

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, March 3, 2015

9:00 AM

Swift County Board Room – 301 14<sup>th</sup> 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.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:03 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from the February 17, 2015 Meeting
	3-4	(2) Consider appointing Joe Carruth to the Planning Commission for a three year term.
	5	(2) Consider approving increased credit card purchasing limits for certain employees
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants reviewed</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:20 a.m.		<b>County Administrator report</b>
9:25 a.m.		<b>Citizens Comments</b>
9:25 a.m.		<b>Andy Sander, County Engineer</b>
	6	Public hearing on 5 year Highway Department CIP
9:25 a.m.		<b>Presentation from Liz Auch, Countryside Public Health and Erin Simmons of the American Lung Association</b>
9:55 a.m.		<b>Update on buffer strip by Jared House, Pomme de Terre River Association Project Coordinator and Tom Orr of the Swift County Soil and Water Conservation District</b>
10:15 a.m.		<b>County Auditor Kim Saterbak</b>
	7-12	Review first quarter 2014 Executive Departmental Budget Report
		<b>Other Business</b>
	13-14	Consider allowing Prairie 5 to use additional space in property located at 640 Atlantic Avenue, Benson, MN 56215
	None	Strategic Plan Update
10:30 p.m.		<b>Adjournment</b>

# **SWIFT COUNTY BOARD MINUTES**

## **February 17, 2015**

Chairman Peter Peterson called the meeting to order at 11:00 AM with all members present as well as County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson, County Auditor Kim Saterbak, and Amanda Ness.

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

**02-17-15-01** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

**02-17-15-02** Commissioner Fox moved and Commissioner Rudningen seconded to approve the Consent Agenda which consisted of: (1) Minutes from the February 3, 2015 Meeting (2) Approval to increase credit card purchasing limits for certain employees (3) Approval of final purchase of property located at 211 11<sup>th</sup> St N and owned by Robin and Lisa Finke and (4) Approval of a budget amendment related to a new social worker position. Motion carried unanimously.

**02-17-15-03** Commissioner Rudningen moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$39,957.37; Solid Waste: \$21,785.79; Road and Bridge: \$461,236.89; County Ditches: \$2,232.82; which includes the following bills over \$2,000: Computer Professionals Unlimited Inc, \$5,691.24; Craig's Inc, \$4,125.00; Glacial Plains Cooperative, \$3,567.91; Grant County Highway Dept, \$38,919.49; Midwest Boiler Repair Inc, \$3,112.50; Northstar Truck Sales, \$2,500.00; Pflipsen Trucking LLC, \$9,941.36; Soil Conservation Office, \$2,250.00; Appleton Township Treasurer, \$19,774.35; Benson Township Treasurer, \$25,185.22; Camp Lake Township Treasurer, \$17,540.39; Cashel Township Treasurer, \$19,495.09; City of Appleton Treasurer, \$5,158.86; Clontarf Township Treasurer, \$9,152.69; Dublin Township Treasurer, \$19,618.84; Edison Township Treasurer, \$15,999.12; Fairfield Township Treasurer, \$18,881.36; Hayes Township Treasurer, \$22,800.36; Hegbert Township Treasurer, \$14,945.27; Kerkhoven Township Treasurer, \$23,492.97; Kildare Township Treasurer, \$17,396.80; Marysland Township Treasurer, \$15,310.03; Moyer Township Treasurer, \$16,527.90; Pillsbury Township Treasurer, \$23,947.45; Shible Township Treasurer, \$15,812.90; Six Mile Grove Township Treasurer, \$16,245.95; Swenoda Township Treasurer, \$17,637.07; Tara Township Treasurer, \$15,545.18; Torning Township Treasurer, \$35,050.18; West Bank Township Treasurer, \$21,026.88; and Waste Management Of Northern Minnesota, \$7,367.78. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Pete Peterson reported on 6W Corrections and Countryside Public Health. Commissioner Fox reported on the Well-Being Committee, Restorative Practices, Strategic Plan Committee, Feedlots, Pomme de Terre, and Woodland Centers. Commissioner Edward Pederson reported on Strategic Plan Committee, and Soil and Water Conservation District. Commissioner Rudningen reported on University of Minnesota Extension Days, Technology Committee, MNDot, Strategic Plan Committee, and Glacial Ridge Scenic Byway. Commissioner Hendrickx reported on 6W Corrections, AMC Futures, Strategic Plan Committee, and SPCC.

Administrator Pogge-Weaver updated the board on a meeting in Appleton with Representative Miller, the new Facebook page and updated County website, health insurance fund balances, Well-Being Committee, and AMC.

Benson City Administrator Rob Wolfington

Swift County Sheriff John Holtz requested approval from the board for the West Central S.W.A.T. Team Agreement, a contract with the City of Kerkhoven, and to purchase a new squad car.

**02-17-15-04** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the West Central S.W.A.T. Team Agreement, a Law Enforcement Contract with the City of Kerkhoven, and the purchase of a new squad car from Nolan Baker Ford for \$12,560. Motion carried unanimously.

Sheriff Holtz further requested approve for brick repair to the LEC.

**02-17-15-05** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the \$12,161 bid from Karr Masonry for the LEC brick repair. Motion carried unanimously.

Sheriff Holtz further requested approval for the courthouse security project.

**02-17-15-06** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the \$15,620 bid from Johnson Controls for the Courthouse Security project. Motion carried unanimously.

Environmental Services Director Scott Collins presented the board with the 2014 Annual County Feedlot Officer Report and Performance Credit Report.

**02-17-15-07** Commissioner Rudningen moved and Commissioner Fox seconded to approve the 2014 Annual County Feedlot Officer Report and Performance Credit Report. Motion carried unanimously.

Administrator Pogge-Weaver requested that the board approve a Regional Broadband Feasibility Study.

**02-17-15-08** Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve \$5500 for the Regional Broadband Feasibility Study. Motion carried unanimously.

Administrator Pogge-Weaver further updated the board on the County Strategic Plan.

**02-17-15-09** Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 12:21 PM.

WITNESSED:

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Michel Pogge-Weaver, Clerk of the Board



# Request for Board Action

BOARD MEETING DATE:  
March 3, 2015

## 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 appointing Joe Carruth to the Planning Commission for a three year term.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Joe Carruth will fill an opening left with the resignation of Margaret Voorhees.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING:
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### Review/Recommendation

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

**RESOLUTION**

**MAKING AN APPOINTMENT TO THE  
SWIFT COUNTY PLANNING COMMISSION**

Motion by Commissioner \_\_\_\_\_ Seconded by Commissioner \_\_\_\_\_

WHEREAS, there are is a vacancy on the Swift County Planning Commission.

NOW, THEREFORE, BE IT RESOLVED, that the following individual is appointed the Swift County Planning Commission for terms as listed below:

<b><u>Individual</u></b>	<b><u>Term Expiration</u></b>
Joe Carruth	12/31/2017

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 3rd day of March 2015.

Swift County Board of Commissioners

\_\_\_\_\_  
Peter Peterson, Chairman

ATTEST:

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

Fox \_\_\_\_\_  
P. Peterson \_\_\_\_\_

Hendrickx \_\_\_\_\_  
Rudningen \_\_\_\_\_

E. Pederson \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
March 3, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving increased credit card purchasing limits for certain employees.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The Sheriff's department has requested an increased credit card limit for Tracy Koosman to \$3,000. Tracy makes purchases for the department and other employees in the Department which can cause issues with the current \$2,000.00 limit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Robin Finke	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review by the County Attorney	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None



# Request for Board Action

BOARD MEETING DATE:  
March 3, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Public hearing on 5 year Highway Department CIP	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Statue requires Counties to have an established CIP in order to access state aid dollars
BACKGROUND/JUSTIFICATION: The Highway Engineer is still finalizing the CIP budget. Due to this, I request that the board open the public hearing and table until the March 17, 2015 meeting.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: Federal, State and Local funds
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review by the County Attorney	RECOMMENDATIONS: Open the public hearing and table until the March 17, 2015 meeting.
COMMENTS: n/a	COMMENTS: n/a



# Request for Board Action

BOARD MEETING DATE:  
March 3, 2015

## Commissioner's Report

### Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Kim Saterbak	REQUESTOR PHONE: 320-843-6108
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: 4th Quarter Executive Departmental Budget Report and yearend financial recap	
AGENDA YOU ARE REQUESTING TIME ON: 10:15 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Attached is the 4th Quarter Executive Departmental Budget Report Executive Departmental Budget Report and yearend financial recap that will be reviewed at the Commission's meeting.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? N/A	

### Budget Information

FUNDING: N/A
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### Review/Recommendation

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

\*\*\*\* **Swift County** \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of December 31, 2014



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2014 12/31/2014 Actual	Variance	PCT	Full Year Budget	1/1/2014 12/31/2014 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	(8,000)	412,613	(420,613)	-5158	5,375,557	5,735,270	359,713	107	5,322,657
5 Board Of Commissioners	235,225	205,065	30,160	87	0	0	0	0	(205,065)
21 Law Library	23,475	20,595	2,880	88	15,500	17,257	1,757	111	(3,338)
31 County Administration	207,565	192,793	14,772	93	0	0	0	0	(192,793)
40 County Auditor	175,700	158,106	17,594	90	57,200	15	(57,185)	0	(158,091)
41 County Treasurer	197,820	182,731	15,089	92	12,600	16,751	4,151	133	(165,980)
42 County Assessor	223,405	202,213	21,192	91	38,500	38,817	317	101	(163,396)
43 Public Examiners	60,000	49,876	10,124	83	0	0	0	0	(49,876)
44 Licenses And Permits	0	1,125	(1,125)	0	4,100	2,790	(1,310)	68	1,665
60 Data Processing	70,000	61,263	8,737	88	24,142	0	(24,142)	0	(61,263)
89 Elections	57,990	51,334	6,656	89	37,200	1,032	(36,168)	3	(50,302)
90 County Attorney	400,750	388,895	11,855	97	13,000	29,335	16,335	226	(359,560)
100 Land Records	284,680	188,276	96,404	66	196,000	94,161	(101,839)	48	(94,116)
110 Courthouse	231,120	199,864	31,256	86	0	0	0	0	(199,864)
111 County Museum building	52,555	14,309	38,246	27	0	0	0	0	(14,309)
112 CPHS building	43,080	14,289	28,791	33	0	0	0	0	(14,289)
113 Prairie 5-Counsel Assoc building	52,555	19,418	33,137	37	0	0	0	0	(19,418)
114 Rental House	0	0	0	0	0	500	500	0	500
120 County Medical Insurance	0	989	(989)	0	0	1,566	1,566	0	576
122 Veterans Service	132,290	114,655	17,635	87	4,000	17,139	13,139	428	(97,516)
123 Planning And Zoning	82,375	74,996	7,379	91	78,590	145,265	66,675	185	70,269
148 Technology Committee	19,600	2,849	16,751	15	0	0	0	0	(2,849)
149 Technical Support	145,350	102,833	42,517	71	113,000	97,820	(15,180)	87	(5,013)
200 Sheriff	1,452,680	1,495,300	(42,620)	103	80,625	126,726	46,101	157	(1,368,574)
202 911 Distribution	197,000	39,374	157,626	20	197,000	80,922	(116,078)	41	41,548
204 Coroner	15,000	6,311	8,689	42	0	0	0	0	(6,311)
205 Jail	898,145	799,568	98,577	89	19,000	30,337	11,337	160	(769,230)
251 Grants 6W Community Corrections	180,804	180,803	1	100	0	0	0	0	(180,803)
261 Restorative Justice	52,985	48,350	4,635	91	0	300	300	0	(48,050)
280 Emergency Management	72,420	68,524	3,896	95	16,500	17,395	895	105	(51,129)
400 Countyside Public Health Service	88,762	88,762	0	100	0	0	0	0	(88,762)
406 Youth Programs	104,160	97,363	6,797	93	300	189	(111)	63	(97,174)
520 County Parks	435,000	20,748	414,252	5	428,000	29,634	(398,366)	7	8,887
521 Parks And Drainage	223,128	196,516	26,612	88	113,778	12,118	(101,660)	11	(184,398)
600 Extension	136,355	143,509	(7,154)	105	1,000	1,655	655	166	(141,854)
602 Agriculture Inspector	13,500	13,500	0	100	0	0	0	0	(13,500)
603 Predator Control	8,000	10,319	(2,319)	129	0	0	0	0	(10,319)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0
703 Grants And Appropriations	440,163	370,909	69,254	84	0	0	0	0	(370,909)

\*\*\*\* **Swift County** \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of December 31, 2014



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2014 12/31/2014 Actual	Variance	PCT	Full Year Budget	1/1/2014 12/31/2014 Actual	Variance	PCT	
800 Unallocated	0	0	0	0	0	0	0	0	0
1 County General Revenue	7,005,637	6,238,944	766,693	89	6,825,592	6,496,992	(328,600)	95	258,049
2 Solid Waste Fund									
390 Environmental Services	884,570	879,893	4,677	99	824,550	983,620	159,070	119	103,727
2 Solid Waste Fund	884,570	879,893	4,677	99	824,550	983,620	159,070	119	103,727
3 County Road & Bridge									
300 Highway Administration	200,784	128,950	71,834	64	5,259,449	6,179,475	920,026	117	6,050,525
301 Shared County Engineer	166,572	154,190	12,382	93	83,286	69,405	(13,881)	83	(84,785)
310 Maintenance	1,695,341	1,812,126	(116,785)	107	0	0	0	0	(1,812,126)
311 Authorized Work Contributions	0	16,982	(16,982)	0	0	0	0	0	(16,982)
315 Engineering	72,730	102,197	(29,467)	141	0	0	0	0	(102,197)
320 Construction	1,837,838	2,371,790	(533,952)	129	0	0	0	0	(2,371,790)
330 Equipment & Maintenance Shops	799,729	762,971	36,758	95	0	0	0	0	(762,971)
350 Other (Highway)	10,000	8,417	1,583	84	0	0	0	0	(8,417)
360 Accounts Receivable	0	4,501	(4,501)	0	0	0	0	0	(4,501)
370 Inter-Governmental Expense	366,435	379,520	(13,085)	104	0	0	0	0	(379,520)
3 County Road & Bridge	5,149,429	5,741,643	(592,214)	112	5,342,735	6,248,880	906,145	117	507,236
8 Revolving Loan Fund									
700 Revolving Loan Fund	0	332,618	(332,618)	0	0	795,380	795,380	0	462,762
8 Revolving Loan Fund	0	332,618	(332,618)	0	0	795,380	795,380	0	462,762
11 Welfare & Family Services									
404 Income Maintenance	1,261,040	1,075,340	185,700	85	1,261,040	1,210,777	(50,263)	96	135,437
405 Social Services	3,249,910	3,223,345	26,565	99	3,249,910	3,122,208	(127,702)	96	(101,137)
11 Welfare & Family Services	4,510,950	4,298,685	212,265	95	4,510,950	4,332,985	(177,965)	96	34,300
65 County health insurance									
0 ...	0	1,207,723	(1,207,723)	0	0	1,585,670	1,585,670	0	377,947
65 County health insurance	0	1,207,723	(1,207,723)	0	0	1,585,670	1,585,670	0	377,947
	17,550,586	18,699,506	(1,148,920)		17,503,827	20,443,527	2,939,700		1,744,021

**Summary of Funds**  
**Actual & Budget Comparison**  
**As of 12/31/2014**

	Budget	Actual	Difference	
			\$	%
<b>Revenue Funds:</b>				
General	6,935,592	6,594,019	(341,573)	95%
Solid Waste/Environmental	824,550	1,044,277	219,727	127%
Road & Bridge	5,342,735	6,267,997	925,262	117%
Human Services	4,510,950	4,417,196	(93,754)	98%
	<b>17,613,827</b>	<b>18,323,489</b>	<b>709,662</b>	<b>104%</b>
<b>Expenditures:</b>				
General	7,115,637	6,483,572	(632,065)	91%
Solid Waste/Environmental	884,570	910,220	25,650	103%
Road & Bridge	5,211,041	6,302,104	1,091,063	121%
Human Services	4,510,950	4,337,845	(173,105)	96%
	<b>17,722,198</b>	<b>18,033,741</b>	<b>311,543</b>	<b>102%</b>
<b>Change in Fund Balance</b>	<b>(108,371)</b>	<b>289,748</b>	<b>398,119</b>	

<b>Ending Cash Balance Summary</b>	<b><u>2014</u></b>	<b><u>2013</u></b>	<b><u>2012</u></b>	<b><u>2011</u></b>
Cash and Bank Accounts	\$ 8,487,423	\$ 6,587,255	\$ 5,589,311	\$ 6,330,493
Employee Benefits - CD	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Investments - Health Care	\$ 524,981	\$ 524,981	\$ 524,981	\$ 524,981

<b>Loan Receivable - General Fund Summary</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
SCBH	\$ 1,834,017	\$ 1,917,838	2,000,000	-
CNH Loan #1	\$ 614,400	\$ 914,331	1,209,104	1,500,000
CNH Loan #2	\$ 275,323	\$ 330,747	385,218	-

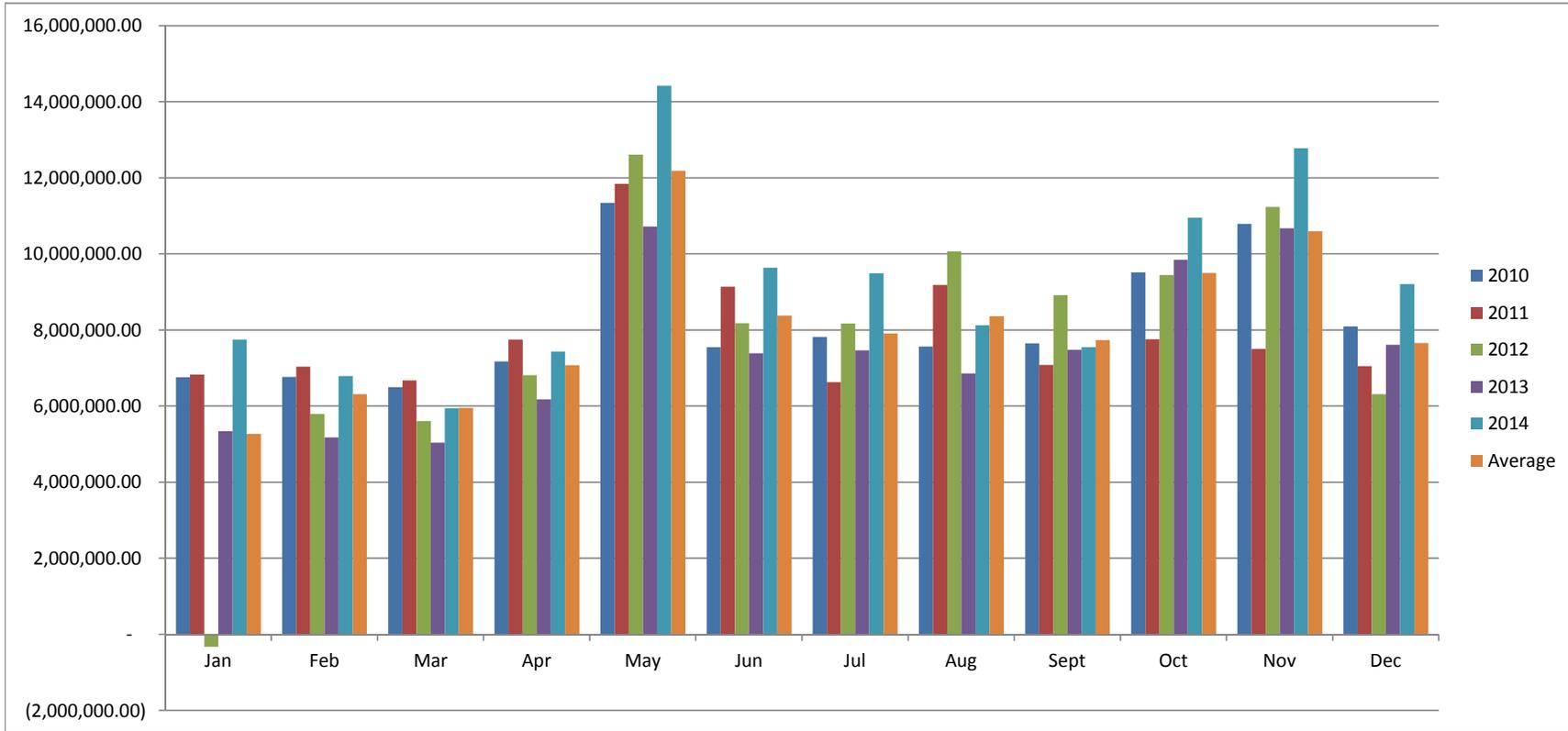
<b>County Indebtedness</b>	\$ -	\$ -	40,000	80,000
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<b>Months of Expenditures in Fund Balance (All Funds)</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>	<b>2011</b>
	(coming)	3.96	2.94	2.75

**Swift County**  
**Ending Monthly Cash & Investment Balances**  
**For Years 2010 - 2014**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>Average</b>
Jan	6,765,221.19	6,826,782.72	(323,815.92)	5,341,998.28	7,753,966.62	<b>5,272,830.58</b>
Feb	6,769,649.64	7,040,275.73	5,795,479.08	5,177,415.66	6,793,396.59	<b>6,315,243.34</b>
Mar	6,503,435.37	6,677,128.73	5,610,984.59	5,042,107.22	5,950,643.97	<b>5,956,859.98</b>
Apr	7,175,725.67	7,752,632.20	6,816,184.63	6,180,249.64	7,437,092.77	<b>7,072,376.98</b>
May	11,341,856.08	11,842,678.93	12,610,577.84	10,721,341.70	14,423,436.08	<b>12,187,978.13</b>
Jun	7,550,496.01	9,141,066.13	8,178,458.10	7,390,544.96	9,641,133.95	<b>8,380,339.83</b>
Jul	7,817,800.46	6,630,173.48	8,173,176.60	7,467,897.16	9,493,211.07	<b>7,916,451.75</b>
Aug	7,568,798.63	9,189,378.77	10,071,386.52	6,864,683.16	8,130,361.67	<b>8,364,921.75</b>
Sept	7,651,974.53	7,083,428.49	8,919,269.28	7,481,680.05	7,550,959.37	<b>7,737,462.34</b>
Oct	9,515,180.90	7,757,245.13	9,450,123.13	9,843,953.89	10,955,789.27	<b>9,504,458.46</b>
Nov	10,791,417.22	7,503,686.34	11,235,671.31	10,676,725.16	12,776,936.41	<b>10,596,887.29</b>
Dec	8,094,609.85	7,055,474.15	6,314,291.72	7,612,236.58	9,212,404.63	<b>7,657,803.39</b>
<b>Average</b>	<b>8,128,847.13</b>	<b>7,874,995.90</b>	<b>7,737,648.91</b>	<b>7,483,402.79</b>	<b>9,176,611.03</b>	

**Swift County**  
**Average Compared to Actual Monthly Cash & Investment Balances**  
**For Years 2010 - 2014**





# Request for Board Action

BOARD MEETING DATE:  
March 3, 2015

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider allowing Prairie 5 to use additional space in property located at 640 Atlantic Avenue, Benson, MN 56215	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: With Counseling Associate vacating the western portion of the building owned by the County at 640 Atlantic Ave, Prairie V has requested the ability to use additional space in the area vacated by Counseling Associates. Staff has worked out a frame work for allowing this expansion that attempts to reduce costs for the County and allows Prairie V to use the space for no rent. Human Services will also use one of the rooms in the building for supervised visitations. Attached is the outline of the terms. Deb Larson of Prairie V has indicated that they are ok with the attached terms.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: County Funds
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review by the County Attorney	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: n/a

### **Benson Prairie V food shelf and clothing room expansion**

Swift County will continue to offer office space to Prairie V in the building located at 640 Atlantic Ave in Benson at no rent, including additional space in the west side of the building. The following items are being done to keep operational costs low so the space can continue to be provided at no rent.

- The County Highway Department will continue to remove snow in the parking lots. While the County works to have snow removed by 8 AM, due to other constraints and priorities this may not always occur. Prairie V will be responsible for snow removal on all pedestrian surfaces; including sidewalks and stairs.
- Prairie V will be responsible for lawn maintenance including mowing, weed removal, seeding, and lawn fertilizer as needed.
- Prairie V will be responsible for all cleaning of the facility and supplying necessary custodial and cleaning supplies.
- The County will have property insurance to cover potential damage to the building. The County will carry liability insurance that covers the County. Prairie V will carry liability insurance that will cover Prairie V.
- The County will pay all utility costs for the facility. Prairie V will work to reduce utility costs, including seasonally adjusting the temperature of areas of the building that are not normally occupied and is used for storage.
- Prairie V is allowed to make modifications to the building at their sole expense. Any modifications that include the removal or the addition of walls, doors, or other fixed features shall be approved by the County Administrator prior to the start of such work. Work such as painting, carpeting, or other aesthetic items can be done without approval from the County.
- Prairie V will attempt to fix any minor maintenance items \$500.00 and under, except for plumbing, mechanical, or electrical issues; which is required to be done by a licensed contractor since this is a commercial building. At the discretion of the County, the County will address all plumbing, mechanical, or electrical maintenance under \$2,500 and all other maintenance items between \$500.01 and \$2,500.00.
- Prairie V and the County will discuss how to address and pay for major maintenance items over \$2,500. The County will continue to budget and will attempt to cover these items within the operational budget for the building at no cost to Prairie V. For major maintenance items outside of the County's normal operational budget for the building, the parties will discuss how to pay for these items. Some situations may require some level of funding participation by Prairie V. The County will strive to make any funding participation affordable to Prairie V, including structuring the reimbursements for Prairie V overtime. It is acknowledged that there may be maintenance issues, unforeseen at this point in time, that would not be logical to fix. Neither the County nor Prairie V is obligated to complete major maintenance if it does not make financial sense for the building.