNESOTA)
)ss
COUNTY OF SWIFT)

The foregoing instrument was acknowledged before me this day of March, 2017, by Amanda Ness, Clerk of the Swift County Board of Commissioners, Grantor.

Signature of Person Taking Acknowledgment

This instrument was drafted by:

Danielle H. Olson
Swift County Attorney
211 11th Street N.
Benson MN 56215
320-843-2134

Tax Statements for the real property described in this instrument should be sent to:

Swift County HRA
301 14th Street N
P.O. Box 207
Benson MN 56215

Parcel "A"

That part of Lots 18, 19 and 20, Block 34, TOWN OF BENSON, according to the recorded plat thereof, described as follows:

Beginning at the northwesterly most corner of said Lot 20;

thence South 67 degrees 49 minutes 21 seconds East, assumed bearing along the northerly line of said Lot 20, a distance of 95.08 feet;

thence South 22 degrees 03 minutes 07 seconds West 75.07 feet to the southerly line of said Lot 18;

thence North 67 degrees 50 minutes 13 seconds West, along said southerly line of Lot 18, a distance of 95.15 feet to the westerly most corner of said Lot 18;

thence North 22 degrees 06 minutes 24 seconds East, along the westerly line of said Lots 18, 19 and 20, a distance of 75.10 feet to the point of beginning.

The tract contains 0.16 acres more or less.

Parcel "B"

That part of Lots 18, 19 and 20, Block 34, TOWN OF BENSON, according to the recorded plat thereof, described as follows:

Commencing at the northwesterly most corner of said Lot 20;

thence South 67 degrees 49 minutes 21 seconds East, assumed bearing along the northerly line of said Lot 20, a distance of 95.08 feet to the point of beginning of the land to be described;

thence South 22 degrees 03 minutes 07 seconds West 75.07 feet to the southerly line of said Lot 18;

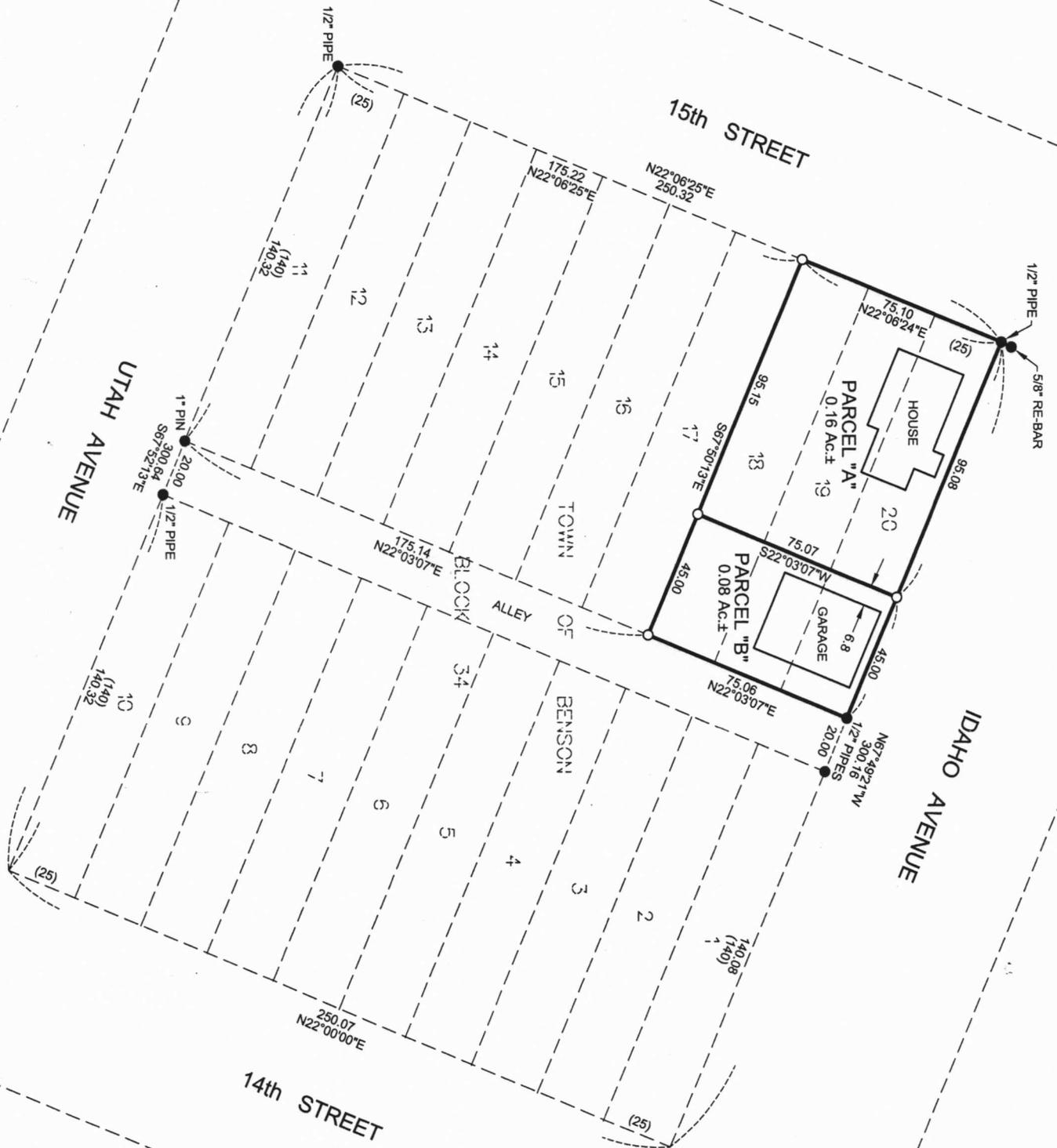
thence South 67 degrees 50 minutes 13 seconds East, along said southerly line of Lot 18, a distance of 45.00 feet to the southeasterly most corner of said Lot 18;

thence North 22 degrees 03 minutes 07 seconds East, along the easterly line of said Lots 18, 19 and 20, a distance of 75.06 feet to the northeasterly most corner of said Lot 20;

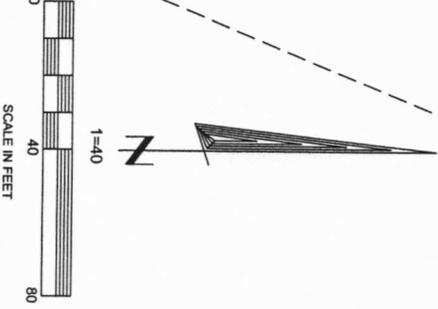
thence North 67 degrees 49 minutes 21 seconds West, along aforesaid northerly line of Lot 20, a distance of 45.00 feet to the point of beginning.

The tract contains 0.08 acres more or less.

CERTIFICATE OF SURVEY



- INPLACE IRON MONUMENT
- 1/2" IRON REBAR WITH PLASTIC CAP STAMPED "RLS 42620" & "RLS 45335" & "RLS 51816"
- () RECORD DATA



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Eric G. Nyberg
 Eric G. Nyberg
 Date December 20th, 2016 License No. 45335

SEC. 5 T 121 N R 39 W

DATE: 12-20-2016 • DRAWN BY: EGN • CHECKED: BMN • JOB NO. 9258

REQUESTED BY: **SWIFT COUNTY**

Nyberg SURVEYING 509 22ND AVE. EAST, SUITE 101
 ALEXANDRIA, MINNESOTA 56308
 PH. (320) 762-4111 * FAX (320) 762-4112
 www.nybergsurveying.com

287.22 EXEMPTIONS.

The tax imposed by section 287.21 does not apply to:

(1) an executory contract for the sale of real property under which the purchaser is entitled to or does take possession of the real property, or any assignment or cancellation of the contract;

(2) a mortgage or an amendment, assignment, extension, partial release, or satisfaction of a mortgage;

(3) a will;

(4) a plat;

(5) a lease, amendment of lease, assignment of lease, or memorandum of lease;

(6) a deed, instrument, or writing in which the United States or any agency or instrumentality thereof is the grantor, assignor, transferor, conveyor, grantee, or assignee;

(7) a deed for a cemetery lot or lots;

(8) a deed of distribution by a personal representative;

(9) a deed to or from a co-owner partitioning their undivided interest in the same piece of real property;

(10) a deed or other instrument of conveyance issued pursuant to a permanent school fund land exchange under section 92.121 and related laws;

(11) a referee's or sheriff's certificate of sale in a mortgage or lien foreclosure sale;

(12) a referee's, sheriff's, or certificate holder's certificate of redemption from a mortgage or lien foreclosure sale issued under section 580.23 or other statute applicable to redemption by an owner of real property;

(13) a deed, instrument, or writing which grants, creates, modifies, or terminates an easement;

(14) a decree of marriage dissolution, as defined in section 287.01, subdivision 4, or a deed or other instrument between the parties to the dissolution made pursuant to the terms of the decree; and

(15) a transfer on death deed under section 507.071, and any affidavit or other document to the extent it references a transfer on death deed.

History: 1961 c 647 s 2; 1963 c 249 s 1; 1971 c 835 s 1; 1975 c 347 s 1; 1984 c 590 s 1; 1987 c 268 art 14 s 16; 1991 c 291 art 21 s 11; 1993 c 375 art 3 s 40; 1997 c 31 art 3 s 13; 1997 c 231 art 16 s 9; 1999 c 31 s 13; 2008 c 154 art 14 s 3; 2008 c 341 art 2 s 4; 2009 c 88 art 9 s 3

Terms Used in Local Government Legislation

Minnesota statutes and laws use a number of terms to refer to local governmental units, and from one law to another they may not mean the same thing. This is a summary of commonly used terms.

Local government “Local government” usually refers to counties, towns, and cities. Single- or multi-purpose special districts, such as school districts, are frequently included in the term “political subdivision” but are less often defined as local governments. Sometimes, absent a definition, only the context of the law will indicate what entities are meant to be included.

Political subdivision “Political subdivision” is probably the broadest term used to describe any public body that is not state or federal government. However, a statute may define the term to mean specific entities.

Public corporation In the context of local government, “public corporation” means an entity created for the administration of public affairs, an instrumentality of the state, and may include counties, cities, towns, and special purpose entities. It also applies to quasi-governmental entities, created in law and often exempt from some laws that apply to state agencies. See, e.g., Enterprise Minnesota, Inc. Minn. Stat. § 116O.03, subd. 1.

Municipal corporation In the narrowest sense, a municipal corporation is a city. However, the term can be defined for the purposes of a law to include other governmental units.

City: statutory or home rule charter; classification **There are two types of cities in Minnesota: statutory and home rule charter.** A statutory city is governed by statute and any special laws enacted for that city. A home rule charter city is governed by its charter and any special laws enacted for that city. Also, if the home rule charter is silent on a matter that is addressed for statutory cities by general law, and general law does not prohibit a city charter from addressing the matter or expressly provide that a city charter prevails over general law, then the city may apply the general law on the matter. Minn. Stat. § 410.33.

“In any law adopted after July 1, 1976, the word ‘city’ when used without further description extending the application of the term to home rule charter cities means statutory cities only.” Minn. Stat. § 410.015.

Classification: Cities are divided, for legislative purposes, into classes as follows:

- First class: over 100,000 inhabitants; once a city is defined to be of the first class, it is not reclassified unless its population decreases by 25 percent from the census figures that last qualified the city for inclusion in the class
- Second class: 20,001 to 100,000 inhabitants
- Third class: 10,001 to 20,000 inhabitants

- Fourth class: not more than 10,000 inhabitants

Changes in classification take effect after the federal decennial census. Minn. Stat. § 410.01

“Village” and “borough” are obsolete terms. All villages and boroughs in the state became statutory cities in the early 1970s.

Municipality

This term generally means a city but many statutes define it to include other entities. For example, the uniform municipal contracting law defines “municipality” to mean “a county, town, city, school district or other municipal corporation or political subdivision of the state authorized by law to enter into contracts.” Minn. Stat. § 471.345, subd. 1.

County

“County” rarely needs additional definition except to limit its application or to define it as a shorthand reference to the county board or some other entity covered by the law.

Town, township, urban town

“Town” and “township” have been used interchangeably in Minnesota law, but “town” is the correct term to refer to an organized governmental unit and “township” is the term to refer to the geographic area. In county areas without organized town government, the term “unorganized territory” is also used. As in other states, Minnesota towns are based on the congressional townships—generally 36 square miles. Towns are the primary local government units for unincorporated areas. Urban towns are those towns that have been granted some of the same powers as statutory cities.

Incorporated, unincorporated

In the context of governmental units, “incorporated” means a city and “unincorporated” means a town. See Minn. Stat. § 414.011, subd. 3.

Interpretation of statutes, definitions

“When a county, town, or city is mentioned, without any particular description, it imports the particular county, town, or city appropriate to the matter.” Minn. Stat. § 645.44, subd. 3.

Metropolitan area

There are at least two definitions of “metropolitan area” used in state law. One means the seven-county area of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties that is within the jurisdiction of the Metropolitan Council. Minn. Stat. § 473.121, subd. 2.

Another definition is “metropolitan statistical area” (MSA), defined by the federal Office of Management and Budget (OMB) using OMB standards applied to U.S. Census Bureau data. As of July 2015, the Minneapolis-St. Paul-Bloomington MSA includes 14 Minnesota counties (the seven named above and Chisago, Isanti, Le Sueur, Mille Lacs, Sherburne, Sibley, and Wright), and the Wisconsin counties of Pierce and St. Croix.

For more information: Contact legislative analyst Deborah A. Dyson at deborah.dyson@house.mn.

The Research Department of the Minnesota House of Representatives is a nonpartisan office providing legislative, legal, and information services to the entire House.

February 17, 2017



Vicki Syverson
Director of Housing and Redevelopment Authority
Swift County
301 14th Street North, PO Box 207
Benson, Minnesota 56215

Re: Swift County
Countryside Public Health and Swift County Courthouse
Commission No. 162217/162218

Dear Vicki:

On February 14, 2017, we received proposals for land surveying as follows:

Hakanson Anderson \$11,800
Sunde Land Surveying \$11,450

We recommend you enter into a contract with Sunde Land Surveying for this work. Please issue a purchase order to them in the amount of \$11,450 at your earliest convenience.

One copy of the Land Survey Agreement needs to be signed and returned to my attention. We have included copies of the proposals for your files.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "S. Epping", written in a cursive style.

Samantha Epping

Enclosure

cc: Kim Saterbak, Swift County (letter only)
Jonathan Loose, Wold (letter only)
File (letter only)

MV/COU_Swift/162217/crsp/feb17

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

PLANNERS
ARCHITECTS
ENGINEERS



Mark S. Hanson, PLS, Principal
Arlee J. Carlson, PLS, CFedS, Principal
Lenny F. Carlson, PLS, Principal

February 08, 2017

WOLD ARCHITECTS & ENGINEERS
332 Minnesota St - Suite W2000
St. Paul, MN 55101

Attention: **Samantha Epping**

Re: BLTU Survey for 2 Projects – Swift County Courthouse and Countryside Public Health - Benson, MN

Dear Samantha:

This proposal is in response to your request for a cost estimate to prepare a boundary, location, topographic and utility survey of the area outlined for each site in the RFP documents. Our survey work will be done in accordance with the survey specifications provided to us. The following is an outline of tasks and our anticipated estimate for the cost of this survey project as presented to us and per the requirements.

BASE BID

1.) RESEARCH AND ANALYSIS WORK:

If this proposal is approved by you, we will perform research work on the site prior to the time our field crew would be dispatched for the onsite boundary, topographic, location and utility work. We would not proceed with any research work on this site until we receive your formal authorization to proceed with the survey.

2.) BOUNDARY SURVEY:

A partial boundary survey, of the area requested, will be performed placing iron survey monuments at all property corners that define the area surveyed in accordance with Chapter 505 of the Minnesota State Statutes. Additional monuments, if requested, would then be placed along the side property lines to more precisely define where the limits of the property exist (where applicable).

3.) LOCATION SURVEY:

The prominent features situated on the property would be located in accordance with your instructions. Any visible encroachments of utility lines crossing the property would be located for the purpose of rectifying any encroachment problems and also determining whether legal easements exist for the utility lines. All our work would be done in accordance with the aforementioned requirement list. In the bid, we will include a cost to locate individual trees outside of wooded areas, show edge of wooded areas, and provide topographic information throughout survey area.

You will be contacted if anything unforeseen occurs which would change either the cost or time estimates given herein.

All invoices will be directed to the recipient of this Proposal unless otherwise instructed and will be sent on a monthly basis. We hope your attention regarding the payment of this fee due to direct costs such as salaries, reproduction work, etc. while working on this project. If there is a purchase order number required for payment, we would need to obtain that from you prior to commencing work on this project. **Please note our payment policy of 15 days from the date of invoice, unless other arrangements have been agreed upon before the project begins. Please note all delivery and mailing services are not included in the proposal price, and will be charged as additional expense(s).**

We have placed an Acknowledgment on the attached sheet which explains our payment policy. It also specifies the terms on which this proposal is based as well as the method of payment for our services. Formal authorization to proceed with this work must be received prior to the commencement of our work and/or release of any survey documents, by signing the Acknowledgment and returning a copy to us.

After you have had the opportunity to review the contents of this proposal, please feel free to contact us with any questions you may have. Thank you for the opportunity to submit this proposal to you.

Respectfully submitted,

SUNDE LAND SURVEYING, LLC.



Arlee J. Carlson, P.L.S., CFedS
Vice-President/Principal

Acknowledgment

H:\winword\proposal\Wold Architects & Engineers 02082017 – Two Projects.doc

Sunde Land Surveying, LLC.

Corporate Office

9001 East Bloomington Freeway – Ste 118

Bloomington, MN 55420-3435

952.881.2455/Fax: 952.888.9526

Branch Office

1504 ½ S Hwy 33 – Ste A

Cloquet, MN 55720

Phone: 218.499.8267

“PAYMENT POLICY”

All invoices for professional fees and project expenses are **due upon receipt**. It is also understood that payment for professional services is not contingent upon land closings, payment from others or city approvals. Invoices which are unpaid after fifteen (15) days are considered **past due**. Invoices which remain unpaid for thirty (30) days are considered **delinquent**. On all delinquent accounts, a finance charge of 1.5% per month will be computed on the balance due.

If payment is not made within sixty (60) days, we retain the right to discontinue services until arrangements are made to make payment.

If we file for account collection, all legal fees will be the responsibility of the party signing below. This will include attorney's fees, filing fees and all court costs incurred. To avoid legal action and attorney's fees please pay promptly per the signed agreement.

If a retainer statement is required, we will commence our surveying services when payment of the retainer amount is received. Questions concerning fees can be discussed in confidence at any time during our normal business hours. The Client agrees to pay Sunde Land Surveying, LLC. in full for the performance of the specified work.

“ACKNOWLEDGMENT”

We have read the foregoing proposal and policy concerning payment of fees and expenses of Sunde Land Surveying, LLC. dated October 25, 2016 fully understand it and agree to hire Sunde Land Surveying, LLC. to perform the services at the estimated costs quoted with the understanding that payment will be made per the above policy. It is also understood that payment for professional services is not contingent upon land closings, payment from others or approvals from City or other agencies.

Ordered By:

(Company and/or Person Ordering this Work) (Print or Type Name)

(Street Address)

(City, State & Zip)

Phone: _____ Direct Phone: _____ Fax: _____

Email: _____

Billing Information:

(Company and/or Person Responsible for Payment of Work) (Print/Type)

(Billing Address)

(City, State & Zip)

Phone: _____ Direct Phone: _____ Fax: _____

Email: _____

*** Purchase Order/File #:**

(Client Reference PO Number or File Number for Project(s))

Signed By:

(Responsible Party) (Signature) (Print/Type Name)

Dated this _____ day of _____, 20_____.

February 14, 2017

SENT VIA EMAIL - sepping@woldae.com

Proposal No. 17006

Ms. Samantha Epping
Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul, MN 55101

RE: Topographic Surveys for
Countryside Public Health Building
Swift County Courthouse
Benson, Minnesota

Dear Samantha,

Pursuant to the request of Carrie Kadlec of Anderson Johnson Associates, we are pleased to submit this fee proposal for topographic surveys of the Swift County sites as outlined in her email of February 7, 2016. Our proposed fees for these surveys is as follows:

Countryside Public Health Building.....	\$4,600.00
Swift County Courthouse.....	\$7,200.00

The survey would be completed to our usual standards of accuracy and detail. Underground utilities would be shown based on visible surface evidence, markings from Gopher One Call, a private locator service and available records. Boundary lines will be shown based on available mapping.

Based on current workloads, we could have the survey complete within the time frame requested. If you have any questions or need additional information, please feel free to call at your convenience. If this proposal meets with your approval, please sign below and return a copy to our office.

Sincerely,
Hakanson Anderson Associates



Barry A. Wagner
Project Manager

CC: Mr. Dave Rey - Anderson-Johnson Associates, Inc. (dave@ajainc.net)

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson Associates is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: _____ Date: _____
Name/Title



Request for Board Action

BOARD MEETING DATE:
March 7, 2017

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider whether to stay in Courthouse during renovation or vacate. There will be an estimated additional cost of \$500,000-\$750,000 to stay.	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: The timeline for single phase construction and vacating the CH would be June, 2017 –January, 2018. Staying in the CH for phased construction the dates are January, 2018 – November, 2018. There would be increased potential impact to taxpayer services with the longer construction period, to include spring and fall tax collection and primary and general elections.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	no

Budget Information

FUNDING:

Review/Recommendation

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