Notice & Agenda

Swift County Board of Commissioners

Tuesday, March 3, 2020
9:00 AM
LEC Meeting Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

Time	Reference	Item
9:00 a.m.		**Call to Order and Roll Call**
9:01 a.m.		**Approve Agenda**
9:02 a.m.		**Consent Agenda**
	1-2	(1) Minutes from February 18, 2020 Regular Meeting
	3-4	(2) Consider approving a letter of intent to move forward with the County Geologic Atlas Program
	5-26	(3) Consider review and approval of 509 Tax Abatement Policy, 510 Economic Tax Abatement Policy and 216 Drug and Alcohol testing for operators of commercial vehicles Policy
9:04 a.m.		**Consider Approval of Commissioner warrants and review Auditor warrants**
9:05 a.m.		**Commissioner and Board reports**
9:25 a.m.		**County Administrator report**
9:30 a.m.		**Citizens Comments**
9:35 a.m.	27-34	**Liz Auch Countryside Public Health Administrator**
		Consider approval for an Amended Supporting Hands Nurse Family Partnership Joint Powers Agreement
9:45 a.m.		**Tobacco Ordinance Discussion**
9:50 a.m.		**County Attorney's Quarterly Report**
10:00 a.m.	35-36	**Andy Sander, Highway Engineer**
		Consider approval to sign Gravel Crushing Contract with Commerford Gravel
	37-38	Consider approval to purchase one new truck and equipment off of the State Contract
10:10 a.m.	39-47	**Ron Vadnais, County Treasurer**
		Review 4th Quarter 2019 Cash & Investments
	48-51	Consider approval of Park Reservations Deposit Account
10:20 a.m.	52-62	**Kim Saterbak, County Auditor**
		Review 4th Quarter 2019 Executive Departmental Budget Report
10:30 a.m.		**Other Business**
	63	Wheelage Tax
	64	Consider approving the process to move Prairie 5 to the Grow Building
		Hospital Refinancing Follow-up Discussion
	65-68	Housing Initiatives updates proved on the three active programs
11:15 a.m.		**Adjournment**

SWIFT COUNTY BOARD MINUTES
February 18, 2020

Chairman Hendrickx called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, Assistant County Attorney Shawn Reinke, Emergency Manager Bill McGeary, County Sheriff John Holtz, Terri Orr and members of the public.

Chairman Hendrickx asked if there were any changes or additions to the agenda. There were no changes.

02-18-20-01 Commissioner E. Pederson moved and Commissioner P. Peterson seconded to approve the agenda. Motion carried unanimously.

02-18-20-02 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Consent Agenda items: (1) Approval of Minutes from February 4, 2020 Regular Meeting, (2) Approval of the 2019 Emergency Management Performance Grant, (3) Approval of the Ag Inspector Report. Motion carried unanimously.

02-18-20-03 Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as follows: Revenue: $84,657.70; Solid Waste: $28,771.35; County Road & Bridge: $528,283.34; Human Services: $91.26; County Ditches Fund: $5,898.90; State Fund Agency: $9.00; which includes the following bills over $2,000: American Communications Inc., $5,600.00; Arnold's of Willmar, $2,692.46; Ascheman Oil, $3,634.12; Benson Body Shop, $5,366.66; Center Point Energy, $2,756.96; CliftonLarsonAllen LLP, $2,000.00; Comm of MMB, Treasury Division, $2,611.00; Counties Providing Technology, $6,574.00; Ellingson Plumbing, $2,705.72; Kandiyohi County, $5,898.90; Northside Automotive Supply, $2,397.51; Pflipsen Trucking LLC, $13,182.79; Safe Avenues, $3,250.00; SeaChange Printing & Marking Services, $5,315.41; Treasurer, Appleton Township, $25,474.98; Treasurer, Benson Township, $31,571.60; Treasurer, Camp Lake Township, $21,440.44; Treasurer, Cashel Township, $24,020.76; Treasurer, Clontarf Township, $11,441.46; Treasurer, Dublin Township, $24,419.53; Treasurer, Edison Township, $19,791.81; Treasurer, Fairfield Township, $23,009.55; Treasurer, Hayes Township, $28,634.59; Treasurer, Hegbert Township, $18,249.06; Treasurer, Kerkhoven Township, $29,651.92; Treasurer, Kildare Township, $21,630.05; Treasurer, Marysland Township, $19,079.91; Treasurer, Moyer Township, $19,994.36; Treasurer, Pillsbury Township, $30,454.39; Treasurer, Shible Township, $19,308.45; Treasurer, Six Mile Grove Township, $21,994.22; Treasurer, Swenoda Township, $21,684.48; Treasurer, Tara Township, $19,334.87; Treasurer, Torning Township, $43,604.21; Treasurer, West Bank Township, $26,105.36; Tyler Technologies, Inc., $9,187.70; U S Postal Services, $4,155.00; Waste Management Of WI-MN, $9,609.87; Yellow Medicine County Jail, $8,223.10; Ziegler Inc., $9,997.71. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on Demolition Committee, 6W Corrections and Regional Transit Committee. Commissioner E. Pederson reported on Soil and Water Conservation District. Chairman Hendrickx reported on PrimeWest, 6W Corrections, Local Housing Trust Fund, Revolving Loan Fund, Woodland Centers and Demolition Committee. Commissioner Fox reported on PrimeWest, Revolving Loan Fund, Well-being Committee, Woodland Centers and Pomme de Terre Watershed. Commissioner Rudningen reported on Building Committee, Well-being Committee, Enhancing the Organization and Policy meeting.

Administrator Baker reported on Hospital Refinancing Options, Building Committee, Strategic Planning Date, Update on the Bonding Bill Language regarding highway and announced that Swift County's 150th Anniversary.

Chairman Hendrickx asked for citizen's comments. Mark Hughes had questions regarding the Hospital project, tobacco and marijuana issues and Prairie Five.

Director Catie Lee and Fiscal Supervisor Gary Jensen updated the board on the Financial Summary and Human Services update.

County Engineer Andy Sander updated the board on the Bonding Bill language.

Andy Sander further requested approval to purchase one Flex Wing rotary mower and one 8-foot Disc mower. Discussion was held for three different options.

02-18-20-04 Commissioner Fox moved and Commissioner Rudningen seconded to approve going with Lund Implement Company for $15,800 to purchase one Flex Wing rotary mower and one 8-foot Disc mower. Motion carried unanimously.

Rural Development Authority Director Jennifer Frost requested approval for Telecommuter Forward Certification.

02-18-20-05 Commissioner Rudningen moved and Commissioner E. Pederson seconded to approval the Telecommuter Forward Certification. A brief discussion was held. Motion carried unanimously.

Administrator Kelsey Baker requested approval to have K Madsen Consulting for leadership development training.

02-18-20-06 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the plan to get 20 people to sign up for leadership development training with K Madsen Consulting. The cost will be split between discretionary funds and Administration funds. A brief discussion was held. Motion carried unanimously.

GIS Coordinator Chelsey Bagent updated the board on the 2020 Census.

Administrator Baker announced the 150th Anniversary of Swift County.

02-18-20-07 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 10:37 AM.

WITNESSED:

_____
Gary Hendrickx, Chair

ATTEST:

_____
Kelsey Baker, County Administrator

UNIVERSITY OF MINNESOTA

Twin Cities Campus

Minnesota Geological Survey

2609 Territorial Road
Saint Paul, MN 55114-1009
612-626-5119
Website: www.geo.umn.edu/mgs
Email: mgs@umn.edu

February 17, 2020

Swift County Board of Commissioners
Swift County Government Offices
301 14th St. N.
Benson, MN 56215

Dear Commissioners,

This letter describes our expectations for creating a geologic atlas of Swift County. The atlas will provide objective information useful to understanding and managing the natural resources of your county. Although this arrangement does not involve any transfer of funds between Swift County and the Minnesota Geological Survey (MGS), it will require both parties to expend resources and effort, and both must successfully complete certain tasks to attain the goals of the project.

I wish to be clear that all MGS participation is dependent on funding from the Legislative and Citizen's Commission on Minnesota Resources (LCCMR), or other State sources. If that funding is not provided, or is not sufficient, the project will not be completed. Such funding is anticipated at this time.

Your office, other offices of Swift County, or other local parties, will establish accurate locations for water wells for which construction records are available. Staff of the Minnesota Geological Survey will review the locations to ensure they meet standards, and MGS will conduct quality checks to assure the accuracy of the locations.

The MGS will provide comprehensive geologic mapping and associated databases for Swift County. This will likely include maps of the bedrock geology, bedrock topography, surficial geology, thickness of the glacial materials, and also illustrations or other means to describe the glacial materials between the land surface and the bedrock surface. The completeness and resolution of these maps and databases are dependent on the distribution of data, mostly from the water well records. MGS will deliver these products as printed plates, as portable document files (pdfs), and as geographic information system files.

The County Geologic Atlas Program has been continuously funded for over 30 years, and we have no reason to expect a disruption. However, the delivery date for products is funding dependent. We are generally able to deliver our products in 3 or 4 years from the date of initiation.

A complete atlas is made up of two parts – geology (prepared by MGS) plus groundwater (prepared by DNR). Following the completion of the geologic mapping by MGS, the Minnesota Department of Natural Resources will begin work on the groundwater portion of the atlas. The groundwater atlas provides detailed information specifically about groundwater resources of the county including availability, pollution sensitivity, recharge areas, chemistry, surface water and groundwater connections and groundwater flow pathways. The groundwater atlas is another long-standing aspect of the program, but MGS cannot guarantee funding or participation by DNR at this point. DNR will be in contact as the project progresses.

I believe that this project will provide information essential to managing the water and mineral resources of Swift County, to the benefit of its citizens. I appreciate your willingness to share this work with us. Please indicate your agreement with the expectations above by signature, and return one copy to me. Thank you for your support of this project.

Sincerely,

Barbara A. Lusardi
Geologist, Associate Director

Board Chairman
Swift County

cc: Paul Putzier, DNR Supervisor, County Groundwater Atlas

Request for Board Action

BOARD MEETING DATE:
March 3, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Policy Committee	Catie Lee	320-843-6301

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Policy Review and Approval	
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Most are	EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve Policies
BACKGROUND/JUSTIFICATION:	

Swift County Policies

Number and Name of Policy	Policy Purpose	Summary of Changes
509 Tax Abatement	Grants the Board of Commissioners to consider grant abatement of property values, taxes, penalty interest and costs consistent with MN Statutes	New Policy
510 Economic Tax Abatement	Grants the Board of Commissioners to grant tax abatements for economic development to encourage a business to locate or expand a location or to redevelop an area	New Policy
216 Drug and Alcohol testing for operators of commercial vehicles	Policy covers procedure for Drug and Alcohol testing to ensure Swift County is in compliance with State and Federal regulations	Testing and clearinghouse requirements updated to standards.

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING: NA

Review/Recommendation

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

Click here to enter text.	
COMMENTS: n/a	COMMENTS: Click here to enter text.

Policy Name	**Drug and Alcohol Abuse Policy for Operators of Commercial Vehicles**
Policy Number	**216**
Origination Date	**8/16/1988**
Board Approval Date	**1/2/18**
Policy Owner	**Administrator**
Responsible Personnel	All County Employees
Regulatory Requirement	Omnibus Transportation Employee Testing Act of 1991 *US Department of Transportation Title 49 CFR, As Amended* § 382.103-382.605 Federal Motor Carrier Safety Administration
Cross References	
Attachments	**Acknowledgement of Receipt of Conflict of Interest Policy**

Policy Purpose
The attached document is the Swift County Drug and Alcohol Abuse Policy For Operators of Commercial Vehicles.
Definitions

Swift County
Drug and Alcohol Abuse & Testing

Definitions

Accident: An occurrence involving a commercial motor vehicle operating on a public road which results in:

1. A fatality; or
2. Bodily injury to a person who, as result of the injury, immediately receives medical treatment away from the scene of the accident; or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration: The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breathe as indicated by an evidential breath test.

Alcohol Use: The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Breath Alcohol Technician (BAT): An individual who instructs and/or assists individuals in the alcohol testing process and who operates an EBT.

Commercial Motor Vehicle: A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle;

1. Has a gross combination weight rating of 26,001 or more pounds including a towed

unit with a gross vehicle weight rating of more than 10,000 pounds, or;
2. Has a gross vehicle weight rating of 26,001 pounds or more,; or
3. Is designated to transport 15 or more passengers, including the driver; or
4. Is of any size and is used in the transporting of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

Confirmation (or confirmatory) Test: A second analytical procedure in drug testing to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry [GC/MS] is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine [PCP]). In alcohol testing, a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration.

Controlled Substances: Any substance listed in Schedule I through V of S 202 of the Controlled Substances Act (21 USCS S 812). For the purposes of this policy, the term controlled substances is interchangeable with the term drugs.

Driver: Any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers (maintenance technicians, supervisor) whose work duties require them to possess a commercial drivers license (CDL); leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment testing, the term driver includes a person applying to Swift County for a position requiring the person to possess a commercial driver's license or perform any of the safety sensitive functions outlined herein.
Drug: See Controlled Substances.

Employer: Any person (including the United States, a State, District of Columbia, or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle. The term employer includes an employer's agents, officers, and representatives. Within this definition, the noun Swift County (a subdivision of the State of Minnesota) includes all individuals acting for or and on behalf of the County of Swift.

Evidential Breath Testing Device (EBT): A device approved by the National Highway Traffic Safety Administration (NHSA) for the evidential testing of breath.

Medical Review Officers (MRO): A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Performing a Safety-sensitive Function: A driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, is ready to perform, or is immediately available to perform any safety-sensitive function.

Random Selection: A means for selection of employees for testing where each employee has an equal chance of being tested each time selections are made.

Reasonable Suspicion: A belief that the appearance, behavior, speech, or body odors of an employee are indicative of the use of a controlled substance or alcohol based on the observation of at least one (1) supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol abuse.

Refuse to Submit (to an alcohol or controlled substances test): An employee is considered to have refused to submit to a test when he/she:

1. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing; or
2. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
3. Engages in conduct that clearly ignores or obstructs the testing process.

Safety-Sensitive Functions: Safety-sensitive functions means the following at all times from the time a driver, maintenance technician, supervisor, dispatcher begins work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work and includes:

1. All time waiting to be dispatched at any location on any property, public or private, unless the driver has been relieved by a member of his/her supervisory chain.
2. All time inspecting, servicing, conditioning a commercial motor vehicle and related equipment.
3. All time spent driving an operating the controls of a commercial motor vehicle.
4. All time, other than driving time, in or upon a commercial motor vehicle, except time resting in a sleeper berth.
5. All time: loading or unloading; supervising or assisting in the loading and unloading; or, attending a vehicle being loaded or unloaded; or remaining in readiness to operate the vehicle; or, giving or receiving receipts for shipments loaded or unloaded. 6. All time spend performing driver requirements related to accidents and the Federal Motor Carrier Safety Regulations.
7. All time repairing, obtaining assistance, or remaining in attendance on a disabled commercial motor vehicle.

Substance Abuse Professional (SAP): A licensed physician or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

302.100 General

302.110 Purpose

302.120 Applicability

302.130 Responsibilities and Authorities

302.140 Circumstances Under Which Drug and Alcohol Test Will Be Required Or Requested

302.150 Procedures for Drug and Alcohol Testing

302.160 Licensed Testing Laboratory

302.170 Prohibited Drug and Alcohol Related Conduct

302.180 Consequences to Employees Engaging In Prohibited Conduct

302.190 Other Alcohol Related Conduct

302.200 Consequences of Refusal to Undergo Testing

302.210 Employee Rights

302.220 Discipline

302.230 Confidentiality of Test Results

302.240 Alcohol and Controlled Substances Contact Person

302.250 Modifications and Changes

302.260 Acknowledgment

Appendix

302.100 General
Swift County is committed to providing the safest possible working conditions for all County employees. In this regard, the health and well-being of every employee is of vital importance. Recognizing that drug and alcohol abuse is an insidious problem that can creep up on and afflict even the most well-intentioned individual, the following is the **Swift County Policy on Drug and Alcohol Abuse** with drug and alcohol testing provisions for those individuals working in safety-sensitive positions as mandated by the Omnibus Transportation Employee Testing Act of 1991. This policy is also intended to comply with applicable Federal Regulations governing drug and alcohol testing programs as required by law. The US Department of Transportation Title 49 Code of Federal Regulations (CFR) Parts 40 and 382, as amended, mandates urine drug testing and breath alcohol testing for safety-sensitive positions and sets standards for the collection and testing of urine and breath specimens.

302.110 Purpose - The purpose of this policy is to inform everyone that all employees of Swift County are strictly prohibited from using, possessing, selling, transferring, or being under the influence of drugs or alcohol while working or performing job duties for Swift County, or while operating Swift County vehicles or machinery and equipment. Employees working in safety-sensitive positions will not perform safety-sensitive functions within four hours after using alcohol. Drugs are defined as any controlled substance. Any employee of Swift County found to be in violation of this policy is subject to discipline up to and including termination of employment in accordance with the provisions and procedures of the **Swift County Personnel Policy** or relevant collective bargaining agreements.

302.120 Applicability
The policies and procedures outlined herein concerning the use of alcohol and drugs apply to all employees of Swift County in all Departments and operating elements. Additionally, the Omnibus Transportation Employee Testing Act and the US Department of Transportation Title 49 CFR requires that all employees whose job duties include operating a commercial vehicle and who are required as a condition of employment to possess a Commercial Driver's License (CDL) shall be subject to drug and alcohol testing. Commercial Motor Vehicle (CMV) means a motorized vehicle or combination of motor vehicles used to transport passengers or property if the motor vehicle:

(1) has a gross combination rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than10,000 pound; or
(2) has a gross vehicle weight rating of more than 26,001 pounds; or
(3) is designed to carry 15 or more persons including the driver; or
(4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded.

Everyone employed by Swift County whose job duties require them to possess a CDL and who operates, maintains, or dispatches commercial motor vehicles will be subject to drug and alcohol testing.

302.130 Responsibilities and Authorities
302.131 Authorities - For a complete listing of authorities refer to **Appendix A**.
302.132 Responsibilities
1. Department Heads are responsible for the implementation of this policy and shall:
(1) Be thoroughly familiar with this policy and program, their responsibilities, and those of their employees.
(2) Ensure Department employees are instructed in this policy and procedures.
(3) Ensure time is made available for employees to undergo testing if selected.
(4) Ensure supervisors and employees know and understand the probable cause

criteria used to evaluate and select individuals for other than random selection testing outlined in **Appendix C** of this policy. (5) Ensure post-accident tests are conducted as prescribed in this policy.

2. Supervisors, Group Leaders, Foremen are responsible for the drug and alcohol abuse and testing program for their work group. Accordingly, they will:

(1) Be thoroughly familiar with this policy and program to include the definitions presented in **Appendix B**.
(2) Be familiar with the evaluation criteria for which an individual employee should and is referred for an other than random drug and alcohol test as outlined in **Appendix C**.
(3) Ensure employees selected for a drug and alcohol test arrive at the specified test site within the prescribed times.
(4) Ensure post-accident tests are conducted as prescribed by this policy.
(5) Ensure employees have a safe and healthy work environment and are kept aware of the dangers of drugs and alcohol and the need for impartial, random testing.
(6) Take an active part in the implementation and enforcement of this policy.
(7) Keep his/her Department Head informed about matters of drug and alcohol abuse that affects the performance and safety of the people under his/her supervision.

3. Employees are responsible to:

(1) Be thoroughly familiar with this policy and program and with the dangers to self, co-workers and equipment that result from the use of drugs and alcohol.
(2) Refrain from using drugs other than as prescribed by a physician. (3) Keep supervisors informed of any physician-prescribed medications and any work restrictions pertaining to their use.
(4) Refrain from using alcohol during periods that interfere with work processes and procedures.
(5) Be familiar with the definitions

(7) Understand that, while not a presumption of use, the system of random and other testing specified and mandated by the Omnibus Transportation Employees Act is not voluntary and compliance is a condition of continued employment.
(8) Agree to prescribed testing and possible follow-on consultations as outlined in this policy.
(9) Arrive at the prescribed test site in the time specified.
(10) Report immediately all accidents to their supervisor.
(11) Be alert to what it takes to keep a safe and healthy work environment and keep his/her supervisor or Department Head informed about matters of drug and alcohol abuse that affects the safety of self, coworkers, and citizens.

302.140 Circumstances Under Which Drug and Alcohol Test Will Be Required Or Requested

302.141 - Pre-Employment - All safety-sensitive position applicants shall undergo testing prior to transfer or hire into a safety-sensitive position. Receipt of a negative drug test result is required prior to employment. If an applicant drug test is canceled, the County reserves all rights to withdraw the offer for employment. If an offer is still granted, the applicant must take and pass the test before employment. A pre-transfer test will also be performed like a pre-employment test anytime a person's status changes from an inactive status of a safety-sensitive position to an active status.

302.142 - Reasonable Suspicion - A drug test is required if Swift County has a reasonable suspicion that an employee holding a CDL has violated the provisions of this policy regarding alcohol or controlled substances. Reasonable suspicion is determined using the indicators of use outlined in **Appendix C** to this policy. Reasonable suspicion alcohol tests will be administered as soon as practical within two hours. If an alcohol test is not taken within two

hours, the reason will be documented. If an alcohol test is not administered within eight hours, all attempts to administer the alcohol test will cease and the reason documented. Test results and documentation will be forwarded to the individual's confidential testing file.

302.143 - Post-Accident - A post-accident alcohol and drug test is required and will be administered if an employee operating a Swift County commercial motor vehicle is involved in an accident, as defined in **Appendix B** of this policy. The employee must provide an alcohol test sample as soon as possible after the accident, with any delay beyond two hours documented. After eight hours, attempts to conduct an alcohol test, if not earlier administered, will cease and reasons documented. Additionally, employees must provide a urine sample for controlled substances testing as soon as practical after an accident. An employee subject to post-accident testing must remain available for testing or the employee will be considered to have refused to submit to testing. Employees are prohibited from using alcohol for eight hours following an accident or until they have undergone a post-accident alcohol test, whichever comes first.

302.144 Random Testing - The names of all employees meeting the required testing criteria outlined above and subject to this policy will be placed in a common selection pool. Names will be randomly selected from this selection pool for unannounced alcohol and controlled substances testing using a computer-based random number generator that is matched with an employee's identifying number. The Federal Highway Administration (FHA) rules require Swift County to conduct random controlled substance testing of 50% of the average number of employees and random alcohol testing on 10% (or as required) of the average number of employees in the selection pool per year. A consequence of random selection is that any one employee has an equal chance with all other employees in the pool to be tested again or not at all in any given testing period. Tests will be spread reasonably throughout the year. Alcohol testing will be performed just before, during, or after an employee's performance of safety-sensitive duties and within the two hours of notification. Therefore, employees selected for testing must proceed immediately to the testing site when notified in accordance with the procedures for supervisor notification and work continuation policies established by the Department Head.

302.145 Return-To-Duty-Testing - An employee found to have violated this policy will not be allowed to return to work until return-to-duty tests have been taken that indicate a blood alcohol concentration of less than 0.02 and a verified negative result for controlled substances.

302.146 Follow-Up Testing - Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems with alcohol and/or controlled substances use/abuse, the employee will be subject to six or more unannounced follow-up tests as directed by the substance abuse professional. Follow-up testing will not exceed 60 months from the date of the employee's return to duty.

302.150 Procedures for Drug and Alcohol Testing

302.151 Controlled substances testing is conducted by analyzing an employee's urine specimen. Employees selected for testing will provide a urine sample at a designated collection site. Urine samples will be split in accordance with Federal Highway Administration regulations.

302.152 If the employee is unable to provide the appropriate quantity of urine, the collection site person will instruct the employee to drink not more than 24 ounces of fluids and, after a period of no more than two hours, again attempt to provide a complete sample. If the employee is still unable to provide a complete sample, the testing site person will cease attempts and notify the contracted Medical Review Officer (MRO) who will refer the employee for a medical evaluation to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test.

302.153 Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports negative results to the Swift County Engineer. The negative report is filed in the individual's confidential file and no further action is necessary. If the test result is confirmed positive, the MRO will first contact the employee directly, on a confidential basis, to determine whether the person wishes to discuss the positive result. The MRO will review any medical records supplied by the employee to determine if a confirmed positive test is the result of the employee having taken legally prescribed medication. When an employee challenges the laboratory test and positive result, the MRO will notify the employee that he/she has 72 hours in which to request a test of the split specimen. Tests of the split specimen are at the employee's expense unless the original test is found to be in error, at which time Swift County will assume the responsibility for the split testing. The MRO will report a positive test result to the Swift County Engineer only after determining and documenting that there is no legitimate medical reason for a positive test result as received from the testing laboratory.

302.154 If the MRO is unable to contact the individual directly after making reasonable, documented efforts, he will contact the Swift County Engineer who will direct the employee to contact the MRO. The Engineer will inform the MRO abut vacationing individuals or individuals absent from work because of other special circumstances and who are therefore unable to undergo testing at the time selected or who otherwise are unable to contact the MRO in a timely manner. If the engineer is unable to contact a person who otherwise should be available for testing or contacting the MRO, the employee will be placed on suspension until the employee undergoes testing or contact the MRO, as the case may be.

302.155 The MRO may verify a positive result without having communicated directly with the employee about the test under the following circumstances:

(1) The employee expressly declines the opportunity to discuss the test results.
(2) The employee has not contacted the MRO within 5 days of being instructed to do so by the Engineer.

302.156 Federal Highway Administration alcohol test rules require breath testing be administered by a breath alcohol technician (BAT) using an evidentiary breath test (EBT). Two breath tests are required to determine if a person has a prohibited alcohol concentration. Any result less than 0.02 alcohol concentration or less is considered a negative test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted. If an employee attempts and fails to provide an adequate amount of breath, the County Engineer will direct the employee to obtain written evaluation from a licensed physician to determine if the employee's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the County Engineer.

302.160 Licensed Testing Laboratory
Swift County with the Association of Minnesota Counties through the Minnesota Counties Insurance Trust has contracted with a laboratory certified to perform controlled substances testing according to Department of Health and Human Services regulations.

302.170 Prohibited Drug and Alcohol Related Conduct
The following alcohol and controlled substance-related activities are prohibited by the FHWA rules for drivers of commercial motor vehicles.

302.171 Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

302.172 Being on duty or operating a commercial motor vehicle while the employee possesses alcohol. This includes the possession of medicines containing alcohol

(prescription or over-the-counter), unless the packaging seal is intact and the contents cannot be obtained.

302.173 Using alcohol while performing safety-sensitive functions.

302.174 Performing safety-sensitive functions within four hours after using alcohol.

302.175 When required to take a post-accident test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
302.176 Refusing to submit to an alcohol or controlled substance test required by post-accident, reasonable suspicion, random, or follow-up testing requirements.

302.177 Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, except when instructed by a physician who has advised the individual that the substance does not adversely affect his/her ability to safely perform the work or drive a CMV.

302.178 Reporting for duty or remaining on duty or performing a safety-sensitive function, if the person tests positive for controlled substances.

302.180 Consequences to Employees Engaging in Prohibited Conduct
Employees of Swift County who have engaged in prohibited conduct are subject to the following consequences as determined by the FHWA.

(1)They will not be permitted to perform safety-sensitive duties.
(2) They will be advised by their Department Head of the resources available to them in evaluating and resolving problems associated with misuse of alcohol or use of controlled substances.
(3) They will be evaluated by a Substance Abuse Professional who will determine what assistance, if any, the person needs to resolve problems associated with alcohol misuse and/or controlled substance misuse.
(4) A substance abuse professional will follow-up those referred for assistance to determine that the employee has followed the prescribed rehabilitation program.
(5) Before an employee returns to duty requiring performance of a safety-sensitive function, he/she will undergo return-to-duty testing with a result indicating a breath alcohol level less than 0.02 and/or a negative result if the conduct involved the use of a controlled substance.
(6) Additional unannounced follow-up alcohol and controlled substance testing will also be conducted.
(7) Rehabilitation programs and substance abuse professional services will be available through current health insurance programs. Any co-payments or uncovered services are the responsibility of the employee.

302.190 Other Alcohol Related Conduct
In the event the alcohol breath test of a CDL driver registers between 0.02 and 0.04, FHWA rules require that the individual not perform safety-sensitive functions within the next 24 hours.

302.200 Consequences of Refusal to Undergo Testing
Everyone has the right to refuse to undergo drug and alcohol testing. If an individual refuses to undergo drug and alcohol testing required by this policy, no such test shall be given. There are negative consequences, however, as follows: An employee refusing to take a drug and alcohol test required by this policy will not be permitted to perform safety-sensitive functions, will be considered insubordinate, and will be subject to disciplinary action in accordance with the **Swift County Personnel Policies** or collective bargaining agreement, but not both.

302.210 Employee Rights

(1) All employees subject to the drug testing provisions of this policy have the right to request a retest of the split urine sample within 72 hours of receiving notice of a confirmed positive test result.

(2) If the confirming test is negative, no adverse action will be taken against the employee.

(3) Swift County will not discharge an employee that, for the first time, receives a verified positive drug or alcohol test result unless: (A) The employee refuses to meet with a substance abuse professional for the purpose of an evaluation for alcohol/controlled substance use/abuse and recommendation for an educational, counseling, or treatment program.

(B) The employee fails to enter the recommended program or fails to successfully complete the program.

(C) The employee fails a return-to-duty alcohol or substance test at the successful completion of the recommended program or subsequent unannounced follow-up alcohol and controlled testing as outlined in (4).

(4) Subsequent occurrences at the 0.02 to 0.0399 level will be dealt with as follows:

(A) First occurrence - 24 hours no drive. If work conditions allow, employee may return to work to perform non-safety-sensitive duties. If work conditions do not allow, employee is sent home and may use sick leave or vacation.

(B) For second time occurrences, the employee is sent home until 24 hours No Drive period has expired. Employees may use accumulated vacation or sick leave or Personal Time Off (PTO).

(C) A third occasion at any time during the individual's employment with Swift County is grounds for immediate discharge from employment with the County.

(5) Occurrences at the 0.04 level and up and/or a positive controlled substance test will be dealt with as listed in **Section 301.180** and/or **Table 1** of this policy and summarized as follows:

(A) First occurrence - suspension. Employee may use accumulated vacation and sick leave or Personal Time Off (PTO). After exhausting accrued leave, the employee will be place on unpaid leave.

(B) A second occurrence at any time during the individual's employment with Swift County is grounds for immediate discharge from employment with the County.

302.220 Discipline

302.221 Any person found to be in violation of this policy is subject to discipline up to and including discharge. Disciplinary actions taken pursuant to this policy are appealable pursuant to the procedures established in the applicable collective bargaining agreement.

302.222 Nothing in this policy limits or restricts the right of Swift County to discipline or discharge an employee for conduct which violates the policies and rules of Swift County provided the employee is not tested for controlled substances or alcohol at which time the conditions of this policy apply.

302.230 Confidentiality of Test Results

All alcohol and controlled substances test results and required records are considered confidential information. Any information concerning an individual's test results and records shall not be released without the prior knowledge of the individual except as provided for by law or other regulation.

302.235 COMMERCIAL DRIVER'S LICENSE DRUG AND ALCOHOL CLEARINGHOUSE REPORTING REQUREMENT

As required by 49 CFR Part 382, Subpart G, the following information will be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test;
4. An employer's report of actual knowledge of, as defined at 49 CFR §382.107:
    a) On duty alcohol use pursuant to 49 CFR §382.205;
    b) Pre-duty alcohol use pursuant to 49 CFR §382.207;
    c) Alcohol use following an accident pursuant to 49 CFR §382.209;
    d) Drug use pursuant to 49 CFR §382.213;
5. An SAP's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and
7. An employer's report of completion of follow-up testing.

302.240 Alcohol and Controlled Substances Contact Person

The Swift County Engineer is responsible to coordinate the implementation, direction and administration of this policy and program. As such, the Engineer is the principal point of contact within Swift County for the collection site, the testing lab, the MRO, the BAT and the person tested. The name of the Swift County Engineer and contact person is:

Swift County Engineer
Telephone: 320-843-5251
Fax: 320-843-3543

302.250 Modifications and Changes

Swift County retains the right to modify this policy to conform to changes in regulations, laws, or at the discretion of the Swift County Board.

302.260 Acknowledgment Employees performing safety-sensitive functions as defined herein and subject to alcohol and substance abuse testing will sign to acknowledge they received a copy, have read, and understand this policy.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:

Date:

Board Approval:_____

Board Chair

County Administrator:_____

Appendix A

Swift County
Drug and Alcohol Abuse & Testing

Authority

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991

A. The Omnibus Transportation Employee Testing Act of 1991 was signed by President Bush on October 28, 1991, as part of the 1992 Department of Transportation and Related Agencies Appropriations Act, (Public Law No. 102-143, 105 Statue 952). This Act requires alcohol and controlled substances testing of safety-sensitive transportation employees. Safety-sensitive positions are those that require a commercial driver's license, i.e. commercial vehicle operators. **Reference**: As stated.

B. The Act requires the Secretary of Transportation to issue regulations requiring motor carriers A...to conduct pre-employment, reasonable suspicion, random, and post-accident testing of operators of commercial motor vehicles for use, in violation of law or Federal regulation, of alcohol or a controlled substance.@ The Federal Highway Administration (FHWA) regulates motor carriers, truck drivers, and others with commercial driver's licenses. **Reference:** 57 Fed. Reg. 59567.

C. Section 382 of Title 49 was established to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles and will replace Section 391.81 Subpart H, Controlled Substances Testing. **Reference**: 49 CFR S 382.101, (1994).

D. Pre-employment drug testing is required for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Pre-employment testing for alcohol is permitted. **References**: 60 Fed. Reg. 24765 (1995); MN Stat. S 181.951-7.

E. This Act preempts any state or local laws, rules, regulations, or orders that are inconsistent with this Act or that provide an obstacle to the accomplishment and execution of any requirement of this part. The United States Congress has, however, allowed state criminal sanctions for a driver=s reckless conduct that leads to loss of life, injury, or property damage. **Reference**: 49 CFR S 382.109 (1994).

Swift County
Drug and Alcohol Abuse & Testing

Employee Certification

The Employer retains the right to modify this policy to conform to changes in regulation and law.

I have received a copy of the Swift County Drug and Alcohol Abuse Policy for Operators of Commercial Vehicles and have been provided information on the following:

1. The person designated by the Employer to answer questions about these materials.
2. Who is subject to alcohol misuses and controlled substance requirements.
3. Explanation of a safety-sensitive function.
4. What driver conduct is prohibited.
5. Circumstances for drug and/or alcohol testing.
6. Procedures used to test for the presence of drugs and/or alcohol.
7. The requirement that employees submit to controlled substance and alcohol testing.
8. An explanation of what constitutes a refusal to submit to testing.
9. The consequences for drivers violating the prohibitions of this rule, including the immediate removal of the driver from safety-sensitive functions.
10. The consequences for drivers found to have an alcohol concentration level of 0.02 or greater, but less than 0.04.
11. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Signature: _____ Date: _____

Please print name: _____

APPENDIX C

TO

FMCSA DRUG AND ALCOHOL POLICY

Driver Consent for:
Limited Queries of the Federal Motor Safety Administration (FMCSA)
Drug and Alcohol Clearinghouse

I, _____, herby provide consent to Swift County to conduct limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exist in the Clearinghouse.

I understand that if a limited query conducted by Swift County indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Swift County without first obtaining additional specific consent from me.

I further understand that if I refused to provide consent for Swift County to conduct a limited query of the Clearinghouse, Swift County must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

This consent will remain in effect through the duration of my employment with Swift County and authorizes Swift County to conduct limited queries as often as needed to comply with FMCSA requirements.

_____
Employee Printed Name

_____ _____
Employee Signature Date

Policy Name	**Property Tax Abatement Policy**
Policy Number	**509**
Origination Date	**01/21/2020**
Board Approval Date	
Policy Owner	**Auditor**
Responsible Personnel	All Department Heads
Regulatory Requirement	Minnesota Statutes 375.192, 279.01, and 273.1231 to 273.1235
Cross References	MN Statute 273.1233
Attachments	

Policy Purpose

The Swift County Board of Commissioners, and those to whom the Board has delegated authority, consider and grant abatement of property values, taxes, penalty, interest and costs consistent with Minnesota Statutes. Abatement standards defined in this policy are applied consistently and all taxpayers are treated equitably.

Definitions

Abatement: Action to reduce or abate the market value, taxes, penalties or interest on taxes not paid by the due date, or to change the property classification, following a written request that includes a signature. Abatements can result in a reduction of the tax levied against a particular property.

Assessment Date: Statutory date on which the County Assessor determines market value and classification.

Classification/Clerical Error: An error made by a Swift County employee or agent in entering figures in the records, performing arithmetic computations, or omissions where it was clearly the intent of the official to make an entry which was not done. A clerical error does not involve judgment.

Current Tax Year: Year in which property taxes are payable

Disaster Abatement (Local Option): A reduction of taxes on property that has been accidentally or unintentionally damaged due to a disaster that renders property uninhabitable or unusable, and the damage is at least fifty percent (50%) of the structure value.

Hardship: An event or circumstance beyond the control of the taxpayer that prevents them from applying for property tax benefit programs. Examples of hardship include, but are not limited to, the physical or mental incapacity of the taxpayer or the taxpayer's immediate family and other

events and circumstances, which may constitute excusable neglect on the part of the part of the taxpayer. It does not include financial hardship.

Market Value: Market value is the estimated amount property would sell for if it were to be sold in an arm's length transaction as determined by the County Assessor.

Penalty/Interest/Cost: The dollar amount specified by Minnesota law that is over and above the originally calculated tax, paid by a taxpayer for which an abatement is sought. Current year applications are accepted for penalty only. Prior year applications are accepted for penalty, interest and cost.

Total Amount Abated: The sum of the taxes, costs, penalties, and interest of abatement.

Unjust and Unreasonable: Denial of abatement would violate the principles of justice or fairness and being within the bounds of common sense.

General Overview

Market Value and Property classification are determined as of the assessment date.

Minn. Statute 375.192:

- Authorizes the County Board of Commissioners to grant a reduction or abatement of estimated market valuation or taxes, and costs, penalties or interest on the late payment of tax or on delinquent taxes.
- Restricts consideration for abatement approval to the current tax year and prior two years in the cases of hardship or clerical error.
- Allows the County Board to delegate any authority, power or responsibility assigned to the Board for granting the reduction or abatement of estimated market valuation or taxes and of any costs, penalties or interest on them to the County Auditor

Application for market value abatements are considered and the definitions of hardship and clerical error as stated in this policy are applied by the County Assessor and County Auditor in considering whether abatements are approved.

When any approved abatement granting a reduction of taxes, costs, penalties and interest is $10,000 or more, the County Auditor gives twenty (20) days' notice to the school board and municipality in which the property is located.

The County Board or the County Auditor cannot reduce, abate or refund any special assessment made or levied by any municipality unless the municipality approves such reduction, abatement or refund in writing to the County Auditor.

Failure to receive a tax statement or forgetting to pay on time does not constitute a basis for abatement of penalty, interest or cost.

No Abatement will be approved if

- A petition has been filed with tax court and the outcome is still pending.
- A confession of judgment has been signed by the taxpayer/applicant
- The actual tax reduction for any one year is less than $50.
- It involves a year other than the current tax or the two (2) previous year's tax: provided that reductions or abatements for the two prior years shall be considered or granted only for (i) clerical errors, or (ii) when the taxpayer fails to file for a reduction or an adjustment due to hardship, as determined by the county board.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:

Date:

Board Approval:_____

Board Chair

County Administrator:_____

Policy Name	**Economic Development Tax Abatement Policy**
Policy Number	**510**
Origination Date	**09-03-2019**
Board Approval Date	
Policy Owner	**Auditor's Office**
Responsible Personnel	All County Employees
Regulatory Requirement	**Minnesota Statutes §469.1813 through §469.1816**
Cross References	Tax Increment Law
Attachments	

Policy Purpose

The Swift County Board of Commissioners may grant tax abatements for economic development they impose by resolution. Economic property tax abatements are used to encourage a business to locate or expand at a location or to redevelop an area. Abatements can be used for purposes similar to tax increment financing (TIF).

These economic development tax abatements should be distinguished from property tax abatements that are granted by the county board primarily to correct errors (e.g., to reduce the assessor's market value or to change the classification of the property). Minn. Stat. §375.192.

Uses

The law allows abatements to be used for a broad range of purposes, if the county finds that public benefits exceed the costs. Permitted uses of abatement include:

- General economic development, such as increasing the tax base or jobs.
- Construction of public facilities or infrastructure (e.g., streets and roads)
- Redevelopment of blighted areas
- Providing access to services for residents (e.g., housing or retail would be common examples)
- Deferring or phasing in a large (over 50 percent) property tax increase
- Stabilizing the tax base resulting from the updated utility valuation administrative rules

The abatement law authorizes the issuance of bonds to be paid with the abatements. For example, bonds could be issued to construct public improvements or to pay for a site for a business. The bonds can be general obligation bonds or revenue bonds. The abatement bond provisions parallel those in the TIF law: the abatement bonds are not subject to referendum approval and are excluded from debt limits.

Limitations

Taxes imposed by special taxing districts (e.g., watersheds or regional agencies) cannot be abated. Similarly, the state general property tax (on commercial/industrial and seasonal-recreational properties) cannot be abated. However, the County may increase its abatement

amount to reflect the amount of the tax imposed under fiscal disparities calculations. The abatement does not directly enter into the fiscal disparity calculations.

Duration

The County sets the length of the abatement, which cannot exceed 15 years. The term can be extended to 20 years if only two of the three political subdivisions (city/township, county and school district) grant an abatement.

The total amount of property taxes abated may no exceed the larger of:

- 10 percent of the net tax capacity of the political subdivision, or
- $200,000

Process

The abatement resolution, approved by the Board, sets the duration and the amount to be abated. The County has considerable flexibility in setting the terms of the abatement; for example, it may set the abatement as a percentage of tax payable, a dollar amount, the tax attributable to a portion of the parcel's market value, or something else. The County adds the abatement to its property tax levy. The owner pays property tax and the County uses the payments as provided by the abatement resolution. For example, the abatement may be used to pay bonds or be paid to the property owner.

Comparison to Tax Increment Financing (TIF)

The legislature designed the abatement law as an alternative to and a supplement of TIF; both programs can be used for similar purposes, rely on property tax funding, and have very similar bonding powers. But they differ in these important respects:

- TIF can be used for longer durations (up to 25 years in some cases) than abatements (typically 15 years)
- TIF requires approval only by the municipality (usually the city) to capture all local property taxes, while abatement requires each entity's approval to capture its taxes and cannot capture special district taxes
- TIF use is subject to more legal restrictions than abatement. These include a blight test for redevelopment districts, but-for findings, and stricter limits on what increments may be spent on.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:

Date:

Board Approval:_____
Board Chair

County Administrator:_____

AMENDED SUPPORTING HANDS NURSE FAMILY PARTNERSHIP JOINT POWERS AGREEMENT

Article 1
Enabling Authority

THIS AGREEMENT is made by and between the political subdivisions organized and existing under the Constitution and laws of the State of Minnesota, hereafter collectively referred to as "Parties", and individually as "Party" which are signatories to this "Agreement."

Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties; and

Minnesota Statutes, Section 145A.17 provides that a political subdivision shall establish a program to fund family home visiting programs with children that meet the guidelines provided in the statute.

In consideration of the mutual promises and Agreements contained herein and subject to the provisions of Minnesota Statutes, Sections 471.59 and Minnesota Statute Section 145A.17 and all other applicable statutes, rules and regulations, the following Parties:

Big Stone County
Douglas County
Kandiyohi County
Lincoln County
McLeod County
Murray County
Pope County
Renville County
Stevens County
Traverse County
Chippewa County
Grant County
Lac Qui Parle County
Lyon County
Meeker County
Pipestone County
Redwood County
Rock County
Swift County
Yellow Medicine County

Hereto agree as follows:

Article 2
Purpose

The Parties desire to establish a mechanism whereby they may jointly exercise powers common to each participating Party on issues requiring coordination to:

A. Organize, govern, plan and administer a multi-county based Nurse Family Partnership Program specifically within the jurisdictional boundaries of the Parties.

B. Provide other similar or related services and programs as determined by the Board.

C. Establish procedures to add qualifying Parties to this Agreement.

D. Establish a mechanism whereby additional and/or alternative programs and services may be developed for the benefit of the Parties and in furtherance of the objectives of the Parties.

Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide public health or community health services. Neither is it intended to modify prior agreements of the Parties to jointly provide public health or community health services.

Article 3
Name

The name of this entity shall be the Supporting Hands Nurse Family Partnership Joint Powers Board, hereinafter sometimes referred to as Supporting Hands Nurse Family Partnership.

Article 4
Agreement to Participate

4.1. Charter Members. A Party desiring to become charter member of the Supporting Hands Nurse Family Partnership shall indicate its intent by adoption of a board resolution prior to June 30, 2007.

4.2. New Members. Membership in the Supporting Hands Nurse-Family Partnership shall be open to any Minnesota county governmental unit including, but not limited to joint powers agencies, of the State of Minnesota that are deemed by the Board of the Supporting Hands Nurse-Family Partnership to qualify for membership. The Supporting Hands Nurse-Family Partnership (SHNFP) Board may define membership requirements for a new Party and may impose such conditions of membership as it deems appropriate to protect the interest of the SHNFP and to provide for the benefit of its members. Addition of a new Party shall require a majority vote of the Board.

4.3. Compliance. A Party agrees to abide by the terms and conditions of the program; including but not limited to the Nurse Family Partnership implementation agreement, Supporting Hands Nurse Family Partnership Joint Powers Agreement, bylaws, policies and procedures adopted by the Board.

4.4. Financial Obligation. Each Party will annually contribute to the budget of the Supporting Hands Nurse Family Partnership Joint Powers as outlined in Article 8.2.2.

Article 5
Governance

5.1. Governing Board. The governing board formed pursuant to this Agreement shall be known as the Board.

5.1.1. Membership. The Board shall be comprised of one representative from each Party to the agreement. Each Party shall annually appoint one county commissioner to serve on the Board. All Board members ~~will~~ **may** serve two- year terms **consecutively.** ~~with no member serving more than three consecutive two-year terms~~. **There is no term limit.** A withdrawing Party shall have a representative on the Board until the effective date of withdrawal as outlined in Article 11.

5.1.2. Documentation. Resolutions or other documentation of designation shall be filed with the Secretary of the Board.

5.1.3. Members not Employees. Members of the Board shall not be deemed to be employees of the Supporting Hands Nurse Family Partnership Joint Powers and will not be compensated for serving on the Board. For all purposes, including workers compensation, each member of the Board shall be considered to be an employee of the Party that made the appointment.

5.2. Officers of the Board. The Board shall elect a Chair and Vice Chair from its membership who shall serve through December 31st of the year when first elected and until a successor is elected.

5.2.1. Election of Officers. The election of the Chair and Vice-Chair shall be conducted at the first meeting of the year. The Chair and Vice-Chair shall take office with the first meeting of the new calendar year.

5.2.2. Additional Board Officers. The Board may elect or appoint such other officers as it deems necessary to conduct the affairs of the organization.

5.2.3. Secretary. The Board may elect or appoint a secretary whose duties shall include taking minutes of meetings, preparation and distribution of meeting minutes and the meeting agenda to the Board; maintaining resolutions and other documents of the Supporting Hands Nurse Family Partnership. ~~providing a financial report to the Board; participate in the development and distribution of the annual budget as directed by the Board.~~ The secretary may be someone other than a designated board member or alternate.

5.3. Committees: The Board shall have the authority to appoint ~~such~~ committees as it deems necessary to fulfill the purpose of the organization. ~~including, but not limited to:~~

~~5.3.1. Management Committee: The Management Committee shall be a minimum of three public health directors from the Parties. Management Committee members shall be determined by the Board on an annual basis. Responsibilities of the Committee shall include:~~

- ~~Selection, orientation, management and termination of employees of the Supporting Hands Nurse Family Partnership~~
- ~~Budget preparation and management~~
- ~~Oversight of data collection procedures~~
- ~~Serving as a liaison to the National Nurse Family Partnership Program which includes ensuring compliance with fidelity standards~~
- ~~Overseeing contracts entered into by the Supporting Hands Nurse Family Partnership for services identified in Article 8.2.1.~~

~~5.3.21.Other Committees: Other committees may be created by action of the Board at a duly noticed meeting.~~

5.4. Meetings. The Board shall meet at least annually at a time determined by the Board. The Board shall comply with Minnesota Statutes Chapter 13D (Open Meeting Law).

5.4.1. Special Meetings. The Chair may convene or, upon written request of a majority of the Board, members shall convene a special meeting. Special meetings shall comply with Minnesota Statutes Chapter 13D (Open Meeting Law).

5.4.2. Meeting Notices. Written notice of meetings shall be sent to Board members pursuant to Minnesota Statute Chapter 13D (Open Meeting Law) by the Secretary.

5.5. Voting. A quorum shall consist of no less than fifty-one percent (51%) of board members or alternates eligible to vote. Board actions shall be determined by a majority of the votes cast at the meeting. Abstentions shall not be counted as votes cast for the purpose of this section. Proxy votes are not permitted.

5.6. By-Laws. The Board may adopt bylaws to govern its operations. Such bylaws shall be consistent with the Agreement and applicable law.

5.7. Amendments. This Agreement may be amended from time to time as deemed necessary. Changes to this Agreement or the bylaws require a two-thirds vote of the Board as defined in Section 5.5.

5.8. Records, Accounts and Reports. The books and records, including minutes and the original fully executed Agreement of the Board, shall be subject to the provisions of Minn. Stat. Ch. 13. They shall be maintained ~~by McLeod County located at 830 11th Street East, Glencoe, Minnesota 55336~~ **at a designated location.** Records, accounts and reports shall be maintained by ~~the Secretary~~ **designated staff.**

Article 6
Duties of the Board

The Board shall formulate a plan to carry out its purposes pursuant to Article 2.

Article 7
Reservation of Authority

All responsibilities not specifically set out to be jointly exercised by the Board under this Agreement are hereby reserved to the Parties.

Article 8
Powers of the Board

8.1. General Powers. The Board is hereby authorized to exercise such authority and powers common to the Parties as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in paragraph 8.2.

8.2. Specific Powers.

8.2.1. Contracts. The Board may enter into contracts necessary for the exercise of its duties and responsibilities to govern the Supporting Hands Nurse Family Partnership. The Board may take such action as is necessary to enforce such contracts to the extent available in equity or at law. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law.

The Board may contract with any of the Parties or others to provide budgeting/accounting and personnel services necessary or convenient for the Supporting Hands Nurse Family Partnership including, but not limited to:

8.2.1.A. Collecting and dispersing funds ensuring that interest accrued on the funds of the Board remains deposited in the fund and shall be included in the annual budget as revenue

8.2.1.B. Identifying grant funds

8.2.1.C. Billing each Party its respective share no less than once each quarter or no more than once each month for each member's share of the Board's operation

8.2.1.D. Assisting with the selection, orientation, management and termination of employees of the Supporting Hands Nurse Family Partnership including the:

- use or development of personnel policies and protocols for employees of the Supporting Hands Nurse Family Partnership
- administering payroll and benefits of employees of the Supporting Hands Nurse Family Partnership

8.2.2 Annual Budget. The Board shall approve a budget no later than ~~November 1st of each year~~ **at the first meeting in November** for the following calendar year.

8.2.3. Insurance. The Board shall obtain liability, property and auto insurance and may obtain such other insurance it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement.

Article 9
Indemnification and Hold Harmless

9.1. Applicability. The Supporting Hands Nurse Family Partnership Joint Powers shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. Supporting Hands Nurse Family Partnership Joint Powers shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of M.S. 466.

9.2. Indemnification and Hold Harmless. The Supporting Hands Nurse Family Partnership Joint Powers shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Supporting Hands Nurse Family Partnership Joint Powers. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota States Statutes, Section 466.04.

To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental

unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Article 10
Term

This Agreement shall commence upon approval of the governing body of each Party and signature of the official with authority to bind the entity listed in Article 1.

The Agreement shall be in effect only with respect to the Parties who have approved and signed it.

Article 11
Withdrawal and Termination

11.1. Withdrawal. A Party may withdraw from the Supporting Hands Nurse Family Partnership Joint Powers by filing with the Board Chair a written notice of intent to withdraw. The Board Chair shall send a copy of the resolution of withdrawal to Supporting Hands Nurse Family Partnership Board members.

11.2. Effective Date and Obligations. Withdrawal shall be effective on the first day of the month, which is at least one full calendar year following the end of the year that the notice of withdrawal is given which shall be known as the effective date of withdrawal. A withdrawing Party is obligated to pay its annual contribution until the effective date of withdrawal. The withdrawing Party shall have no liability or obligation to the Supporting Hands Nurse Family Partnership after the effective date of withdrawal.

11.3. Termination. This Agreement shall remain in force until a unanimous vote to dissolve the Supporting Hands Nurse Family Partnership Joint Powers is made by the Board or until the Board consists of only one Party.

11.3.1 Effects of Termination. Termination shall not discharge any liability incurred by the Board or by the Parties during the term of the Agreement.

11.3.1A Financial obligations shall continue until discharged by law, this Agreement or any other agreement.

11.3.1B Assets of the Supporting Hands Nurse Family Partnership Joint Powers shall be divided among the Parties as determined by the Board.

Article 12
Counterparts

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the Secretary who will maintain them at the location specified in Article 5.8.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective Parties on the date shown below.

Each Party must complete the following. An original of each Party's execution of the Agreement should be attached to the Agreement and remain in a permanent file.

Approved as to form and execution:

_____
County Attorney/Date

COUNTY OF _____

By_____
Chair of Board

Date of Signature_____

Attest_____
Clerk to Board

Request for Board Action

BOARD MEETING DATE:
March 2, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to Sign Gravel Crushing Contract with Commeford Gravel.	
AGENDA YOU ARE REQUESTING TIME ON: March 2, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Annual gravel production contract with Commeford.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	See above

Budget Information

FUNDING:	County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: XXX	RECOMMENDATIONS: XXX
COMMENTS: XXX	COMMENTS: XXX

Board Action

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

County-Wide Gravel Processing Job No._____
County State Aid Highway-County Road

STATE OF MINNESOTA

COUNTY OF Swift

CONTRACT
HIGHWAY CONSTRUCTION

This agreement, made this 1st day of October, 20 19, between the County of Swift in the State of Minnesota, party of the first part, hereinafter called the County, and Commerford Gravel, Inc. of Danvers, MN party of the second part, hereinafter called the contractor. Witnesseth, that the contractor, for and in consideration of the payment or payments herein specified and by the County to be made, hereby covenants and agrees to furnish all materials (except such as is specified to be furnished by the County), all necessary tools and equipment and to do and perform all the work and labor in the construction of (County State Aid Highway – County Road) Job No. County-Wide Gravel Processing located as shown on approved plans between various locations in Swift County and _____ for the price and compensation set forth and specified in the proposal signed by the Contractor and hereto attached and hereby made a part of this agreement, said work to be done and performed in accordance with the Plans, Specifications, and Special Provisions therefore on file in the office of the County Engineer of said County, which Plans, Specifications, and Special Provisions are hereby made a part of this agreement.

The contractor further covenants and agrees that he will commence work on or before_____, 20_____, and will have same completed in every respect to the satisfaction and approval of the County, on or before the fall of _____, 20 20.

IN WITNESS WHEREOF, the said County has caused these present to be executed and the contractor(s) has(have) hereunto subscribed his(their) name(s).

Dated at Benson, Minnesota, this 28th day of January, 20 20.

County of Swift

By_____ _____
Chairman, County Board

_____ _____

_____ _____
County Administrator Contractor

Approved as to form and execution this_____day of_____, 20_____.

_____
County Attorney

Request for Board Action

BOARD MEETING DATE:
March 2, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to purchase One new truck and equipment off of the State Contract.	
AGENDA YOU ARE REQUESTING TIME ON: March 2, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: One new tandem truck and equipment that is in this year's budget.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	See above

Budget Information

FUNDING:	County

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: XXX	RECOMMENDATIONS: XXX
COMMENTS: XXX	COMMENTS: XXX

Board Action

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

Truck Replacement Cost

TANDEM AXLE PLOW TRUCK	Cost	Trade	Total	Tax & Lic.	Price
Istate Truck Center - 2021 Freightliner 114SD	116,308	39,000	77,308	5,145	82,453
Harrison Truck Center – 2020 Freightliner 114SD	113,058	20,000	93,058	6,518	99,576
Harrison Truck Center – 2020 Western Star X12	117,397	20,000	97,397	6,816	104,213
Nuss Truck & Equipment – 2019MACK AF 64FR	124,831	27,000	97,831	6,846	104,677

TRUCK BOX & PLOW EQUIPMENT	Cost		Total
TBEI Inc.	114,777		114,777
Towmaster Truck Equipment	115,054		115,054

Budgeted $200,000

License & Fees $120

Trade unit 26 (2010 International 7600)

Request for Board Action

BOARD MEETING DATE:
March 3, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Treasurer	Ron Vadnais	320-843-3544

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review 4th Quarter 2019 Cash & Investments	
AGENDA YOU ARE REQUESTING TIME ON: Department reports	ARE YOU SEEKING APPROVAL OF A CONTRACT? NO
IS THIS MANDATED? NO	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: N/A	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATIORNEY:	COUNTY ADMINISTRATOR:
Danielle Olson	Kelsey Baker
RECOMMENDATIONS: XXX	RECOMMENDATIONS: XXX
COMMENTS: XXX	COMMENTS: XXX

Board Action

Motions

J Fox G Hendrickx E Pederson P Peterson E Rudningen

Action

Vote

ASSETS	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	109,948.85
Fed RLF#281500-SBD	498,168.21
MAGIC-Revenue ACCT#651154	1,642,733.57
PSS-Appleton	76,765.41
R&B Invest Acct#18827605	250,562.18
StBkDanvers	943,656.35
WELLS FARGO	35,787.35
Health Ins 18-1	200,000.00
Health Ins 19-1	200,000.00
Health Ins 19-2	200,000.00
Health Ins 19-3	200,000.00
HS Clearing acct #18829020	321,721.92
HS-MMIS# 14534(Credit Union)	227,924.17
HS19-10	200,000.00
HS19-11	200,000.00
HS19-12	200,000.00
HS19-13	200,000.00
HS19-14	200,000.00
HS19-2	200,000.00
HS19-4	200,000.00
HS19-5	200,000.00
HS19-6	200,000.00
HS19-7	200,000.00
HS19-8	200,000.00
MAGIC TERM INVESTMENT	500,000.00
MAGIC(FEDERATED BOND)#651157	606,133.27
MAGIC(R&B)Mmkt#651173	2,842,786.05
MAGIC-CIP BOND ACCT#651168	4,905,668.34
R&B19-1	240,000.00
R&B19-10	200,000.00
R&B19-11	248,000.00
R&B19-2	200,000.00
R&B19-3	240,000.00
R&B19-4	245,000.00
R&B19-5	240,000.00
R&B19-6	249,000.00
R&B19-7	245,000.00
R&B19-8	245,000.00
R&B19-9	200,000.00
Revenue18-1	200,000.00
Revenue19-1	245,000.00
Revenue19-2	200,000.00
Revenue19-3	200,000.00
Revenue19-4	200,000.00
Revenue19-5	200,000.00
TOTAL Cash and Bank Accounts	19,758,855.67
Other Assets	
REV, R&B & HS-Emp. Benefits CD	242,000.00

TOTAL Other Assets	242,000.00
Investments	
REV-HEALTH CARE	524,981.42
TOTAL Investments	524,981.42
TOTAL ASSETS	20,525,837 .09
LIABILITIES	0.00
OVERALL TOTAL	20,525,837 .09

FUND #	FUND NAME	INSTITUTION	ID#	MATURJTY DATE	TOTAL INVEST.	INT RATE	MONTH ENDED	ACCRUED INTEREST
1097	Revenue	CitizensBk-Perry FL	17670LAP1	12-Dec-19	$0.00		3 l-Dec-19	$0.00
31097	R&B	PinnacleBk-Nashville TN	72345SHC8	27-Dec-19	$0.00		3l-Dec-19	$0.00
111097..:.::.:;·Htman Services .		**Bk of Chill3fNY ...., · · ' · , 06428FEV5**		**.. 27-Dec-19**	**$0.00.**		3 l-Dec-19	$0.00
31097	R&B	R&B Clearing Acct	1BB27605	31-Dec-19	$250,562.18	l.17%	31-Dec-19	$80.74
11 1097 . .:·Hmnan$services		**'.Human Ser Cfoarlng Act . 1BB29020**		**·:. 3l-Dec-19**	**$321,721.92· '**	**·1.17%**	3 l-Dec-19	$309.30
11Ol:.5 f . I f Servi.ces		**·Co-op Credit-Benon ;r,_;. - . Savings#l 4534**		**: 31-Dec-19**	**$227,92(17**	**1.24%**	3 l-Dec-19	$1,262.85
31097	R&B	MAGIC R&B acct	651173	31-Dec-l 9	$2,842,786.05	l.75%	31-Dec-19	
1001	Rev/RLF	StBkDanvers-Fed RLF	281500	31-Dec-l 9	$498,168.21	0.40%	3 l-Dec-19	
1001	Tax Accts	Various local banks		3 l-Dec-19	$186,714.26	0.50%	31-Dec-19	$847.49
1001	Rev/checking	St Bk of Danvers	267151	3l-Dec-19	$943,656.35	0.40%	3 l-Dec-19	
1092	Revenue	WELLS FARGO	1AB21819	31-Dec-19	$35,787.35	1.71%	3 1-Dec-19	$80.08
1101	Rev/Health Care	Franklin Fund-MF	45789	3l-Dec-19	$524,981.42		3 l-Dec-19	$1,009.58
3500	Bond Debt Serv	MAGIC Bond Debt Acct	651157	31-Dec-19	$606,133.27	1.75%	31-Dec-19	
3500	Bond Debt Serv	MAGIC CIP Acct	651168	31-Dec-19	$4,905,668.34	1.75%	31-Dec-19	
1097	Revenue	MAGIC TERM INVEST	651154	31-Dec-19	$500,000.00	1.87%	3 l-Dec-19	$1,660.52
1097	Revenue	MAGIC Revenue Fund	651154	3 l-Dec-19	$1,642,733.57	1.75%	31-Dec-19	
31097	R&B	US Bk Ntl Assn	90333VF54	9-Jan-20	$240,000.00	2.60%	31-Dec-19	$6,086.14
!}llO?Jl!flHuhiij.':SeNi& ·tSotithsiCteBkfyl(:'tif.1"			**8M70QJX6. ·;. tJ:..Jan-20**		**$200,000.00**	**' t.°95%**	31-Dec-19	$1,837.81
1097	Revenue	Synchrony Bk	87165HUG3	21-Jan-20	$200,000.00	2.10%	31-Dec-19	$1,898.63
11097	Rev/R&B/HS	Pacific Western Bk LA	24045	22-Jan-20	$242,000.00	3.00%	31-Dec-19	$6,822.41
11097	Revenue	Allegiance Bk Tx	01748DBN5	23-Jan-20	$245,000.00	2.50%	3 l-Dec-19	$134.25
[redacted]							3l-Dec-19	$1,861.37
31097	R&B	Millimrton Bk NJ	600834AB1	30-Jan-20	$200,000.00	2.50%	31-Dec-19	$13.70
[redacted]							3 l-Dec-19	$4,575.34
11109 Human Services		**:.€o;iilmk§WJ$ib!1gt-649.#:7fills'it)?-f**		**eb;20.::.:' 200,00:0:> '.t t.4%**			31-Dec-19	$4,107.95
31097	R&B	Fifth Third Bk Cincinatti	316777WU1	27-Mar-20	$240,000.00	2.45%	31-Dec-19	$4,494.58
31097	R&B	Comenity Cap Bk	20033AY91	27-Mar-20	$249,000.00	2.30%	31-Dec-19	$62.76
03/1097	R&B	Israel Dis Bk of NY	465076PW1	17-Apr-20	$245,000.00	2.45%	31-Dec-19	$4,226.42
iJo9f7Nit¥#i rYi		**fQ9i:I!R¥8**	**,s3,952.. ii**	**-?A.iJrrid'.· ,**	**go_;poqoQ!:**	**J2-**	31-Dec-19	$85.48

11097	Revenue	Investors Bk-Short Hlls NJ	46176PLD5	24-Apr-20	$200,000.00	2.45%	3l-Dec-19	$3,342.74
111097	Human Services	CentralStBk-IA	15524EAS3	18-May-20	$200,000.00	L60%	3l-Dec-19	$122.74
111097	Human:Servfoes	Independence.Bk-KY	45 40KEX3	29-May-20	$200,000.00	195%	31-Dec-19	$1,656.16
31097	R&B	Morgan Stanley Bk	61 760AF38	5-Jun-20	$240,000.00	2.45%	3 l-Dec-19	$3,350.79
11097	Rev	Goldman Sachs	38149MBQ5	18-Jun-20	$200,000.00	2.20%	31-Dec-19	$2,350.68
111097	Human Services	Cathay Bk-Primary	149159NL5	17Jul-20	$200,000.00	L95%.	31-Dec-19	$1,773.70
11097	Revenue	Touchmark	89155MBR7	20-Jul-20	$200,000.00	1.65%	3 l-Dec-19	$108.49
111097	Human Services	Safra Ntl Bk-NY	78658RAA9	1O-Sep-20	$200,000.00	1.80%	31-Dec-19	$1,094.79
							31-Dec-19	$987.67
31097	R&B	BMO Harris Bk	05581WZ65	30-Sep-20	$245,000.00	1.80%	3 l-Dec-19	$1,486.11
I-11097	Human'Services	"Bank RI.-	064577EX3	13-0ct-20	$200,000.00	L55%	3 l-Dec-19	$152.88
31097	R&B	WELLS FARGO BK NA	949763149	l 9-0ct-20	$245,000.00	1.80%	3 l-Dec-19	$157.07
31097	R&B	Branch Bking&Trust	105133GLO	28-0ct-20	$200,000.00	1.70%	3l-Dec-19	$596.16
31097	R&B	VCC Bk-Richmond	91823MAU9	16-Nov-20	$200,000.00	1.60%	31-Dec-19	$131.51
							3 l-Dec-19	$968.77
31097	R&B	Pacific City Bk LA	69406PDCO	18-Dec-20	$248,000.00	1.70%	31-Dec-19	$127.06
111097	Htfnlan\Sel'Vices	TBK: Bk-Oali3S	87219RGB4	18-Dec-20	$2Q0,000;00'	1.65%	31-Dec-19	$99.45
11097	Jiiij iitsi	fExchau .BGibf>cin Nii- 3oip14pG2 f":2s: fui.21'... :.r=,s2	00,000.00			90%	31-Dec-19	$72.88
31097	uman Sencies	Morgan Stiiiie Y"BkN	A::z.1.61690UJY7	1:.ar-2r--	$200000.00	ts%	31-Dec-19	$1,189.04
11097	Revenue	Sallie Mae Bk	7954503TO	19-Jul-21	$200,000.00	2.05%	31-Dec-19	$1,875.89
					$20,525,837.09			$41,371.90
		CNH LOAN#2		7/9/2019	$0.00			$0.00
		SCBH-LOAN		12/1/2032	$1,388,841.06	2.00%	31-Dec-19	$2,283.03

2019 TAX COLLECTIONS

TAX DISTRICT	CHANGED LEVY	TOTAL COLLECTED	TOTAL UNCOLLECTE[	% UNCOLLECTED
APPLETON	$432,825.98	$431,965.98	$860.00	0.20%
BENSON	$538,789.20	$530,573.20	$8,216.00	1.52%
CAMP LAKE	$450, 130.00	$444,295.00	$5,835.00	1.30%
CASHEL	$1,000, 145.02	$999,621.02	$524.00	0.05%
CLONTARF	$1,082,404.06	$1,082,404.06	$0.00	0.00%
DUBLIN	$1,183,639.94	$1,180,975.94	$2,664.00	0.23%
EDISON	$451,898.00	$447, 168.00	$4,730.00	1.05%
FAIRFIELD	$567 ,012.96	$566, 125.02	$887.94	0.16%
HAYES	$582, 159.36	$581,638.36	$521.00	0.09%
HEGBERT	$461,302.00	$455,152.00	$6,150.00	1.33%
KERKHOVEN	$401,074.36	$399,944.36	$1,130.00	0.28%
KILDARE	$774,356.52	$772,626.52	$1,730.00	0.22%
MARYSLAND	$729,618.00	$725,034.00	$4,584.00	0.63%
MOYER	$518,768.00	$515,926.00	$2,842.00	0.55%
PILLSBURY	$911,393.74	$911,057.74	$336.00	0.04%
SHIBLE	$471,222.00	$471,222.00	$0.00	0.00%
6 MILE GROVE	$958,250.86	$953,458.86	$4,792.00	0.50%
SWENODA	$747,834.46	$747,834.46	$0.00	0.00%
TARA	$862,627.86	$862,627.86	$0.00	0.00%
TORNING	$1,376,412.30	$1,372,340.30	$4,072.00	0.30%
WEST BANK	$620,936.40	$620,037.40	$899.00	0.14%
APPLETON CITY	$2,347,671.98	$2,277,451.72	$70,220.26	2.99%
BENSON CITY	$3,913,092.60	$3,869,494.10	$43,598.50	1.11%
CLONTARF CITY	$204,971.36	$196,388.36	$8,583.00	4.19%
DANVERS	$140,898.04	$138,450.04	$2,448.00	1.74%
DEGRAFF	$75,681.16	$72,401.16	$3,280.00	4.33%
HOLLOWAY	$490,794.00	$489,111.00	$1,683.00	0.34%
KERKHOVEN CITY	$595,709.53	$580,868.53	$14,841.00	2.49%
MURDOCK	$431,672.18	$422,947.18	$8,725.00	2.02%
TOTALS	$23,323,291.87	$23, 119,140.17	$204, 151.70	0.88%

Ronald Vadnais
Swift County Treasurer

301 14th St N
P.O. Box 207
Benson, MN 56215

Phone (320) 843-3544
Fax (320) 843-2275

e-mail:
ron. vadnais@co.swift.mn.us

Swift County Vital Statistics Report (2019)

Thru December 31, 2019

2018 DATA

Birth Certs Issued	Death Certs Issued	Marriage Licenses	Notaries Filed
347	858	12-regular	
		23-reduced fee	14 *{jj)*, $20.00
County Fees Collected			
$3,018.00	$2,947.00	$875.00	$280.00

Miscellaneous Fees: Marriage Certificates = $639.00
Data Reports = $210.00

Total County Fees collected $7,969.00

2019 DATA

Birth Certs Issued	Death Certs Issued	Marriage Licenses	Notaries Filed
		15-regular	
399	745	12-reduced fee	46 *{jj)*, $20.00
County Fees Collected			
$3,514.00	$2,624.00	$675.00	$920.00

Miscellaneous fees: Marriage certificates=$1,323.00
Data Reports = $240.00

TOTAL COUNTY FEES COLLECTED $9,296.00

FUND #	FUND NAME	INSTITUTION	ID#	MATURITY DATE	TOTAL INVEST.	INT RATE	MONTH ENDED	ACCRUED INTEREST	INT MTD	PRIN RET
1097	Revenue	CitizensBk-Perry FL	17670LAP1	12-Dec-19	$0.00		31-Dec-19	$0.00	$286.03	
31097	R&B	PinnacleBk-Nashville TN	72345SHC8	27-Dec-19	$0.00		31-Dec-19	$0.00	$529.97	
111097	Human Services	Bk of China/NY	06428FEV5	27-Dec-19	$0.00		31-Dec-19	$0.00	$6,581.92	
31097	R&B	R&B Clearing Acct	1BB27605	31-Dec-19	$250,562.18	1.17%	31-Dec-19	$80.74	$132.87	
111097	Human Services	Human Ser Clearing Act	1BB29020	31-Dec-19	$321,721.92	1.17%	31-Dec-19	$309.30	$427.07	
1101	Human Services	Co-op Credit-Benson	Savings#14534	31-Dec-19	$227,924.17	1.24%	31-Dec-19	$1,262.85		
31097	R&B	MAGIC R&B acct	651173	31-Dec-19	$2,842,786.05	1.75%	31-Dec-19		$3,777.95	
1001	Rev/RLF	StBkDanvers-Fed RLF	281500	31-Dec-19	$498,168.21	0.40%	31-Dec-19		$173.65	
1001	Tax Accts	Various local banks		31-Dec-19	$186,714.26	0.50%	31-Dec-19	$847.49		
1001	Rev/checking	St Bk of Danvers	267151	31-Dec-19	$943,656.35	0.40%	31-Dec-19		$677.73	
1092	Revenue	WELLS FARGO	1AB21819	31-Dec-19	$35,787.35	1.71%	31-Dec-19	$80.08	$75.45	
1101	Rev/Health Care	Franklin Fund-MF	45789	31-Dec-19	$524,981.42		31-Dec-19	$1,009.58	$953.88	
3500	Bond Debt Serv	MAGIC Bond Debt Acct	651157	31-Dec-19	$606,133.27	1.75%	31-Dec-19		$898.91	
3500	Bond Debt Serv	MAGIC CIP Acct	651168	31-Dec-19	$4,905,668.34	1.75%	31-Dec-19		$7,275.21	
1097	Revenue	MAGIC TERM INVEST	651154	31-Dec-19	$500,000.00	1.87%	31-Dec-19	$1,660.52		
1097	Revenue	MAGIC Revenue Fund	651154	31-Dec-19	$1,642,733.57	1.75%	31-Dec-19		$2,060.48	
31097	R&B	US Bk Ntl Assn	90333VF54	9-Jan-20	$240,000.00	2.60%	31-Dec-19	$6,086.14		
111097	Human Services	SouthsideBk-Tyler TX	84470QJX6	13-Jan-20	$200,000.00	1.95%	31-Dec-19	$1,837.81		
1097	Revenue	Synchrony Bk	87165HUG3	21-Jan-20	$200,000.00	2.10%	31-Dec-19	$1,898.63		
11097	Rev/R&B/HS	Pacific Western Bk LA	24045	22-Jan-20	$242,000.00	3.00%	31-Dec-19	$6,822.41		
11097	Revenue	Allegiance Bk Tx	01748DBN5	23-Jan-20	$245,000.00	2.50%	31-Dec-19	$134.25	$503.42	
651097	Health Ins	Flagstar Bk-Troy Mi	33847EZ34	27-Jan-20	$200,000.00	2.15%	31-Dec-19	$1,861.37		
31097	R&B	Millington Bk NJ	600834AB1	30-Jan-20	$200,000.00	2.50%	31-Dec-19	$13.70	$835.62	
651097	Health Ins	Bk Hapolalim NY	06251AV98	31-Jan-20	$200,000.00	2.50%	31-Dec-19	$4,575.34		
111097	Human Services	NY Comm Bk-Westbury N	649447SG5	28-Feb-20	$200,000.00	2.45%	31-Dec-19	$4,107.95		
31097	R&B	Fifth Third Bk Cincinatti	316777WU1	27-Mar-20	$240,000.00	2.45%	31-Dec-19	$4,494.58		
31097	R&B	Comenity Cap Bk	20033AY91	27-Mar-20	$249,000.00	2.30%	31-Dec-19	$62.76	$470.71	
03/1097	R&B	Israel Dis Bk of NY	465076PW1	17-Apr-20	$245,000.00	2.45%	31-Dec-19	$4,226.42		
111097	Human Services	Gorham Svgs Bk-ME	383052ER4	23-Apr-20	$200,000.00	1.95%	31-Dec-19	$85.48	$320.55	

11097	Revenue	Investors Bk-Short Hills NJ	46176PLD5	24-Apr-20	$200,000.00	2.45%	31-Dec-19	$3,342.74		
111097	Human Services	CentralStBk-IA	15524EAS3	18-May-20	$200,000.00	1.60%	31-Dec-19	$122.74		
111097	Human Services	Independence Bk-KY	45340KEX3	29-May-20	$200,000.00	1.95%	31-Dec-19	$1,656.16		
31097	R&B	Morgan Stanley Bk	61760AF38	5-Jun-20	$240,000.00	2.45%	31-Dec-19	$3,350.79		
11097	Rev	Goldman Sachs	38149MBQ5	18-Jun-20	$200,000.00	2.20%	31-Dec-19	$2,350.68		
111097	Human Services	Cathay Bk-Primary	149159NL5	17-Jul-20	$200,000.00	1.95%	31-Dec-19	$1,773.70		
11097	Revenue	Touchmark	89155MBR7	20-Jul-20	$200,000.00	1.65%	31-Dec-19	$108.49		
111097	Human Services	Safra Ntl Bk-NY	78658RAA9	10-Sep-20	$200,000.00	1.80%	31-Dec-19	$1,094.79		
651097	Health Ins	Bk Leumi USA-NY NY	063248JV1	18-Sep-20	$200,000.00	1.75%	31-Dec-19	$987.67		
31097	R&B	BMO Harris Bk	05581WZ65	30-Sep-20	$245,000.00	1.80%	31-Dec-19	$1,486.11		
111097	Human Services	Bank RI	064577EX3	13-Oct-20	$200,000.00	1.55%	31-Dec-19	$152.88		
31097	R&B	WELLS FARGO BK NA	949763J49	19-Oct-20	$245,000.00	1.80%	31-Dec-19	$157.07	$362.47	
31097	R&B	Branch Bking&Trust	105133GL0	28-Oct-20	$200,000.00	1.70%	31-Dec-19	$596.16		
31097	R&B	VCC Bk-Richmond	91823MAU9	16-Nov-20	$200,000.00	1.60%	31-Dec-19	$131.51	$263.01	
651097	Health Ins	Farmers St Bk-Waterloo IA	31034RFA8	18-Nov-20	$200,000.00	1.70%	31-Dec-19	$968.77		
31097	R&B	Pacific City Bk LA	69406PDC0	18-Dec-20	$248,000.00	1.70%	31-Dec-19	$127.06		
111097	Human Services	TBK Bk-Dallas Tx	87219RGB4	18-Dec-20	$200,000.00	1.65%	31-Dec-19	$99.45		
111097	Human Services	Exchange Bk-Gibbon NE	301074DG2	25-Jan-21	$200,000.00	1.90%	31-Dec-19	$72.88	$312.33	
111097	Human Services	Morgan Stanley Bk NA	61690UJY7	1-Mar-21	$200,000.00	1.75%	31-Dec-19	$1,189.04		
11097	Revenue	Sallie Mae Bk	7954503T0	19-Jul-21	$200,000.00	2.05%	31-Dec-19	$1,875.89		
					$20,525,837.09			**$41,371.90**	$26,343.89	
		CNH LOAN#2		7/9/2019	$0.00			$0.00		
		SCBH-LOAN		12/1/2032	$1,388,841.06	2.00%	31-Dec-19	$2,283.03	$2,327.72	$84,864.61

State Bank of Danvers **282474**

Account Purpose: Non Consumer

Account Holder Name(s): **Swift County - Parks**

GOVERNMENT

Reporting SSN/TIN: **41-6005906**
Street Address: **PO Box 207, Benson, MN 56215-0207**
Telephone Number: **(320) 843-3544** Work #:
Number of Signatures Required: **1** CIF Number:

ACCOUNT TYPE		ACCOUNT NUMBER	
Premier Checking		**282474**	
Date Opened **02-28-20**	Date Revised	Opened By **KATHY**	Verified By

OWNERSHIP TYPE **Government/Municipal/Public Funds**

Signatures of Authorized Individuals. This Agreement is subject to all terms below.

x Ronald Vadnais, Treasurer of Swift County - Parks	x Toni J Lindstrom, Deputy Treasurer of Swift County - Parks

(Signatures and printed names of each account signer)

The Authorized Individual(s) signing above agree(s), that the Account Holder's Account(s) will be governed by the terms set forth in the Deposit Account Agreement and Disclosure, the Time Certificate of Deposit or Confirmation of Time Deposit Agreement (if applicable), the Rate and Fee Schedule, the Funds Availability Policy Disclosure, the Substitute Check Policy Disclosure, the Electronic Funds Transfer Agreement and Disclosure, (if applicable), acknowledge receipt of our privacy policy (if applicable), as amended by the Financial Institution from time to time, and such other authorization documents provided to the Financial Institution from time to time. The Authorized Individual(s) also acknowledge that they have received at least one copy of these deposit account documents. The Authorized Individual(s) understand(s) accounts opened after 5:00 PM are dated effective the next business day. The Authorized Individual(s) represent(s) that they hold the position(s) indicated above and they are authorized to enter into this Agreement on behalf of the Account Holder.

CERTIFICATE OF AUTHORITY AND RESOLUTIONS Date: **02-28-2020**

The individuals signing above and the official(s) certify that the government, public or municipal entity ("Entity") is organized, exists, and is duly authorized to transact business under the laws of the state or jurisdiction in which it is located and its principal office is located at the address shown above. The name of the Entity shown herein is the complete and correct name of the Entity. All registered assumed business names under which the entity does business are as follows:

The individuals signing above and official(s) certify that all of the officers and Authorized Agents ("Agents") of the Entity listed occupy the positions shown, and have signed herein.

The official(s) further represent and certify that the following resolutions were adopted at a duly convened meeting of the governing body of the Entity or by other duly authorized action in lieu of a meeting and remain unmodified and in full force and effect:

a. That the Agents listed herein are authorized and empowered to act for and on behalf of the Entity to carry out and perform transactions under the terms and conditions of the Agreement. The named Agents are authorized and empowered to execute such other agreements and to perform such other acts as they deem reasonably necessary to carry out the provisions of the Agreement. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.
b. That the Financial Institution is directed to accept and pay without further inquiry any item, bearing the following appropriate number of signature(s), drawn against any of the the named Accounts of the Entity with the Financial Institution.
c. That any one of such Agents is expressly authorized to endorse all checks, drafts, notes, and other items payable to or owned by the Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.
d. That the authority given to the Agents shall remain in full force until written notice of revocation is delivered and received by the Financial Institution at each location where an account is maintained. Any such notice shall not affect any items in process at the time notice is given. An Official or Agent of the Entity will notify the Financial Institution of any change in the ownership of the Entity, entity name, any assumed business names, and any aspect of the Entity affecting the relationship between the Entity and the Financial Institution before it occurs.
e. That the number shown above as the Entity Tax Identification Number (TIN) is correct.

x (Signature of Certifying Official) x (Signature of Other Certifying Official)

*NOTE: In the case the official or other signing agent is designated by the resolutions as one of the signing officials, this certificate must also be signed by a second official of the Entity.

The following information may be used to further identify individual(s) for telephone instructions, large transactions, or if a signature varies.
MMN = Mother's Maiden Name

Name:	**Ronald Vadnais**	[redacted]		
Street:	**314 Sanford Rd PO Box 201, Benson, MN 56215**			
Mailing:				
Phone:	[redacted]	(W): **(320) 843-3544**		(C):
Job:				
DOB:	[redacted]	MMN:		
ID:	**Drivers License** [redacted]	Exp Date: [redacted]	Country: **USA**	St: **MN**
	Social Security [redacted]	Exp Date:	Country: **USA**	St:

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The following information may be used to further identify individual(s) for telephone instructions, large transactions, or if a signature varies.
MMN = Mother's Maiden Name

Name:	**Toni J Lindstrom**	[redacted]		
Street:	**617 13th St S, Benson, MN 56215**			
Mailing:				
Phone:	[redacted]	(W): **(320) 843-3544**		(C):
Job:				
DOB:	[redacted]	MMN:		
ID:	**Drivers License** [redacted]	Exp Date:	Country: **USA**	St: **MN**
	Social Security [redacted]	Exp Date:	Country: **USA**	St:

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RATE AND FEE SCHEDULE

Account Holders: Swift County - Parks
PO Box 207
Benson, MN 56215-0207

Financial Institution: State Bank of Danvers
2010 Minnesota Avenue
Benson, MN 56215

INTRODUCTION. We appreciate your decision to open a deposit account with us. This form contains certain terms of the account. Each Account Holder agrees to the terms in this Deposit Account Rate and Fee Schedule, including any additional pages. Each Account Holder agrees that the terms in this Deposit Account Rate and Fee Schedule are part of the Account Agreement. In this Schedule, "you" and "your" mean each and all of the Account Holder. "We", "us" and "our" mean the Financial Institution. We may change the rates, fees and charges contained in this schedule from time to time, if allowed by law.

PREMIER CHECKING - 282474

Account Holder: Swift County - Parks

Account Opening Date: 02-28-2020

Account Ownership: Government/Municipal/Public Funds

Account Purpose: Non Consumer

Limitations: You must deposit $25.00 to open this account.

Account Fees: The following fees apply to this account: Stop Payment Charge: 20.00; 3rd Party Check Reversal Fee: 2.00; Sweep Fee: 3.00; Returned Checks: $25.00 per check; Premier Checking: A service charge of $5.00 per month; and Overdraft Fee: Overdrafts may be created by check, in-person withdrawal, ATM withdrawal or other electronic or non-electronic means. If your account has a negative balance (overdrawn) of $2.00 or more the fee for each overdrawn debit will be $25.00. The maximum number of these charges per day is five or $125.00. If the account is still overdrawn after 3 business days there will be a overdrawn account fee of $25.00 assessed each business day the account is overdrawn..

MISCELLANEOUS FEES AND CHARGES

Wire Transfer Fees

Domestic U.S.: 20.00 - outgoing, 15.00 - incoming
International: 60.00

Official Checks

Personal Money Orders: 4.00
Cashiers Checks: 6.00
Certified Checks: 15.00

Services

Fax - U.S.: 2.00 per page
Fax - Foreign: 6.00 per page
Photocopies: .20 per page plus .05 for second side
Check Copies: 3.00
Research: 20.00 per hour (1/2 hour minimum)
Account Balancing: 20.00 per hour (1/2 hour minimum)
Check Printing: fee depends on style of check ordered
Stop Payment: 20.00
Non-Customer Checks: 10.00 plus 1% of the check
Notary Public Fee: 5.00 for non-Premier account holders

Safe Deposit Services

See one of our Customer Service Representatives for information on our safe deposit boxes.: Varies by product choice

ACCOUNT HOLDERS:

SWIFT COUNTY - PARKS

By: Ronald Vadnais
Ronald Vadnais, Treasurer of Swift County - Parks

By: Toni J. Lindstrom
Toni J Lindstrom, Deputy Treasurer of Swift County - Parks

FINANCIAL INSTITUTION:

X Kathy Weber
Authorized Signer

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Bank Copy

GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION

(for Deposit Accounts)

Depositor: **Swift County - Parks**
PO Box 207
Benson, MN 56215-0207
Account No: **282474**

Financial Institution: **State Bank of Danvers**
2010 Minnesota Avenue
Benson, MN 56215

I, the undersigned Official of the Government, Municipal or Public Entity ("Entity") named above, HEREBY CERTIFY that the Entity is organized, exists and is duly authorized to transact business under the laws of the state or jurisdiction where it is located.

ACCOUNT HOLDER. Swift County - Parks is the complete and correct name of the Account Holder.

I FURTHER CERTIFY that at a meeting of the governing body of the Entity, duly and regularly called and held on July 6, 2010, the following resolutions were adopted:

RESOLVED, that the Financial Institution named above at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Entity, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any **one** (1) of the following named officers or employees of this Entity ("Agents"), whose actual signatures are shown below:

X _____
Ronald Vadnais, Treasurer of Swift County - Parks

X _____
Toni J Lindstrom, Deputy Treasurer of Swift County - Parks

and that the Financial Institution shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

FURTHER RESOLVED, that the Financial Institution is hereby directed to accept and pay without further inquiry any item drawn against any of the Entity's accounts with the Financial Institution bearing the signature or signatures of Agents, as authorized above or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Financial Institution shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

FURTHER RESOLVED, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Entity for deposit with the Financial Institution, or for collection or discount by the Financial Institution; and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Entity may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Financial Institution at each location where an account is maintained. Financial Institution shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing Resolutions now stand of record on the books of the Entity; that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have hereunto set my hand on _____, 2020 and attest that the signatures set opposite the names listed above are their genuine signatures.

CERTIFIED TO AND ATTESTED BY:

CORPORATE

SEAL

X _____
***Official**

X _____
Co-*Official

*NOTE: In case the Official is designated by the foregoing resolutions as one of the signing agents, this certificate should also be signed by a second Official of the Entity.

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Bank Copy

Request for Board Action

BOARD MEETING DATE:
March 3, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Auditor	Kim Saterbak	320-843-6108

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Review of the 4th Quarter 2019 financial information	
AGENDA YOU ARE REQUESTING TIME ON: Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The 4th quarter financial information, with comparison to prior year amounts will be presented for the Boards review.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

**** Swift County ****

Executive Departmental Budget to Actual Review
As of December 31, 2019

As of Date (MM/YYY	12/2019
Budget Name:	2019 Final Working Budge
Budget Selector:	Full Year Budget
Save Report Options:	N
Comment:	

FUND Range From 01 Thru 40

X Include/eXclude 8

**** Swift County ****

Executive Departmental Budget to Actual Review
As of December 31, 2019

Operational Funds	Expenditures				Revenues				
	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Net Actual
1 County General Revenue									
3 General Government	33,498	679,379	(645,881)	2028	6,797,016	7,114,547	317,531	105	6,435,167
5 Board Of Commissioners	232,857	227,110	5,747	98	0	0	0	0	(227,110)
21 Law Library	18,800	15,676	3,124	83	14,000	14,553	553	104	(1,123)
31 County Administration	292,732	278,083	14,649	95	0	2,814	2,814	0	(275,269)
40 County Auditor	213,718	211,658	2,060	99	25,000	0	(25,000)	0	(211,658)
41 County Treasurer	218,069	210,270	7,799	96	15,500	21,232	5,732	137	(189,038)
42 County Assessor	344,922	277,513	67,409	80	49,600	50,503	903	102	(227,011)
43 Public Examiners	69,675	59,223	10,452	85	0	0	0	0	(59,223)
44 Licenses And Permits	1,250	1,250	0	100	4,370	4,275	(95)	98	3,025
60 Data Processing	87,600	87,996	(396)	100	0	0	0	0	(87,996)
89 Elections	67,540	65,242	2,298	97	44,050	303	(43,747)	1	(64,939)
90 County Attorney	471,305	407,850	63,455	87	33,700	30,165	(3,535)	90	(377,685)
100 Land Records	409,659	362,156	47,503	88	93,000	130,418	37,418	140	(231,738)
110 Courthouse building	579,327	389,890	189,437	67	0	15	15	0	(389,875)
111 County Museum building	17,787	14,562	3,225	82	0	0	0	0	(14,562)
112 CPHS building	18,500	12,954	5,546	70	0	0	0	0	(12,954)
113 Prairie 5 building	15,006	9,291	5,715	62	0	0	0	0	(9,291)
114 Rental House	0	0	0	0	0	0	0	0	0
115 Attorney's Office Building	0	1,304	(1,304)	0	0	0	0	0	(1,304)
116 Law Enforcement Building	0	1,304	(1,304)	0	0	0	0	0	(1,304)
122 Veterans Service	173,944	168,503	5,441	97	7,500	9,062	1,562	121	(159,441)
123 Planning And Zoning	104,128	101,158	2,970	97	84,728	101,722	16,994	120	564
148 Technology Committee	33,800	36,417	(2,617)	108	0	0	0	0	(36,417)
149 Technical Support	281,035	267,390	13,645	95	131,200	148,029	16,829	113	(119,361)
200 Sheriff	1,489,498	1,323,763	165,735	89	70,500	73,166	2,666	104	(1,250,597)
202 911 Distribution	51,728	51,683	45	100	51,728	54,673	2,945	106	2,990
204 Coroner	15,000	22,078	(7,078)	147	0	0	0	0	(22,078)
205 Jail	1,120,704	1,033,575	87,129	92	34,000	33,829	(171)	99	(999,746)
251 Grants 6W Community Corrections	286,659	286,659	0	100	0	0	0	0	(286,659)
261 Restorative Practices	74,852	101,547	(26,695)	136	0	200	200	0	(101,347)
280 Emergency Management	104,854	85,530	19,324	82	18,000	18,182	182	101	(67,348)
400 Countyrside Public Health Service	114,544	114,544	0	100	0	0	0	0	(114,544)
406 Youth Programs	0	0	0	0	0	0	0	0	0
490 Ambulance	40,000	0	40,000	0	0	0	0	0	0
520 County Parks	53,000	33,893	19,107	64	48,000	59,600	11,600	124	25,707
521 Parks And Drainage	210,691	176,151	34,540	84	187,118	143,817	(43,301)	77	(32,334)
600 Extension	145,551	149,620	(4,069)	103	1,000	1,538	538	154	(148,082)
602 Agriculture Inspector	13,500	13,500	0	100	0	0	0	0	(13,500)
603 Predator Control	10,000	7,701	2,299	77	0	0	0	0	(7,701)

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**** Swift County ****

Executive Departmental Budget to Actual Review
As of December 31, 2019

Operational Funds	Expenditures				Revenues				
	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Net Actual
701 Economic Development Grow	0	0	0	0	0	0	0	0	0
703 Grants And Appropriations	467,404	513,496	(46,092)	110	0	0	0	0	(513,496)
800 Unallocated	0	0	0	0	0	0	0	0	0
1 County General Revenue	7,883,137	7,799,917	83,220	99	7,710,010	8,012,643	302,633	104	212,726
2 Solid Waste Fund									
390 Environmental Services	1,351,944	1,241,271	110,673	92	1,101,150	1,107,882	6,732	101	(133,389)
2 Solid Waste Fund	1,351,944	1,241,271	110,673	92	1,101,150	1,107,882	6,732	101	(133,389)
3 County Road & Bridge									
300 Highway Administration	171,041	159,883	11,158	93	7,980,539	7,399,097	(581,442)	93	7,239,214
301 Shared County Engineer	175,793	172,558	3,235	98	87,897	83,245	(4,652)	95	(89,314)
310 Maintenance	1,836,039	1,598,960	237,079	87	0	0	0	0	(1,598,960)
311 Authorized Work Contributions	15,644	29,553	(13,909)	189	0	0	0	0	(29,553)
315 Engineering	111,556	83,010	28,546	74	0	0	0	0	(83,010)
320 Construction	5,067,674	3,482,552	1,585,122	69	0	0	0	0	(3,482,552)
330 Equipment & Maintenance Shops	730,800	784,159	(53,359)	107	0	0	0	0	(784,159)
350 Other (Highway)	8,000	6,836	1,164	85	0	0	0	0	(6,836)
360 Accounts Receivable	2,845	1,372	1,473	48	0	0	0	0	(1,372)
370 Inter-Governmental Expense	483,955	479,647	4,308	99	0	0	0	0	(479,647)
3 County Road & Bridge	8,603,347	6,798,531	1,804,816	79	8,068,436	7,482,341	(586,095)	93	683,810
11 Human Services									
404 Income Maintenance	1,314,140	1,299,761	14,379	99	1,314,140	1,345,669	31,529	102	45,909
405 Social Services	4,686,335	4,210,762	475,573	90	4,214,835	4,091,273	(123,562)	97	(119,489)
408 Day Care Provider Deferred Loan Progr	0	18,618	(18,618)	0	0	11,486	11,486	0	(7,132)
11 Human Services	6,000,475	5,529,141	471,335	92	5,528,975	5,448,428	(80,547)	99	(80,713)
35 Debt Service									
898 2017A Cap Improv Bond	350,656	278,901	71,755	80	368,188	351,687	(16,501)	96	72,786
899 2016A Bonding	520,765	529,448	(8,683)	102	520,765	221,111	(299,654)	42	(308,337)
35 Debt Service	871,421	808,349	63,072	93	888,953	572,798	(316,155)	64	(235,551)
37 Capital Projects Fund									
110 Courthouse building	0	(83,947)	83,947	0	0	119,462	119,462	0	203,408
37 Capital Projects Fund	0	(83,947)	83,947	0	0	119,462	119,462	0	203,408
40 County Ditches Fund									
800 Unallocated	0	2,400	(2,400)	0	0	0	0	0	(2,400)
901 County Ditch #1	0	2,811	(2,811)	0	0	4,738	4,738	0	1,927
903 County Ditch #3	0	820	(820)	0	0	0	0	0	(820)

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**** Swift County ****

Executive Departmental Budget to Actual Review
As of December 31, 2019

Operational Funds		Expenditures				Revenues				
		Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Net Actual
907	County Ditch #7	0	4,828	(4,828)	0	0	9,952	9,952	0	5,124
908	County Ditch #8	0	5,292	(5,292)	0	0	9,533	9,533	0	4,241
909	County Ditch #9	0	146	(146)	0	0	0	0	0	(146)
910	County Ditch #10	0	1,253	(1,253)	0	0	0	0	0	(1,253)
913	County Ditch #13	0	3,941	(3,941)	0	0	0	0	0	(3,941)
914	County Ditch #14	0	28,862	(28,862)	0	0	19,515	19,515	0	(9,347)
915	County Ditch #15	0	61	(61)	0	0	1,000	1,000	0	939
916	County Ditch #16	0	2,783	(2,783)	0	0	0	0	0	(2,783)
917	County Ditch #17	0	60	(60)	0	0	2,003	2,003	0	1,944
918	County Ditch #18	0	60	(60)	0	0	2,000	2,000	0	1,941
919	County Ditch #19	0	1,458	(1,458)	0	0	500	500	0	(958)
923	County Ditch #23	0	69,416	(69,416)	0	0	0	0	0	(69,416)
924	County Ditch #24	0	884	(884)	0	0	0	0	0	(884)
930	Joint County Ditch #18 - Lateral A	0	564	(564)	0	0	0	0	0	(564)
931	Joint County Ditch #18 - Lateral B	0	871	(871)	0	0	0	0	0	(871)
933	Joint County Ditch #18 - Lateral D	0	1,933	(1,933)	0	0	5,016	5,016	0	3,084
934	Joint County Ditch #19 - Lateral A	0	468	(468)	0	0	5,317	5,317	0	4,849
935	Joint County Ditch #19 - Lateral B	0	1,221	(1,221)	0	0	9,505	9,505	0	8,284
936	Joint County Ditch #19 - Lateral B1	0	283	(283)	0	0	0	0	0	(283)
937	Joint County Ditch #19 - Lateral C	0	475	(475)	0	0	0	0	0	(475)
938	Joint County Ditch #19 - Lateral D	0	4,593	(4,593)	0	0	0	0	0	(4,593)
939	Joint County Ditch #19 - Lateral E	0	15,588	(15,588)	0	0	0	0	0	(15,588)
940	County Ditch #7 - Lateral A	0	713	(713)	0	0	4,197	4,197	0	3,484
941	Judicial Ditch #8 - Lateral A	0	2,036	(2,036)	0	0	0	0	0	(2,036)
942	Judicial Ditch #8 - Improvements	0	862	(862)	0	0	0	0	0	(862)
944	County Ditch #58 - Lateral A	0	64	(64)	0	0	0	0	0	(64)
945	County Ditch #62 - Lateral A	0	470	(470)	0	0	0	0	0	(470)
952	County Ditch #52	0	1,739	(1,739)	0	0	49,975	49,975	0	48,236
955	County Ditch #55	0	19,241	(19,241)	0	0	4,570	4,570	0	(14,671)
958	County Ditch #58	0	14,095	(14,095)	0	0	29,985	29,985	0	15,890
959	County Ditch #59	0	48	(48)	0	0	0	0	0	(48)
960	County Ditch #60	0	1,539	(1,539)	0	0	29,381	29,381	0	27,842
961	County Ditch #61	0	2,660	(2,660)	0	0	16	16	0	(2,644)
962	County Ditch #62	0	1,122	(1,122)	0	0	19,104	19,104	0	17,981
963	County Ditch #63	0	584	(584)	0	0	15,000	15,000	0	14,416
966	County Ditch #66	0	355	(355)	0	0	0	0	0	(355)
971	Joint County Ditch #22-CS	0	785	(785)	0	0	0	0	0	(785)
972	Joint County Ditch #2-SS	0	1,820	(1,820)	0	0	0	0	0	(1,820)
973	Joint County Ditch #3-CS	0	4,598	(4,598)	0	0	0	0	0	(4,598)
974	Joint County Ditch #4-SP	0	10,815	(10,815)	0	0	0	0	0	(10,815)

Copyright 2010-2019 Integrated Financial Systems

**** Swift County ****

Executive Departmental Budget to Actual Review
As of December 31, 2019

Operational Funds	Expenditures				Revenues				
	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 12/31/2019 Actual	Variance	PCT	Net Actual
976 Joint County Ditch #6-CS	0	696	(696)	0	0	0	0	0	(696)
978 Joint County Ditch #8-CS	0	4,307	(4,307)	0	0	5,008	5,008	0	701
979 Joint County Ditch #9-SSP	0	41,319	(41,319)	0	0	0	0	0	(41,319)
980 Joint Judicial Ditch #9-CS	0	29,937	(29,937)	0	0	4,683	4,683	0	(25,254)
981 County Ditch #81	0	1,972	(1,972)	0	0	0	0	0	(1,972)
983 County Ditch #83	0	5,263	(5,263)	0	0	0	0	0	(5,263)
988 Joint County Ditch #18-SCK	0	109,473	(109,473)	0	0	103,642	103,642	0	(5,832)
989 Joint Judicial Ditch #19	0	21,391	(21,391)	0	0	24,088	24,088	0	2,697
991 Judicial Ditch #21	0	840	(840)	0	0	10,133	10,133	0	9,294
992 Judicial Ditch #2	0	3,661	(3,661)	0	0	5,000	5,000	0	1,339
995 Judicial Ditch #5	0	32,684	(32,684)	0	0	101,602	101,602	0	68,918
996 Judicial Ditch #15	0	430	(430)	0	0	0	0	0	(430)
997 Judicial Ditch #7	0	943	(943)	0	0	0	0	0	(943)
998 Judicial Ditch #8	0	23,980	(23,980)	0	0	0	0	0	(23,980)
40 County Ditches Fund	0	491,513	(491,513)	0	0	475,464	475,464	0	(16,049)
	24,710,324	22,584,775	2,125,549		23,297,524	23,219,018	(78,506)		634,243

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Summary of Funds

Actual & Budget Comparison

As of 12/31/2019

	Budget	Actual	Difference $$	Difference %
Revenue Funds:				
General	7,710,010	8,012,643	302,633	104%
Solid Waste/Environmental	1,101,150	1,107,882	6,732	101%
Road & Bridge	8,068,436	7,482,341	(586,095)	93%
Human Services	5,528,975	5,448,428	(80,547)	99%
Debt Service	888,953	572,798	(316,155)	64%
	23,297,524	**22,624,092**	**(673,432)**	**97%**
Expenditures:				
General	7,883,137	7,799,917	(83,220)	99%
Solid Waste/Environmental	1,351,944	1,241,271	(110,673)	92%
Road & Bridge	8,603,347	6,798,531	(1,804,816)	79%
Human Services	6,000,475	5,529,141	(471,334)	92%
Debt Service	871,421	808,349	(63,072)	93%
	24,710,324	**22,177,209**	**(2,533,115)**	**90%**
Change in Fund Balance	**(1,412,800)**	**446,883**	**1,859,683**	

*****(designates deficit or under budget)**

As of December 31, 2019

Ending Cash Balance Summary	**2019**	**2018**	**2017**	**2016**	**2015**	
Cash and Bank Accounts	$ 20,525,837	$ 18,628,770	$ 18,292,501	$ 14,635,829	$ 10,777,926	
Employee Benefits - CD	$ -	$ -	$ -	$ -	$ 200,000	
Investments - Health Care	$ -	$ -	$ -	$ 524,981	$ 524,981	
Loan Receivable - General Fund Summary						
SCBH	$ 1,388,841	$ 1,481,470	$ 1,572,266	$ 1,683,239	$ 1,748,504	(last pymt 12/2032)
CNH Loan #1	$ -	$ -	$ -	$ -	$ 309,220	(last pymt 10/2016)
CNH Loan #2	$ -	$ 43,756	$ 103,163	$ 161,548	$ 218,929	(last pymt 07/2019)
County Indebtedness						
2016A Bond	$ 7,165,000	$ 7,500,000	$ 7,805,000	$ 7,805,000	$ -	
2017A Bond	$ 4,980,000	$ 5,105,000	$ 5,105,000	$ -	$ -	

Swift County

Ending Monthly Cash & Investment Balances

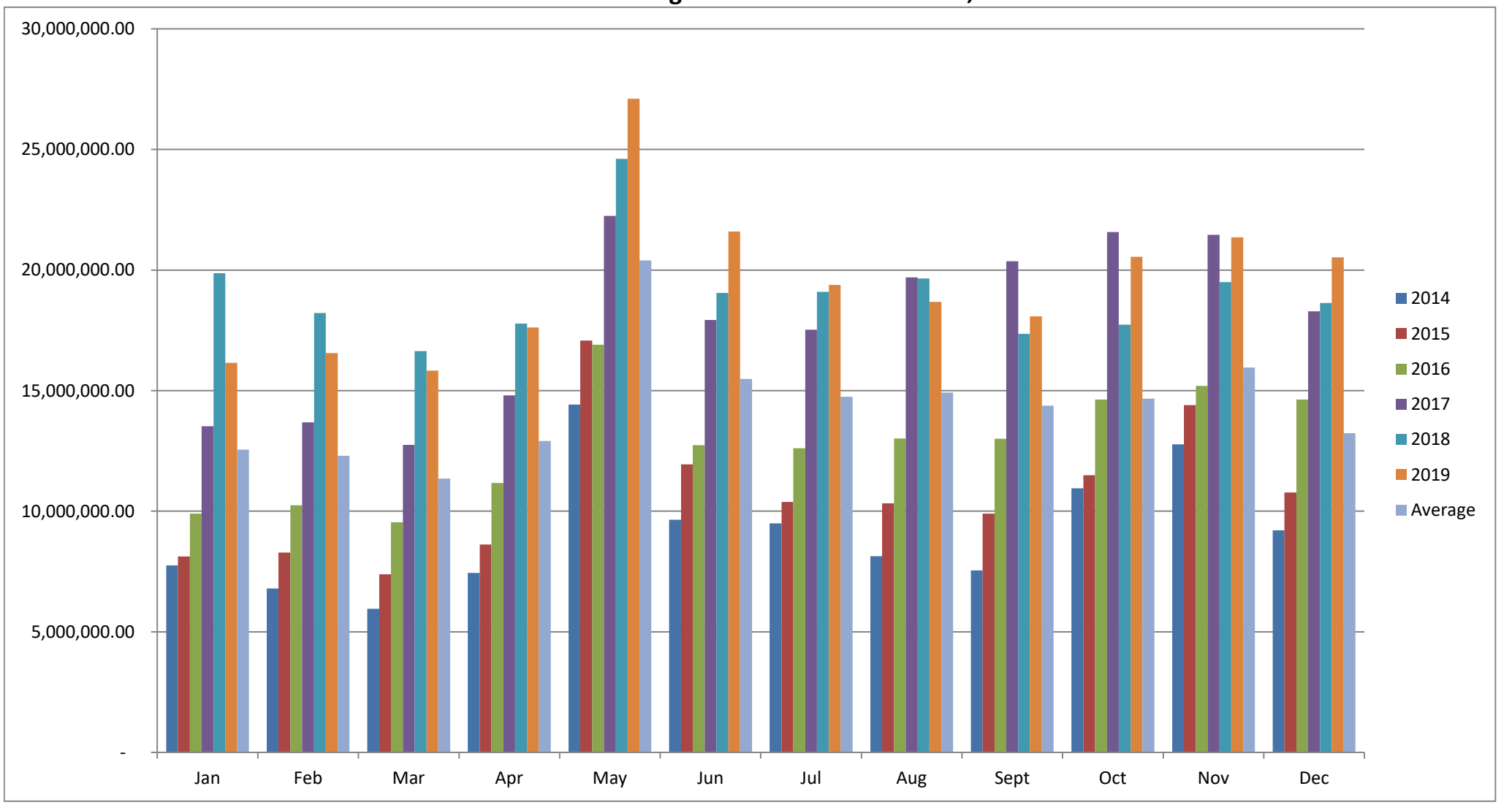
For Years 2014 - 2019

	2014	2015	2016	2017	2018	2019	Average	
Jan	7,753,966.62	8,124,654.99	9,900,385.09	13,522,029.47	19,870,320.76	16,148,408.15	**12,553,294.18**	
Feb	6,793,396.59	8,286,916.58	10,243,579.95	13,688,894.26	18,221,944.32	16,556,427.50	**12,298,526.53**	
Mar	5,950,643.97	7,379,372.97	9,543,886.70	12,749,158.12	16,640,315.01	15,833,071.66	**11,349,408.07**	
Apr	7,437,092.77	8,622,744.15	11,164,294.48	14,804,082.02	17,784,746.64	17,620,981.86	**12,905,656.99**	
May	14,423,436.08	17,081,775.38	16,907,470.25	22,248,272.52	24,609,305.58	27,102,115.96	**20,395,395.96**	
Jun	9,641,133.95	11,941,321.49	12,743,355.11	17,929,271.31	19,047,548.56	21,598,991.70	**15,483,603.69**	
Jul	9,493,211.07	10,389,747.38	12,614,028.49	17,522,213.00	19,090,747.34	19,383,422.44	**14,748,894.95**	
Aug	8,130,361.67	10,326,014.47	13,018,957.48	19,696,930.31	19,643,285.25	18,677,154.67	**14,915,450.64**	**Bond Proceeds Received
Sept	7,550,959.37	9,905,758.49	13,006,812.74	20,366,783.55	17,352,408.31	18,083,442.95	**14,377,694.24**	
Oct	10,955,789.27	11,490,363.82	14,625,844.94	21,570,923.70	17,737,408.31	20,545,989.60	**14,660,730.43**	
Nov	12,776,936.41	14,399,336.67	15,196,967.44	21,462,351.52	19,494,725.72	21,357,099.94	**15,958,898.01**	
Dec	9,212,404.63	10,777,926.27	14,635,829.40	18,292,501.30	18,628,770.02	20,525,837.00	**13,229,665.40**	
Average	**9,176,611.03**	**10,727,161.06**	**12,800,117.67**	**17,821,117.59**	**19,010,127.15**	**19,452,745.29**		

Swift County

Average Comparied to Actual Monthly Cash & Investment Balances

For Months Ending 2011 thru December 31, 2016



SWIFT COUNTY

BUDGET TO ACTUAL COMPARISON - Year End 2019 and 2018

					Current Year (2019)						Prior Year (2018)					
					Expenses			Revenue			Expenses			Revenue		
Fund		Department	Expense	Revenue	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
01	003	General Government			$ 33,498	$ 679,379	0%	$ 6,797,016	$ 7,114,547	105%	$ -	$ 562,592	0%	$ 6,218,251	$ 6,117,667	98%
	5	Board of Commissioners			$ 232,857	$ 227,110	98%	$ -		0%	$ 241,672	$ 233,788	97%	$ -	$ -	0%
01	021	Law Library			$ 18,800	$ 15,676	83%	$ 14,000	$ 14,553	104%	$ 18,800	$ 16,454	88%	$ 14,000	$ 13,262	95%
	31	County Administrator	Difference due primarily to wages and benefits		$ 292,732	$ 278,083	95%	$ -	$ 2,814	0%	$ 309,973	$ 219,193	71%	$ -	$ -	0%
	40	County Auditor		Revenue will be recognized with YE journal entries reclassing time spent on ditches.	$ 213,718	$ 211,658	99%	$ 25,000	$ -	0%	$ 211,084	$ 184,889	88%	$ 25,000	$ 170	1%
	41	County Treasurer		Increased revenue was from an increase in Vital Statistics.	$ 218,069	$ 210,270	96%	$ 15,500	$ 21,232	137%	$ 234,945	$ 209,373	89%	$ 15,500	$ 20,170	130%
	42	County Assessor	Difference due primarily to wages and benefits		$ 344,922	$ 277,513	80%	$ 49,600	$ 50,503	102%	$ 351,334	$ 314,944	90%	$ 46,123	$ 46,271	100%
01	043	Public Examiners			$ 69,675	$ 59,223	85%	$ -	$ -	0%	$ 65,000	$ 42,205	65%	$ -	$ -	0%
01	044	License and Permits			$ 1,250	$ 1,250	100%	$ 4,370	$ 4,275	98%	$ 1,250	$ 2,500	200%	$ 4,350	$ 4,430	102%
01	060	Data Processing			$ 87,600	$ 87,996	100%	$ -	$ -	0%	$ 70,000	$ 88,182	126%	$ 1,200	$ -	0%
01	080	Election	The election equipment grant was used to purchased election equipment that was not originally budgeted.	The election equipment grant was received in 2018.	$ 67,540	$ 65,242	97%	$ 44,050	$ 303	1%	$ 48,250	$ 67,796	141%	$ 4,550	$ 56,114	0%
01	090	County Attorney	Difference due primarily to wages and benefits		$ 471,305	$ 407,850	87%	$ 33,700	$ 30,165	90%	$ 463,070	$ 381,274	82%	$ 33,700	$ 36,007	107%
01	100	Land Records	Under utilized technology fund expenses were the primary factor with a difference from budget of $40,761.	A state grant was received in 2019 but not budgeted in the amount of $13,150. Activity in Charges for Services increased from the prior year by approx. $23,000.	$ 409,659	$ 362,156	88%	$ 93,000	$ 130,418	140%	$ 408,947	$ 331,464	81%	$ 136,850	$ 121,864	89%
01	110	Courthouse	Approximately $90,000 in expenses will be moved into this account from the Capital Projects Fund when this is closed leaving about $145,000 of capital expenses unused. Approx $37,000 of the wages and benefits and $18,000 in Misc. Professional Services were not utilized.		$ 579,327	$ 389,890	67%	$ -	$ 15	0%	$ 166,830	$ 176,244	106%	$ -	$ -	0%
	111	County Museum Building			$ 17,787	$ 14,562	82%	$ -	$ -	0%	$ 17,787	$ 19,701	111%	$ -	$ -	0%
	112	CPHS Building	The primary difference was the repair expenses.		$ 18,500	$ 12,954	70%	$ -	$ -	0%	$ 18,500	$ 11,714	63%	$ -	$ -	0%
	113	Prairie 5 Building	Repairs and improvements were budgeted, but not completed.		$ 15,006	$ 9,291	62%	$ -	$ -	0%	$ 15,006	$ 7,504	50%	$ -	$ -	0%
	114	Rental House			$ -	$ -	0%	$ -	$ -	0%	$ -	$ -	0%	$ -	$ -	0%
	115	Attorney's Office Building			$ -	$ 1,304	0%	$ -	$ -	0%	$ -	$ -	0%	$ -	$ -	0%
	116	Law Enforcement Building			$ -	$ 1,304	0%	$ -	$ -	0%	$ -	$ -	0%	$ -	$ -	0%
	122	Veterans Services			$ 173,944	$ 168,503	97%	$ 7,500	$ 9,062	121%	$ 172,715	$ 153,335	89%	$ 9,100	$ 8,874	98%
	123	Planning & Zoning		The NRGB grant is for 2020. There will be an adjustment made to reduce the revenue for the unearned amount approx $17,000 in 2018.	$ 104,128	$ 101,158	97%	$ 84,728	$ 101,722	120%	$ 140,849	$ 107,920	77%	$ 118,449	$ 149,704	126%
01	148	Technology Committee	The technology & software account ended approx. $4,000 higher than budgeted.		$ 33,800	$ 36,417	108%	$ -	$ -	0%	$ 25,300	$ 30,754	122%	$ -	$ -	0%
	149	Tech Support		More time spent at locations that reimburses the county for this IT work.	$ 281,035	$ 267,390	95%	$ 131,200	$ 148,029	113%	$ 281,400	$ 249,796	89%	$ 202,600	$ 238,160	118%
01	200	Sheriff			$ 1,489,498	$ 1,323,763	89%	$ 70,500	$ 73,166	104%	$ 1,472,659	$ 1,416,771	96%	$ 70,500	$ 83,127	118%
01	202	911 Distribution			$ 51,728	$ 51,683	100%	$ 51,728	$ 54,673	106%	$ 51,728	$ 42,733	83%	$ 51,728	$ 70,123	136%
01	204	Coroner	When budgeting, trending was used to estimated the expense. Actual costs have exceeded the budget amount, but cannot be controlled by the county.		$ 15,000	$ 22,078	147%	$ -	$ -	0%	$ 15,000	$ 23,570	157%	$ -	$ -	0%
01	205	Jail			$ 1,120,704	$ 1,033,575	92%	$ 34,000	$ 33,829	99%	$ 1,061,078	$ 974,903	92%	$ 34,000	$ 28,411	84%
01	251	Grant 6W Community Corrections			$ 286,659	$ 286,659	100%	$ -	$ -	0%	$ 235,853	$ 243,662	103%	$ -	$ -	0%
01	261	Restorative Justice	Amounts budgeted for wages, benefits and insurance were the expenses making up the approx. $27,000 over budget.		$ 74,852	$ 101,547	136%	$ -	$ 200	0%	$ 69,361	$ 61,675	89%	$ -	$ 2,554	0%

SWIFT COUNTY
BUDGET TO ACTUAL COMPARISON - Year End 2019 and 2018

01	280	Emergency Management	Wages and benefits were over budgeted for approx $28,000 but that was offset by Provessional Services that were over budget by approx $8,600 making up primarily for the $19,400.		$ 104,854	$ 85,530	82%	$ 18,000	$ 18,182	101%	$ 85,698	$ 70,362	82%	$ 17,000	$ 18,220	107%
01	400	Countryside Public Health			$ 114,544	$ 114,544	100%	$ -	$ -	0%	$ 112,851	$ 112,851	100%	$ -	$ -	0%
01	406	Youth Programs					0%		$ -	0%	$ -	$ -	0%	$ -	$ -	0%
01	490	Ambulance	We should Board Commit these funds.		$ 40,000	$ -	0%	$ -	$ -	0%	$ 40,000	$ -	0%	$ -	$ -	0%
01	520	County Parks	Most of the expenses out of the Grant Money have been spent. This grant runs until June 2020, but revenue was all included in 2019.	Higher activity this year and expected.	$ 53,000	$ 33,893	64%	$ 48,000	$ 59,600	124%	$ 40,000	$ 32,533	81%	$ 40,000	$ 36,387	91%
01	521	Parks & Drainage		Amount of wages and expenses paid by this department and allocated to the ditch system is calculated and adjusted after year end.	$ 210,691	$ 176,151	84%	$ 187,118	$ 143,817	77%	$ 254,778	$ 210,192	83%	$ 187,118	$ 135,579	72%
01	600	Extension			$ 145,551	$ 149,620	103%	$ 1,000	$ 1,538	154%	$ 148,621	$ 132,610	89%	$ 1,200	$ 1,419	118%
01	602	Agriculture Inspector			$ 13,500	$ 13,500	100%	$ -	$ -	0%	$ 13,500	$ 13,500	100%	$ -	$ -	0%
01	603	Predator Control	Amount is determined by the utilization.		$ 10,000	$ 7,701	77%	$ -	$ -	0%	$ 10,000	$ 10,110	101%	$ -	$ -	0%
01	703	Grants and Appropriations	The amount budgeted for public defenders was over by approx $62,000 and the general appropriation by $7,200. This was offset by the Board Discretionary fund being under by approx $27,000.		$ 467,404	$ 513,496	110%	$ -	$ -	0%	$ 463,482	$ 585,121	126%	$ -	$ -	0%
					$ 7,883,137	$ 7,799,919	99%	$ 7,710,010	$ 8,012,643	104%	$ 7,337,321	$ 7,342,215		$ 7,231,219	$ 7,188,513	

WHEELAGE TAX DATA AS OF 02/28/20

REVENUES/EXPENDITURES SINCE INCEPTION		
2014 REVENUES	109,902.20	BUDGETED 114,000.00
2015 REVENUES	115,750.64	BUDGETED 114,000.00
2016 REVENUES	114,687.78	BUDGETED 109,900.00
2017 REVENUES	112,485.97	BUDGETED 114,000.00
2018 REVENUES	106,935.38	BUDGETED 114,000.00
2019 REVENUES	122,760.08	BUDGETED 114,000.00
2020 REVENUES Y-T-D (AS OF 02/28/19)	8,396.02	BUDGETED 114,000.00
TOTAL WHEELAGE REVENUES:	690,918.07	
2013/2014 RURAL ADDRESSING	(172,126.76)	NET COST 112,688.76
REIMBURSEMENTS FROM TWPS.	59,438.00	
2013-2015 CP 012-001 (CR #73 GRADING)	(552,196.30)	NET COST 152,196.30
COUNTY APPROPRIATION FOR CP 012-001	400,000.00	
(150,000.00 IN 2011 + 250,000.00 IN 2012)		
2014-2016 SAP 076-598-011 (CR #54 CULVERT)	(157,144.84)	NET COST 37,778.84
SAP 076-598-011 BRIDGE BONDING REC'D.-STATE AID	119,366.00	
2018 COUNTY APPROPRIATION FOR CONSTRUCTION	147,221.00	
2018 SAP 076-598-012 (CR #85 BOX CULV.)	(260,648.64)	NET COST 48,854.64
SAP 076-598-012 BRIDGE BONDING REC'D.-STATE AID	211,794.00	
2018-2019 CP 018-001 (CR #72 GRADING)	(159,859.16)	
2019 CP 019-001 (CR #72 PAVING)	(143,921.27)	
2018-2019 CP 018-002 (CR #68 CURB & GUTTER)	(84,071.76)	
2019 CP 019-002 (CR #68 MILL/OVERLAY)	(61,935.63)	
SAP 076-598-013 (CR #61 BOX CULVERT) PRELIM.	(9,222.16)	
WHEELAGE TAX BALANCE:	27,610.55	

2020 PROGRAMMED COUNTY PROJECTS	
CP 019-001 - CR #72 (0.60 MI.) PAVING	7,373.56
-ESTIMATED FINAL PAYMENT	
CP 019-002 - CR #68 (750') MILL/OVERLAY	3,037.20
-ESTIMATED FINAL PAYMENT	
CP 020-001 - CR #68 (0.55 MI.) STREET IMPROVEMENTS	
-ESTIMATED COST	140,000.00
TOTAL COUNTY FUNDS ESTIMATED FOR 2020 CONSTRUCTION:	150,410.76

Based on the premise of receiving $114,000.00 in fiscal year 2020 and deducting the estimated construction programming, we are looking at a balance of -17,196.23 at the end of 2020.

Request for Board Action

BOARD MEETING DATE:
March 3, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Administration	Kelsey Baker	320-314-8399

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the process to move Prairie 5 to the Grow building	
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: The building committee has tasked Kelsey Baker, Jennifer Frost and Vicki Syverson with looking into the option of moving Prairie 5 into the Grow building. Vicki has asked for bids and has received all the bids and because of the wait, will have to contact these contractors to verify the bid. There is also a Small Cities grant that is available to use. If we all move forward, GROW and Swift County, on behalf of Prairie 5, would enter a multi-year lease arrangement, which would take advantage of grant opportunities. Attached is also a letter from Prairie 5, Deb Larson. Prairie 5 board has met and discussed the move and think the move is a benefit to move closer to downtown Benson. We are asking to authorize to move forward in getting exact numbers on the bids and for Kelsey, Jennifer and Vicki to continue the working relationship with Prairie 5 in meeting their needs. In the best interest of all the parties, we would like to start the process in construction and put together lease terms to bring back for final approval.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING:

Review/Recommendation Authorize a team from the building committee to meet with a team from the GROW Board to work out lease/sale terms, considering the needs of P5, GROW and Swift County, along with the future use of the current P5 building. Team should be prepared to recommend a lease or purchase agreement for approval by March 17th.

COUNTY ATTORNEY:	COUNTY ADMINISTRATOR:
Danielle Olson	Kelsey Baker
RECOMMENDATIONS: n/a	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

Request for Board Action

BOARD MEETING DATE:
3/3/2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
RDA & HRA	Jennifer Frost/Vicki Syverson	320-842-4769

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Housing Initiatives Updates provided on three active programs: 1. Preserving Swift County Rural Development (RD) 515 Properties 2. Establishing a Swift County Local Housing Trust Fund 3. Owner-occupied Rehab: Swift Housing Improvement Program – FHLB (Federal Home Loan Bank), Kerkhoven & DeGraff Small Cities Development Program (SCDP), Benson SCDP, Appleton SCDP application (pending decision, June 2020)	
AGENDA YOU ARE REQUESTING TIME ON: Board 3/3/2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Executive Directors of RDA & HRA will provide a presentation and brief review of attachments.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Related to RD 515 property - Grant application submitted by RDA for $500k Rental Rehab Deferred Loan Program November, 2019 to MHFA. Decision expected March 26, 2020.

Budget Information

FUNDING:	Initiatives involve layering different sources/uses of funds. Known and pending sources will be identified to the applicable program during presentation.

Review/Recommendation

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

Board Action

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

Local Housing Trust Fund Manual for Minnesota

What is a Local Housing Trust Fund?

Local Housing Trust Funds (LHTF) are funds established by a local government by dedicating local public revenue for housing. They are a consistent, flexible resource for housing within a local jurisdiction. Trust funds help communities leverage public and private resources and jumpstart projects that draw investment and jobs. LHTFs enable communities to prioritize developments that maximize benefit to the local community.

What is the Local Housing Trust Fund Manual for Minnesota?

The Local Housing Trust Fund Manual for Minnesota was developed by the Minnesota Housing Partnership. Its purpose is to provide an in-depth discussion of the various decisions to be made by local Minnesota communities in establishing an LHTF including revenue, programming, and policies. With 80 pages of references, case studies, and explainers, the manual is an in-depth guide to help local communities get LHTFs established.

Benefits of Local Housing Trust Funds

- Encourage local contributions
- Establish dedicated sources of revenue
- Leverage private dollars
- Provide flexibility to meet local needs

Goodhue County

Goodhue County and the Southeastern Minnesota Multi-County Housing and Redevelopment Authority started an Affordable Housing Trust Fund (AHTF) in 2018. The fund provides downpayment assistance, a fund for multi-family housing projects, and a flexible fund.

Red Wing

Established in 2015, Red Wing invests $100,000 annually into their Affordable Housing Trust Fund (AHTF). Tax Increment Financing will soon provide an additional investment of up to $100,000 annually for 25 years. To date, the AHTF has provided homebuyer assistance loans to at least six families.

Minneapolis

The City of Minneapolis created its Affordable Housing Trust Fund (AHTF) in 2003. As a direct result of the AHTF the city tax base has expanded by up to $800 million, leveraging $9 for every dollar invested in the fund.

Get the Manual

To download a copy of the LHTF Manual for Minnesota, visit: www.mhponline.org/community-development/lhtfmanual-minnesota

Questions?

Contact Elizabeth Glidden, MHP's Director of Strategic Initiatives & Policy at elizabeth.glidden@mhponline.org or 651-925-5548

Minnesota Housing Partnership

On average, city housing trust funds leverage $6 in additional public and private funds for every $1 the trust fund invests.

SENATE
STATE OF MINNESOTA
NINETY-FIRST SESSION

S.F. No. 1961

(SENATE AUTHORS: LANG, Westrom, Ingebrigtsen, Hawj and Eken)

DATE	D-PG	OFFICIAL STATUS
03/04/2019	625	Introduction and first reading Referred to Agriculture, Rural Development, and Housing Finance

A bill for an act

relating to housing; appropriating money to the Housing Finance Agency for grants to local housing trust funds.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. **LOCAL HOUSING TRUST FUND GRANTS.**

(a) $10,000,000 in fiscal year 2020 is appropriated from the general fund to the Minnesota Housing Finance Agency for deposit in the housing development fund for grants to local housing trust funds established under Minnesota Statutes, section 462C.16, to incentivize local funding. This is a onetime appropriation.

(b) A grantee is eligible to receive a grant amount equal to 100 percent of the public revenue committed to the local housing trust fund from any source other than the state or federal government, up to $150,000, and in addition, an amount equal to 50 percent of the public revenue committed to the local housing trust fund from any source other than the state or federal government that is more than $150,000 but not more than $300,000.

(c) $100,000 of this appropriation is for technical assistance grants to local and regional housing trust funds. A housing trust fund may apply for a technical assistance grant at the time and in the manner and form required by the agency. The agency shall make grants on a first-come, first-served basis. A technical assistance grant must not exceed $5,000.

(d) A grantee must use grant funds within eight years of receipt for purposes (1) authorized under Minnesota Statutes, section 462C.16, subdivision 3, and (2) benefiting households with incomes at or below 115 percent of the state median income. A grantee must return any grant funds not used for these purposes within eight years of receipt to the

commissioner of the Housing Finance Agency for deposit into the housing development fund.

EFFECTIVE DATE. This section is effective July 1, 2019.