

Notice & Agenda

Swift County Board of Commissioners

Tuesday, May 07, 2019

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. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 am.	1-2	Consider approving Public Engagement Rules
9:05 a.m.		Approve Agenda
9:05 a.m.		Consent Agenda
	3-4	(1) Minutes from the April 16, 2019 Regular Meeting
	5	(2) Minutes from the April 16, 2019 Executive Meeting
	6	(3) Minutes from the April 22, 2019 Special Meeting
	7	(4) Minutes from the April 30, 2019 Road Tour
	8-10	(5) Consider Approval of the Facilities Maintenance position description and advertise for this newly created position
	11-14	(6) Consider Approval of the Agricultural Lease Agreement/ Cash Rent
	15-16	(7) Consider Approval of two Daycare Grants
	17-18	(8) Consider Approval of the Swift Falls Park Service Contract
	19	(9) Consider Approval of tobacco licenses for the following business: Ascherman Uni-Mart
9:010 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:11 a.m.		Commissioner and Board reports
9:30 a.m.		County Administrator report
9:35 a.m.		Citizens Comments
10:10 a.m.	20-23	Ron Vadnais, County Treasurer Review 1 st Quarter 2019 Cash & Investments
10:20 a.m.	24-34	Kim Saterbak, County Auditor Review 1 st Quarter 2019 Executive Departmental Budget Report
10:00 a.m.		Amanda Ness, HR Coordinator
	35	Consider Approval of the appointment of a Highway Maintenance Supervisor at the 5-year step
	36	Consider Approval of \$12.00 hourly wage for two part-time seasonal summer positions for Highway
	37	Consider Approval of \$12.00 hourly wage for one part-time seasonal summer positions for Environmental Services
	38-43	Discussion to approve a Southwest West Central Service Cooperative grant application for a Communications intern

10:30 a.m.

Other Business

44-46 Discussion regarding County Road 35
47 Appleton Community Foundation Grant Application
Consider Approval of the Community Perspective Committee members

11:00 a.m.

Adjournment



Public Engagement Rules Swift County, Minnesota

Public participation in meetings:

- Comments from the public are restricted to the public forum period.
- County Board meetings are the forum for the Board to conduct the Board's business. While Board meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not solely a forum for public expression, they are a business meeting for the Board of Commissioners.
- Members of the public are not allowed to participate in board discussion and debate without a specific invitation by the presiding officer. Members of the public will not be allowed to interrupt or blurt out commentary unless recognized by the presiding officer.
- Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of board.
- The Board of Commissioners shall, as a matter of policy, protect the legal rights to privacy and due process of employees of Swift County. County employees have a legal right to privacy related to their private, confidential or non-public personnel data as provided by Minnesota Statutes §13.43.
- Persons wishing to address the board regarding items *not* on the agenda shall notify the chair prior to the beginning of the meeting or hearing. If the matter is of a nature that raises data privacy concerns, the requester shall be so notified and encouraged to use other appropriate means to have the matter addressed. If the matter is not of a nature that raises data privacy concerns, the person shall be recognized during the portion of the meeting reserved for non-agenda items.

During the public forum period, citizens must:

- Sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet is available at the meeting entrance.
- Be recognized by the presiding officer before speaking. Comments are limited to two minutes. Groups of citizens wishing to speak on the same topic maybe asked to confer and appoint a spokesperson to speak as to the topic, depending upon the time available for public forum and the number of people wishing to speak during the public forum on the same topic.
- Direct their remarks to the presiding officer.
- Follow the direction of the presiding officer.

During forum period, the public is prohibited from:

- The use of obscene, profane, or threatening language.
- Threatening, loud, or boisterous conduct that disrupts the meeting or the security of the public.
- Defaming or personally attacking others.
- Sharing or discussing private or confidential information about Swift County employees, including private, confidential or non-public personnel data.
- Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. If the conduct continues, the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means.

SWIFT COUNTY BOARD MINUTES

April 16, 2019

Chairman Hendrickx called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, County Auditor Kim Saterbak, Terri Orr, other county employees and members of the public.

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

04-16-19-01 Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

County Attorney Danielle Olson amended the closed session times on the regular minutes for the Consent agenda motion.

04-16-19-02 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Consent Agenda as amended: (1) Minutes from the April 2, 2019 Regular Meeting, (2) Minutes from the April 2, 2019 Executive Meeting, (3) Approval of the Maximus Contract, (4) Approval of an application for Property Tax Abatement. (5) Approval of \$12.00 wage for two part time summer help. Motion carried unanimously.

04-16-19-03 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Commissioner warrants as follows: Revenue, \$207,251.26; Solid Waste, \$24,137.16; Road and Bridge, \$24,793.25; County Ditches Fund, \$588.98; which includes the following bills over \$2,000: Counties Providing Technology, \$7,441.00; Don's Flooring LLP, \$4,301.89; French Glass Specialty Company, \$2,018.90; Kandiyohi County Sheriffs Dept., \$11,287.76; Kubesh/Gene, \$4,500.00; L.G. Everist Inc., \$2,084.19; LETG, LLC, \$36,031.44; Little Falls Machine Inc., \$4,520.49; Painting Inc., \$2,650.00; Macqueen Equipment Inc., \$2,035.72; Mactek Systems Inc., \$19,505.00; Pflipsen Trucking LLC, \$13,338.86; Pioneerland Library System, \$34,898.25; Pro Action Safety & Sales, \$2,119.17; Swift County Monitor News, \$10,634.00; Swift County Treasurer, \$15,666.86; University Of Minnesota, \$18,444.99; Verizon Wireless, \$2,015.04; Waste Management of Northern Minnesota, \$10,172.64; Wold Architects & Engineers, \$15,785.00. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on 6W Community Corrections. Commissioner E. Pederson reported on RDA meeting and the Public Hearing for the Hospital which he attended as a citizen. Commissioner Hendrickx reported on 6W Community Corrections. Commissioner Fox reported on Restorative Practice, Well-Being Committee and the Hospital forum. Commissioner Rudningen reported on the Swift County Courthouse 11th month walk through, Enhancing the Organization meeting, Glacial Ridge Scenic By-Way and a meeting in Kerkhoven regarding the potential change on County Rd 35.

Administrator Baker reported on Enhancing the Organization meeting, Social Worker interviews, Highway Maintenance Forman interviews, Road Tour was postponed and the new date is April 30th, Community Perspective letter that was put out to get the Community Committee for the building project and the Swift County Courthouse 11th month walk through.

Chairman Hendrickx asked the board for a decision to limit the citizens comments to two to three minutes each. A lengthy discussion was held and the decision was decided on two minutes per person.

Chairman Hendrickx asked for citizen's comments. Vicki Olson, Hagen Herfindahl, Mike Thompson, Gwen Dale, Neal Thompson and Gwen Ascheman voiced their concerns on the building project. Mark Hughes and Vicki Olson voiced their concerns on the County Assistant Attorney leaving and on the County Attorney's comments from the last board meeting. There were no other citizen's comments.

04-16-19-04 Commissioner E. Pederson moved and Commissioner Fox seconded a motion to suspend the process of the study and Schematic Design for the building project for two months. A discussion was held. Motion carried unanimously.

Environmental Services Director Scott Collins presented for approval of a Conditional Use Permit #5592 requested by B.G. Amundson Construction Inc. for gravel material extraction.

04-16-19-05 Commissioner P. Peterson moved and Commissioner Rudningen seconded to approve the Conditional Use Permit #5592 requested by B.G. Amundson Construction Inc. A brief discussion was held. Motion carried unanimously.

Environmental Services Director Scott Collins presented for approval of a Conditional Use Permit #5594 requested by Agralite Electric Cooperative to construct and operate a 115 Kv distribution substation in the NW corner of Section 30, Dublin Township, Swift County, MN. Great River Energy will serve the substation with one span of overhead transmission from a 3-way switch connected to the existing 115 Kv line on the north side of the township road.

04-16-19-06 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Conditional Use Permit #5594 requested by Agralite Electric Cooperative to construct and operate a 115 Kv distribution substation in the NW corner of Section 30, Dublin Township, Swift County, MN. A brief discussion was held. Motion carried unanimously.

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

The regular meeting recessed at 10:16 AM.

The regular meeting reconvened at 10:28 AM.

04-16-19-07 Commissioner P. Peterson moved and Commissioner Rudningen seconded to go into close session. Motion carried unanimously.

The regular meeting recessed to closed session at 10:28 AM.

The regular meeting reconvened at 11:10 AM. No decisions were made.

04-16-19-08 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:10 AM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator

SWIFT COUNTY BOARD MINUTES
Record of Executive Session
April 16, 2019

Date convened: Tuesday, April 16, 2019

Time Convened: 10:28 AM

Time adjourned: 11:10 AM

Members Present: Commissioners Fox, Hendrickx, Edward Pederson, Peter Peterson, and Rudningen

Members Absent: None

Also Present: County Administrator Kelsey Baker and Amanda Ness
Employees of David Drown and Associates

Purpose: To consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. (§13D.03)

Chairman Gary Hendrickx called the executive session to order at 10:28 AM with all members present as well as County Administrator Kelsey Baker and Amanda Ness. The Board discussed labor negotiation strategies.

The board took no actions at the meeting.

04-02-19-01 ExS Commissioner Fox moved and Commissioner Rudningen seconded to adjourn. Motion carried.

Executive Session adjourned at 11:10 AM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator

SWIFT COUNTY BOARD SPECIAL MEETING MINUTES
April 22, 2019

Date convened: Monday, April 22, 2019

Time Convened: 5:33 PM.

Time adjourned: 7:03 PM.

The purpose of this special meeting was to hold a joint meeting of the SCBHS Board of Directors, Swift County Commissioners and the Benson City Council to discuss the Swift County Benson Hospital Affiliation Vs Independent.

Swift County - Commissioners Fox, Hendrickx, Edward Pederson, Peter Peterson, County Administrator Kelsey Baker and County Attorney Danielle Olson.

Swift County Benson Hospital – Patty Schreck, Pat Langan, Tom Anderson, Jill Hedman, Joe Fox, Brian Samuelson, Jon Buyck, Grant Herfindahl and Mary Ellen Wells, Ex Officio.

City of Benson – City Manager Rob Wolfington, City Administrative Assistant Val Alsaker, Benson Mayor Terri Collins, City Council Members: Jack Evenson, Mark Schreck and City Finance Director Glen Pederson.

Swift County Monitor News – Reed Anfinson.

Others Present – SCBHS Legal Counsel Don Wilcox, Ben Wilcox, SCBHS CFO Dan Enderson, SCBHS DON Melissa McGinty-Thompson, SCBHS HR Director Ashlie Bradley, Clinic Manager Sarah Young, SCBHS Executive Assistant Michele Samuelson and Joe Hellie CentraCare.

Swift County Benson Hospital Chairman Patty Schreck, City of Benson Mayor Terri Collins, and Swift County Chairman Gary Hendrickx called the special joint meeting to order at 5:33 PM. with all Swift County Commissioners present except Eric Rudningen.

Mary Ellen Wells along with the SCBHS senior leadership team provided a presentation on the work that has been done in the decision-making process towards remaining independent or affiliation. The preliminary recommendation is to affiliate. A discussion was held about the process. The consensus of the group was that work should continue towards affiliation.

The Hospital Board’s decision will be made at the May 23, 2019 special meeting.

No further action was taken by the board.

04-22-19-01 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried.

Special Meeting adjourned at 7:03 PM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator

SWIFT COUNTY BOARD ROAD TOUR MINUTES
April 30, 2019

Date convened: Tuesday, April 30, 2019

Time Convened: 10:51 AM.

Time adjourned: 2:22 PM.

Purpose: Swift County Road Tour.

Present - Commissioners Fox, Hendrickx, E. Pederson, P. Peterson, Rudningen,
County Administrator Kelsey Baker, County Engineer Andrew Sander and Assistant
Engineer Paul Petrick.

The board toured the county reviewing roads, ditches and the 5-year highway plan.

No action was taken by the board.

04-30-19-01 Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried.

Road Tour adjourned at 2:22 PM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Amanda Ness	REQUESTOR PHONE: 320-314-8321
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion to approve the Facilities Maintenance position description and advertise for this newly created position	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The position was brought to the Enhancing the Organization committee to discuss. A lengthy discussion and several changes were made. This position description was created by HR using Springsted's SAFE program and was reviewed by David Drown and Associates. The recommendation was made by the committee to move forward with the attached Facilities Maintenance position description and advertise at a Grade 10 (\$17.66-23.75 per hour) for 32 hours/week.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	ETO Committee

Budget Information

FUNDING: Funding for this position is included in the 2019 Courthouse Budget
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Review/Recommendation

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

Facilities Maintenance

Dept/Div: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical work performing the general maintenance and repair of county buildings and facilities, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Operates, monitors, and maintains climate control systems, including boilers, HVAC equipment, and electrical.

Contracts with vendors and contractors performing repair and maintenance work on county buildings to ensure access and satisfactory completion of work.

Purchases maintenance supplies and services.

Monitors other building systems to assure reliable operations: plumbing, elevators, etc.

Assists with maintenance and housekeeping duties at county buildings as needed.

Checks county buildings for safety hazards and makes corrections as needed.

Knowledge, Skills and Abilities

Thorough knowledge of the common practices, tools, and terminology of the mechanical and building trades; thorough knowledge of the use and characteristics of common building materials; general knowledge of the hazards and safety precautions associated with the assigned trade; ability to estimate needed materials and time required for various jobs; ability to prepare specifications for contracted projects; ability to establish and maintain effective working relationships with associates and contract workers.

Education and Experience

High school diploma or GED and considerable experience in building and grounds operations, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather) and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Facilities Maintenance

Dept/Div: *Administration*

FLSA Status: *Non-Exempt*

Special Requirements

State Boiler Operator's License
Valid driver's license in the State of Minnesota.

Last Revised: 9/13/2018



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Request approval of the Agricultural Lease Agreement – Cash Rent	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The County owns 56 tillable acres that Joe DeVaan has leased in the past. This lease originally started as a three year contract but changed two years ago to a lease that is signed every year.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING:

Review/Recommendation

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

AGRICULTURAL LEASE AGREEMENT - CASH RENT

This Agreement is made this 3rd day of April, 2019, by and between Joseph DeVaan and Susana Camacho Jimenez (**LESSOR**) and Swift County (**LESSEE**).

The parties agree as follows:

1. **DEMISE & DESCRIPTION:** LESSOR demises and lets to LESSEE, to use for agricultural purposes and for no other purposes, the following described real estate located in the County of Swift, State of Minnesota, consisting of 56 tillable acres in the following described property located in the northwest corner of State Highway 9 and County Road 29 (60th Ave. NE) legally described as follows:

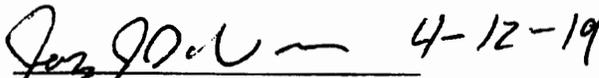
East Half of the Southeast Quarter (E1/2 – SE1/4) of Section Thirty-six (36), Township One Hundred Twenty-Two (122), Range Thirty-nine (39). The Property is 78.6 acres with 56 acres of tillable land more or less.
2. **TERM:** The term of this lease agreement shall begin on May 1, 2019 and shall continue until March 31, 2020, unless otherwise agreed to by the parties in writing. If no written agreement is entered by April 15, 2019, this lease shall terminate.
3. **BINDING EFFECT:** The provisions of the lease agreement shall be binding on the heirs, executors, administrators and assigns of both LESSOR and LESSEE in like manner as upon the original parties.
4. **RENT:** LESSEE agrees to pay LESSOR, as annual cash rent for the use of the above described farmland, the sum of \$8,400.00 per year (based on 56 tillable acres at \$150.00 per acre) payable and allocated as follows: the entire sum on or before June 1st of 2019.
5. **ASSIGNMENT AND SUBLETTING:** That LESSEE will neither assign this lease nor sublet any part of said land without the consent of said LESSOR.
6. **DEFAULT:** LESSEE agrees that in the event he should be in default of the performance of any of the terms of this lease agreement, or have otherwise breached this lease agreement, LESSOR may in addition to any remedy now or hereafter available at law or in equity have the rights and remedies set forth in this lease agreement, including a security interest in the crops which shall be deemed cumulative and not exclusive of those available at law or in equity. Further, in the event of default by the LESSEE, LESSOR shall not be responsible for any costs and expenses incurred by LESSEE while he was in possession of the property.
7. **LESSEE'S DUTIES:** LESSEE agrees to faithfully cultivate the farm in a timely manner, thorough and farmer-like manner, to keep open ditches, tile drains, tile outlets, grass waterways and terraces in good repair, to prevent unnecessary waste, loss or damage to the property, not use carry over chemicals which may affect crops raised in a

subsequent year during the year of this agreement, and finally not to allow noxious weeds to go to seed on the demised premises, but to destroy them, and to trim the weeds and grasses on the roads adjoining the property.

8. **GOVERNING LAW:** It is agreed that this lease agreement shall be governed by the laws of the State of Minnesota.
9. **EFFECT OF PARTIAL INVALIDITY:** The invalidity of any provision of this lease agreement will not and shall not be deemed to affect the validity of any other provision.
10. **ENTIRE AGREEMENT:** This agreement shall constitute the entire agreement between the parties.
11. **MODIFICATION:** Any modification of this lease agreement shall be binding only if evidenced in writing.
12. **ADDITIONAL PROVISIONS:**
 - a. **RIGHT OF EARLY ENTRY:** LESSEE shall have the right to enter the property for purposes of preparing the property for the upcoming growing season including tillage and application of any fertilizers or chemicals.
 - b. **CROP RESIDUE:** LESSOR is entitled to remove crop residue, unless otherwise agreed to in writing.

IN WITNESS HEREOF, each party to this lease agreement has caused it to be executed on the date first written.

LESSOR



Joseph De Vaan

LESSOR

Susana Camacho Jimenez

LESSEE



Swift County
By Swift County Administrator

Approved as to Content and Form



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approve 2 daycare grants					
AGENDA YOU ARE REQUESTING TIME ON: Regular board			ARE YOU SEEKING APPROVAL OF A CONTRACT? No		
IS THIS MANDATED? No			EXPLANATION OF MANDATE: County Board action needs to be taken to review and approve the grant request		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Discovery Kids	1400 Montana Ave. Benson MN	44	\$4,170	Daycare furniture (storage units, cots chairs, tables), Strollers, curriculum, first aid supplies, and games and toys	4/30/2019
Prairie Playhouse Child Care Inc.	50 E. Rooney Ave., Appleton	35	\$5,843.70	Daycare furniture, camera system	4/30/2019
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Click here to enter text.					

Budget Information

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

Review/Recommendation

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

COMMENTS: n/a	COMMENTS: Click here to enter text.
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Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Swift Falls Park Service Contract	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: County Policy to approve contracts
BACKGROUND/JUSTIFICATION: Same Park Service attendant as 2018	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No action	Click here to enter text.

Budget Information

FUNDING: Parks Budget

Review/Recommendation

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

Board Action

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

Swift Falls Park Service Contract

This contract, by and between Swift County Parks, Drainage and Wetlands, a county government function, herein referred to as "the County" and Patty Volk, an individual at least eighteen (18) years of age, herein referred to as "Contractor".

1. In consideration of the mutual promises contained herein, the parties hereby agree as follows:

The Contractor will, during the term of this contract

- A. Be available during set hours to receive and/or return calls for reservations for the Park.
 - B. Keep clear and precise records of all reservations for the year and future reservations up to a year in advance.
 - C. Keep clear and precise records of drop box envelopes and receipts.
 - D. Make sure all ledgers and receipts match and make weekly deposits to the County Office. This will be done by making deposits available to be picked up by designated employees.
 - E. Check the Park on weekends to monitor/replace paper supplies, any problems in the bathrooms and campground.
 - F. Check campers to insure all guests have registered.
 - G. Report any problems that cannot be immediately resolved to the County Office or Swift County Sheriff Department.
2. The County will provide all envelopes, receipts and products needed for the Contractor to fulfill their obligation. This Contract may be terminated by the County at any time if any inadequacies in receipts and/or reservations cannot be resolved.
3. Payment for work performed shall be paid monthly upon Contractors submission of an invoice detailing the dates of service and the total amount of receipts claimed. Claims should be submitted to the County by the 5th of the month with payments being made the 3rd Tuesday of each month.
4. The Contractor shall be paid 20% of the total receipts plus fifty (50) dollars per weekend. \$50.00 per weekend will begin the weekend of the Minnesota fishing opener and subject to change after September 15, as reservations dictates. The County will reimburse for phone calls after receiving copy of phone billing.
5. Unless earlier terminated under the terms of this Contract, the Contract shall be for the 2019 camping season.
6. The Contractor shall not be considered an employee of the County. The Contractor shall be considered an independent contractor and shall be responsible for all Unemployment Insurance, Workmen's Compensation, Social Security and Income Taxes for any work or compensation under this Contract.
7. The Contractor shall indemnify and hold the County harmless from loss or injury to persons or property in the performance of this Contract.
8. Either party may terminate this contract with 15 days advance written notice.

April 16th, 2019

COUNTY

Gary Hendrickx
Swift County Board Chairman

CONTRACTOR



Patty Volk

Approved as to form and content:

Danielle Olson
Swift County Attorney

April 30 2019

Request for Board Action

BOARD MEETING DATE:
May 7 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden/Kim Saterbak	REQUESTOR PHONE: 320-843-4069
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of tobacco licenses for the following businesses: Ascheman Uni-Mart	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners.
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approval	RECOMMENDATIONS:
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Review 1st 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? Click here to enter text.	

Budget Information

FUNDING: N/A

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: 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

Swift County Cash & Investments

(Includes unrealized gains)

As of 3/31/19

Acct	3/31/19 Balance
ASSETS	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	54,762.10
Fed RLF#281500-SBD	407,700.72
Health Ins 18-1	200,000.00
Health Ins 18-2	200,000.00
Health Ins 19-1	200,000.00
Health Ins 18-3	200,000.00
HS Clearing acct #1BB29020	3,973.22
HS-MMIS# 14534(Credit Union)	249,778.29
HS17-15	200,000.00
HS18-13	240,000.00
HS18-2	200,000.00
HS18-5	200,000.00
HS18-6	200,000.00
HS18-7	200,000.00
HS18-8	245,000.00
HS18-9	0.00
HS19-1	200,000.00
HS19-2	200,000.00
MAGIC(FEDERATED BOND)#651157	602,438.51
MAGIC(R&B)Mmkt#651173	2,053,416.53
MAGIC-CIP BOND ACCT#651168	4,817,082.36
MAGIC-Revenue ACCT#651154	1,235.62
PSB-Appleton	53,130.95
R&B Invest Acct#1BB27605	32,243.09
R&B18-10	245,000.00
R&B18-11	200,000.00
R&B18-2	0.00
R&B18-3	249,000.00
R&B18-4	200,000.00
R&B18-5	200,000.00
R&B18-6	248,000.00
R&B18-7	248,000.00
R&B18-8	248,000.00
R&B18-9	240,000.00
R&B19-1	240,000.00
R&B19-2	200,000.00
R&B19-3	240,000.00
Revenue17-10	200,000.00
Revenue17-3	0.00
Revenue17-5	200,000.00
Revenue18-1	200,000.00
Revenue19-1	245,000.00
StBkDanvers	273,808.62
WELLS FARGO	228,520.23
TOTAL Cash and Bank Accounts	15,066,090.24
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	15,833,071.66 ✓ OK RV

FUND #	FUND NAME	BANK #	INSTITUTION	ID#	MATURITY	TOTAL INVEST.	INT RATE	MONTH ENDED	ACCRUED INTEREST
					DATE				
111097	Human Services	15	E-W Bk San Marino CA	27579TSB7	28-Feb-19	\$0.00	2.30%	31-Mar-19	\$0.00
31097	R&B	15	Huntington Ntl Bk-OH	446438RW5	26-Mar-19	\$0.00		31-Mar-19	\$0.00
1097	Revenue	15	Goldman Sachs	38148PHZ36	28-Mar-19	\$0.00		31-Mar-19	\$0.00
31097	R&B	15	R&B Clearing Acct	1BB27605	31-Mar-19	\$32,243.09	1.84%	31-Mar-19	\$45.97
111097	Human Services	15	Human Ser Clearing Act	1BB29020	31-Mar-19	\$3,973.22	1.84%	31-Mar-19	\$49.27
1101	Human Services	17	Co-op Credit-Benson	Savings#14534	31-Mar-19	\$249,778.29	1.24%	31-Mar-19	\$763.71
31097	R&B	16	MAGIC R&B acct	651173	31-Mar-19	\$2,053,416.53	2.50%	31-Mar-19	\$4,367.47
1001	Rev/RLF	1	StBkDanvers-Fed RLF	281500	31-Mar-19	\$407,700.72	0.35%	31-Mar-19	\$141.03
1001	Tax Accts		Various local banks		31-Mar-19	\$107,893.05	0.50%	31-Mar-19	
1001	Rev/checking	2	St Bk of Danvers	267151	31-Mar-19	\$273,808.62	1.50%	31-Mar-19	
1092	Revenue	1	WELLS FARGO	1AB21819	31-Mar-19	\$228,520.23	1.84%	31-Mar-19	\$89.88
1101	Rev/Health Care	15	Franklin Fund-MF	45789	31-Mar-19	\$524,981.42		31-Mar-19	
3500	Bond Debt Serv	16	MAGIC Bond Debt Acct	651157	31-Mar-19	\$602,438.51	2.50%	31-Mar-19	\$1,281.34
3500	Bond Debt Serv	16	MAGIC CIP Acct	651168	31-Mar-19	\$4,817,082.36	2.50%	31-Mar-19	\$10,245.58
1097	Revenue	16	MAGIC Revenue Fund	651154	31-Mar-19	\$1,235.62	2.50%	31-Mar-19	\$790.25
111097	Human Services	15	Peoples United Bk	71270QTC0	2-Apr-19	\$200,000.00	2.45%	31-Mar-19	\$1,181.37
31097	R&B	15	UBS Bk USA	90348JCJ7	4/18/2019	\$200,000.00	2.10%	31-Mar-19	\$138.08
111097	Human Services	15	DMB CmntyBk-Wi	23322GQH3	30-Apr-19	\$200,000.00	2.05%	31-Mar-19	\$348.22
31097	R&B	15	Wells Fargo Bk-SD	949763QE9	28-May-19	\$249,000.00	2.20%	31-Mar-19	\$90.05
111097	Human Services	15	WashingtonTrCo-RI	940637KC4	29-May-19	\$200,000.00	2.15%	31-Mar-19	\$2,521.10
1097	Revenue	15	St Bk of India	856285BH3	10-Jun-19	\$200,000.00	1.70%	31-Mar-19	\$1,033.97
31097	R&B	15	BMO Harris Bk, Il	05581WYR0	14-Jun-19	\$248,000.00	2.30%	31-Mar-19	\$4,531.95
111097	Human Services	15	Misrahi Tefahot Bk-LA	60685BEA5	27-Jun-19	\$245,000.00	2.55%	31-Mar-19	\$1,608.95
111097	Human Services	15	Quontic Bk	74909QAH2	28-Jun-19	\$200,000.00	1.85%	31-Mar-19	\$20.27
111097	Human Services	15	CustomersBK-PA	23204HGG74	24-Jul-19	\$200,000.00	2.25%	31-Mar-19	\$2,700.00
111097	Human Services	15	Academy Bk-Colorado	004000AQ8	8-Aug-19	\$200,000.00	2.30%	31-Mar-19	\$2,961.64
31097	R&B	15	Preferred Bk-LA Ca	740367GF8	28-Aug-19	\$245,000.00	2.30%	31-Mar-19	\$46.32
31097	R&B	15	1st Foundation-Irvine CA	32026UHT6	16-Sep-19	\$248,000.00	2.40%	31-Mar-19	\$1,695.91
601097	Health Ins	15	Lubbock Ntl Bk	549152CX2	16-Sep-19	\$200,000.00	2.35%	31-Mar-19	\$206.03
651097	Health Ins	15	CompassBK-Ala	20451PVD5	16-Sep-19	\$200,000.00	2.45%	31-Mar-19	\$536.99

31097	R&B	15	Synovus Bk-GA	87164DLQ1	20-Sep-19	\$240,000.00	2.40%	31-Mar-19	\$3,029.92
31097	R&B	15	Umpqua Bk-OR	90421MBZ5	28-Oct-19	\$200,000.00	2.35%	31-Mar-19	\$1,970.14
31097	R&B	15	Adams Comm Bk-MA	005594AF3	8-Nov-19	\$200,000.00	2.50%	31-Mar-19	\$1,958.90
1097	Revenue	15	CitizensBk-Perry FL	17670LAP1	12-Dec-19	\$200,000.00	1.80%	31-Mar-19	\$177.53
31097	R&B	15	PinnacleBk-Nashville TN	72345SHC8	27-Dec-19	\$248,000.00	2.60%	31-Mar-19	\$70.66
111097	Human Services	15	Bk of China/NY	06428FEV5	27-Dec-19	\$240,000.00	2.75%	31-Mar-19	\$1,681.64
31097	R&B	15	US Bk Ntl Assn	90333VF54	9-Jan-20	\$240,000.00	2.60%	31-Mar-19	\$1,384.77
1097	Revenue	15	Synchrony Bk	87165HUG3	21-Jan-20	\$200,000.00	2.10%	31-Mar-19	\$782.47
11097	Rev/R&B/HS	15	Pacific Western Bk LA	24045	22-Jan-20	\$242,000.00	3.00%	31-Mar-19	\$1,352.55
11097	Revenue	15	Allegiance Bk Tx	01748DBN5	23-Jan-20	\$245,000.00	2.50%	31-Mar-19	\$100.68
651097	Health Ins	15	Flagstar Bk-Troy Mi	33847EZ34	27-Jan-20	\$200,000.00	2.15%	31-Mar-19	\$730.41
31097	R&B	15	Millington Bk NJ	600834AB1	30-Jan-20	\$200,000.00	2.50%	31-Mar-19	\$424.66
651097	Health Ins	15	Bk Hapolalim NY	06251AV98	31-Jan-20	\$200,000.00	2.50%	31-Mar-19	\$808.22
111097	Human Services	15	NY Comm Bk-Westbury N	649447SG5	28-Feb-20	\$200,000.00	2.45%	31-Mar-19	\$416.16
31097	R&B	15	Fifth Third Bk Cincinatti	316777WU1	27-Mar-20	\$240,000.00	2.45%	31-Mar-19	\$64.44

\$15,833,071.66

\$52,348.49

CNH LOAN#2

7/9/2019

\$28,742.68

1.75%

31-Mar-19

\$110.25

SCBH-LOAN

12/1/2032

\$1,458,485.80

2.00%

31-Mar-19

\$2,397.51



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Review of the 1st Quarter 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 1st quarter financial information, with comparison to prior year amounts, for presentation to the Board's 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
BUDGET TO ACTUAL COMPARISON - Year End 2016 and 2015**

		Current Year (2019)									Prior Year (2018)				
		Expenses			Revenue			Expenses			Revenue				
Department	Expense	Revenue	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	
003	General Government	The full funding of the H.S.A/VEBA expense is begin recognized in the department, but then allocated out to the individual departmentst into each department.	\$ 33,498	\$ 272,753	814%	\$ 6,797,016	\$ 350,934	5%	\$ -	\$ 79,491	0%	\$ 6,566,653	\$ 188,496	3%	
5	Board of Commissioners		\$ 232,857	\$ 61,343	26%	\$ -	\$ -	-	\$ 241,672	\$ 72,712	30%	\$ -		0%	
021	Law Library	Only one month of charges has been recognized this year versus two months last year.	\$ 18,800	\$ 1,953	10%	\$ 14,000	\$ 3,015	22%	\$ 18,800	\$ 3,809	20%	\$ 14,000	\$ 2,415	17%	
31	County Administrator		\$ 292,732	\$ 64,282	22%	\$ -	\$ -	-	\$ 309,973	\$ 60,939	20%	\$ -	\$ -	#DIV/0!	
40	County Auditor	Reimbursement of ditch administration is recognized at year end.	\$ 213,718	\$ 56,257	26%	\$ 25,000	\$ -	0%	\$ 211,084	\$ 54,339	26%	\$ 25,000	\$ -	0%	
41	County Treasurer	1st 2019 is 25.2 % of the actual amount received in 2018 (19,590)	\$ 318,069	\$ 60,893	19%	\$ 15,500	\$ 4,941	32%	\$ 234,945	\$ 63,757	27%	\$ 15,500	\$ 5,478	35%	
42	County Assessor	Reimbursement for county assessed property is generally billed and paid in June or July	\$ 344,922	\$ 86,084	25%	\$ 49,600	\$ 44	0%	\$ 351,334	\$ 94,613	27%	\$ 46,123	\$ -	0%	
043	Public Examiners		\$ 69,675	\$ 19,350	28%	\$ -	\$ -	-	\$ 65,000	\$ 1,000	2%	\$ -	\$ -	0%	
044	License and Permits	Tobacco compliance is usually billed and paid at the end of the year.	\$ 1,250	\$ -	0%	\$ 4,370	\$ 120	3%	\$ 1,250	\$ 1,250	100%	\$ 4,350	\$ 60	1%	
060	Data Processing		\$ 87,600	\$ 17,729	20%	\$ -	\$ -	-	\$ 70,000	\$ 19,609	28%	\$ 1,200	\$ -	0%	
080	Election		\$ 67,540	\$ -	0%	\$ 44,050	\$ 63	0%	\$ 48,250	\$ 257	1%	\$ 4,550	\$ -	0%	
090	County Attorney	Legal services for human services are billed and paid at year end	\$ 471,305	\$ 123,162	26%	\$ 33,700	\$ 311	1%	\$ 463,070	\$ 117,477	25%	\$ 33,700	\$ 713	2%	
100	Land Records		\$ 409,659	\$ 97,423	24%	\$ 93,000	\$ 26,570	29%	\$ 408,947	\$ 81,756	20%	\$ 136,850	\$ 26,258	0%	
110	Courthouse	There is \$330,000 in the budget for improvements which and potential overage.	\$ 579,327	\$ 34,661	6%	\$ -	\$ -	-	\$ 366,830	\$ 572,836	156%	\$ -	\$ -	0%	
111	County Museum Building		\$ 17,787	\$ 4,466	25%	\$ -	\$ -	-	\$ 17,787	\$ 4,020	23%	\$ -	\$ -	0%	
112	CPHS Building		\$ 18,500	\$ 4,065	22%	\$ -	\$ -	-	\$ 18,500	\$ 13,705	74%	\$ -	\$ -	0%	
113	Prairie 5 Building	Money has been budgeted for potential improvements/repairs on this building but have not been utilized.	\$ 15,006	\$ 1,763	12%	\$ -	\$ -	-	\$ 15,006	\$ 1,558	10%	\$ -	\$ -	0%	
122	Veterans Services	Annual State payment of \$7,500 is received in the September for the next year	\$ 173,944	\$ 45,561	26%	\$ 7,500	\$ 216	3%	\$ 172,715	\$ 43,984	0%	\$ 9,100	\$ 476	0%	
123	Planning & Zoning	Due to need	\$ 104,128	\$ 27,072	26%	\$ 84,728	\$ 6,850	8%	\$ 140,849	\$ 5,182	4%	\$ 118,449	\$ 6,625	6%	
148	Technology Committee	An update to the network management devised was completed this quarter (approx \$8,500) and a 3 year contract of \$5,600 was paid.	\$ 33,800	\$ 15,110	45%	\$ -	\$ -	-	\$ 25,300	\$ 21,203	84%	\$ -	\$ -	#DIV/0!	
149	Tech Support		\$ 281,035	\$ 76,513	27%	\$ 131,200	\$ 34,138	26%	\$ 281,400	\$ 72,850	26%	\$ 202,600	\$ 51,170	0%	
200	Sheriff		\$ 1,489,498	\$ 416,093	28%	\$ 70,500	\$ 19,494	28%	\$ 1,472,659	\$ 439,460	30%	\$ 70,500	\$ 22,849	32%	
202	911 Distribution	The annual maintenance fee of \$13,900 was not paid in this quarter	\$ 51,728	\$ 3,279	6%	\$ 51,728	\$ 13,487	26%	\$ 51,728	\$ 17,779	34%	\$ 51,728	\$ 13,487	26%	
204	Coroner		\$ 15,000	\$ 3,670	24%	\$ -	\$ -	-	\$ 15,000	\$ 5,700	38%	\$ -	\$ -	#DIV/0!	
205	Jail	Revenue is directly related to the number of inmates	\$ 1,120,704	\$ 251,541	22%	\$ 34,000	\$ 12,676	37%	\$ 1,061,078	\$ 225,563	21%	\$ 34,000	\$ 12,855	0%	
251	Grant 6W Community Corrections	County contribution to 6W is paid twice a year	\$ 286,659	\$ 143,330	50%	\$ -	\$ -	-	\$ 235,853	\$ 117,926	50%	\$ -	\$ -	#DIV/0!	
261	Restorative Justice	Employee salary and benefits have increased when going from 40 hrs/ a week	\$ 74,852	\$ 27,047	36%	\$ -	\$ 100	-	\$ 69,361	\$ 16,836	24%	\$ -	\$ 2,554	0%	
280	Emergency Management	Received annual grant payment in March	\$ 104,854	\$ 27,592	26%	\$ 18,000	\$ 18,182	101%	\$ 85,698	\$ 27,486	32%	\$ 17,000	\$ 18,220	0%	
400	Countryside Public Health	County contributions are paid twice a year	\$ 114,544	\$ 57,272	50%	\$ -	\$ -	-	\$ 112,851	\$ 56,426	50%	\$ -	\$ -	#DIV/0!	
490	Ambulance	Amounts are budgeted annually but paid out every three years.	\$ 40,000	\$ -	0%	\$ -	\$ -	-	\$ 40,000	\$ -	0%	\$ -	\$ -	0%	
520	County Parks	Seasonal	\$ 53,000	\$ 960	2%	\$ 48,000	\$ 18,307	38%	\$ 40,000	\$ 882	0%	\$ 40,000	\$ 170	0%	
521	Parks & Drainage	Wetland credit was received in 1st quarter this year	\$ 210,691	\$ 46,681	22%	\$ 187,118	\$ 12,118	6%	\$ 254,778	\$ 66,306	26%	\$ 187,118	\$ -	0%	
600	Extension	Majority of the revenue received is for the purchase of farm books which are bought in the 1st quarter	\$ 145,551	\$ 19,106	13%	\$ 1,000	\$ 873	87%	\$ 148,621	\$ 16,122	11%	\$ 1,200	\$ 832	69%	
602	Agriculture Inspector		\$ 13,500	\$ 3,375	25%	\$ -	\$ -	-	\$ 13,500	\$ 3,375	25%	\$ -	\$ -	#DIV/0!	

**SWIFT COUNTY
BUDGET TO ACTUAL COMPARISON - Year End 2016 and 2015**

603	Predator Control	Townships will hold reimbursements until they accumulate. So there are expenses showing even though they can't trap during this period of time.	\$ 10,000	\$ 1,617	16%	\$ -	\$ -	-	\$ 10,000	\$ 816	8%	\$ -	\$ -	0%
703	Grants and Appropriations	Due to timing of payments	\$ 467,404	\$ 76,017	16%	\$ -	\$ -	-	\$ 463,482	\$ 93,662	20%	\$ -	\$ -	0%
			\$ 7,983,137	\$ 2,148,020	27%	\$ 7,710,010	\$ 522,439	7%	\$ 7,537,321	\$ 2,474,686	33%	\$ 7,579,621	\$ 352,658	0%

Summary of Funds
Actual & Budget Comparison
1st Quarter 2019

	Budget	Actual	Difference	
			\$	%
Revenue Funds:				
General	7,710,010	522,436	(7,187,574)	7%
Solid Waste/Environmental	1,101,150	127,467	(973,683)	12%
Road & Bridge	8,068,436	1,771,423	(6,297,013)	22%
Human Services	5,528,975	460,435	(5,068,540)	8%
	22,408,571	2,881,761	(19,526,810)	13%
Expenditures:				
General	7,883,137	2,149,018	(5,734,119)	27%
Solid Waste/Environmental	1,351,944	249,710	(1,102,234)	18%
Road & Bridge	8,603,347	1,211,264	(7,392,083)	14%
Human Services	6,000,475	1,280,200	(4,720,275)	21%
	23,838,903	4,890,192	(18,948,711)	21%
Change in Fund Balance	(1,430,332)	(2,008,431)	(578,099)	-8%

*** (designates deficit or under budget)

Ending Cash Balance Summary	As of March 31, 2019				
	2019	2018	2017	2016	2015
Cash and Bank Accounts	\$ 15,833,072	\$ 16,640,315	12,749,158	\$ 9,543,887	\$ 7,379,373
Loan Receivable - General Fund Summary					
SCBH	\$ 1,458,486	\$ 1,549,737	\$ 1,639,182	\$ 1,726,857	\$ 1,812,798 (last pymt 12/2032)
CNH Loan #1	\$ -	\$ -	\$ -	\$ 232,094	\$ 538,601 (last pymt 10/2016)
CNH Loan #2	\$ 28,743	\$ 88,408	\$ 147,047	\$ 204,677	\$ 261,316 (last pymt 07/2019)
County Indebtedness	\$ 12,145,000	\$ 12,580,000	\$ -	\$ -	\$ -

**per audit

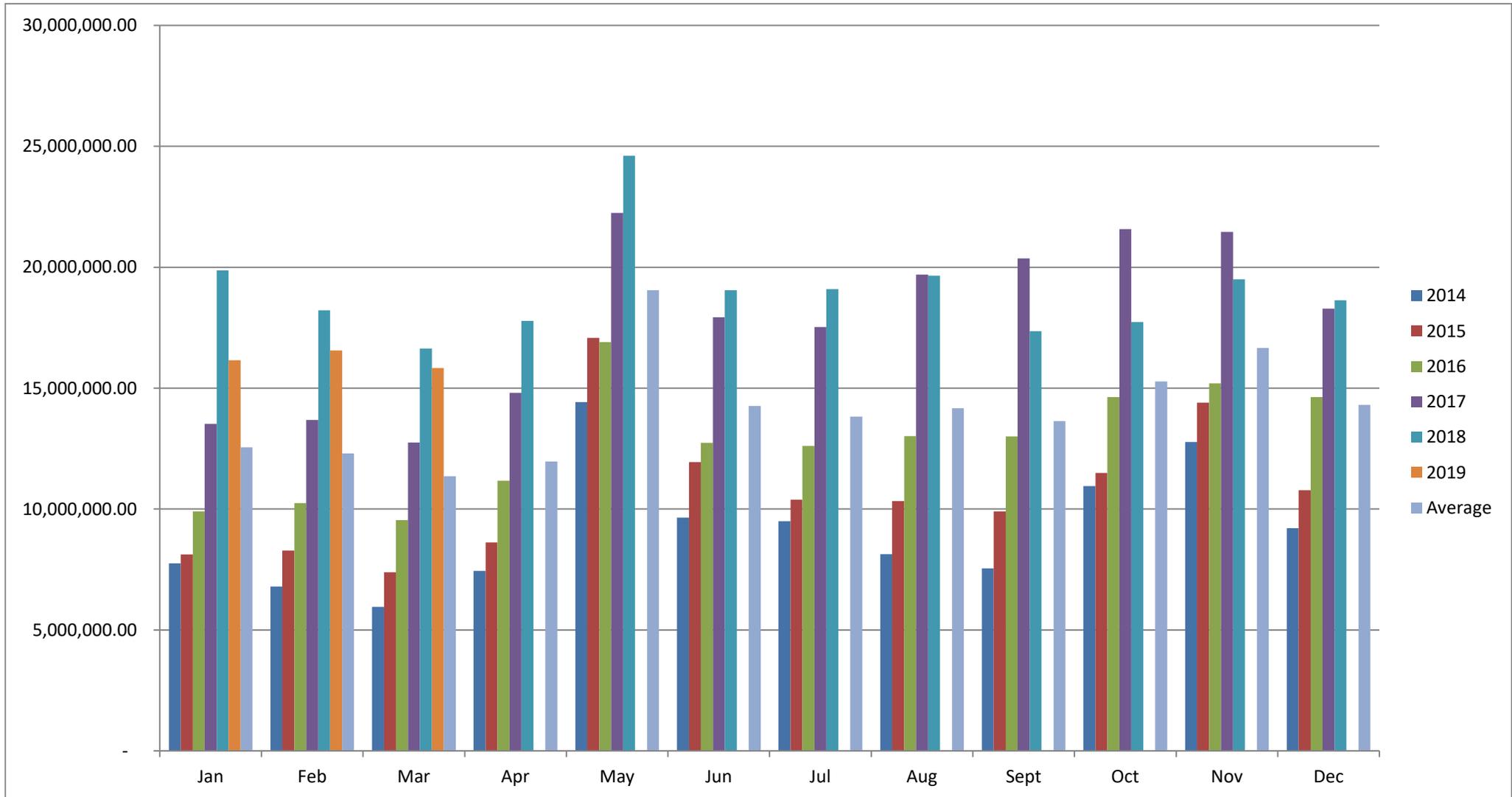
Swift County
Ending Monthly Cash & Investment Balances
For Years 2014 - 2019

	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		11,962,592.01
May	14,423,436.08	17,081,775.38	16,907,470.25	22,248,272.52	24,609,305.58		19,054,051.96
Jun	9,641,133.95	11,941,321.49	12,743,355.11	17,929,271.31	19,047,548.56		14,260,526.08
Jul	9,493,211.07	10,389,747.38	12,614,028.49	17,522,213.00	19,090,747.34		13,821,989.46
Aug	8,130,361.67	10,326,014.47	13,018,957.48	19,696,930.31	19,643,285.25		14,163,109.84
Sept	7,550,959.37	9,905,758.49	13,006,812.74	20,366,783.55	17,352,408.31		13,636,544.49
Oct	10,955,789.27	11,490,363.82	14,625,844.94	21,570,923.70	17,737,408.31		15,276,066.01
Nov	12,776,936.41	14,399,336.67	15,196,967.44	21,462,351.52	19,494,725.72		16,666,063.55
Dec	9,212,404.63	10,777,926.27	14,635,829.40	18,292,501.30	18,628,770.02		14,309,486.32
Average	9,176,611.03	10,727,161.06	12,800,117.67	15,823,617.95	19,362,363.48	16,179,302.44	

Swift County

Average Compared to Actual Monthly Cash & Investment Balances

For Years 2014 to 2019



**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of March 31, 2019



As of Date (MM/YYY) 03/2019
Budget Name: 2019 Final Working Budget
Budget Selector: Full Year Budget
Save Report Options: Y
Comment:

FUND	Range	From 01	Thru 40
X	Include/eXclude	8	

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of March 31, 2019



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	33,498	272,753	(239,255)	814	6,797,016	350,934	(6,446,082)	5	78,182
5 Board Of Commissioners	232,857	61,343	171,514	26	0	0	0	0	(61,343)
21 Law Library	18,800	1,953	16,847	10	14,000	3,015	(10,985)	22	1,062
31 County Administration	292,732	64,282	228,450	22	0	0	0	0	(64,282)
40 County Auditor	213,718	56,257	157,461	26	25,000	0	(25,000)	0	(56,257)
41 County Treasurer	218,069	60,893	157,176	28	15,500	4,941	(10,559)	32	(55,952)
42 County Assessor	344,922	86,084	258,838	25	49,600	44	(49,556)	0	(86,040)
43 Public Examiners	69,675	19,350	50,325	28	0	0	0	0	(19,350)
44 Licenses And Permits	1,250	0	1,250	0	4,370	120	(4,250)	3	120
60 Data Processing	87,600	17,729	69,871	20	0	0	0	0	(17,729)
89 Elections	67,540	0	67,540	0	44,050	63	(43,987)	0	63
90 County Attorney	471,305	123,162	348,143	26	33,700	311	(33,390)	1	(122,852)
100 Land Records	409,659	97,423	312,236	24	93,000	26,570	(66,430)	29	(70,853)
110 Courthouse	579,327	34,661	544,666	6	0	0	0	0	(34,661)
111 County Museum building	17,787	4,466	13,321	25	0	0	0	0	(4,466)
112 CPHS building	18,500	4,065	14,435	22	0	0	0	0	(4,065)
113 Prairie 5-Counsel Assoc building	15,006	1,763	13,243	12	0	0	0	0	(1,763)
114 Rental House	0	0	0	0	0	0	0	0	0
122 Veterans Service	173,944	45,561	128,383	26	7,500	216	(7,284)	3	(45,346)
123 Planning And Zoning	104,128	27,072	77,056	26	84,728	6,850	(77,878)	8	(20,222)
148 Technology Committee	33,800	15,110	18,690	45	0	0	0	0	(15,110)
149 Technical Support	281,035	76,513	204,522	27	131,200	34,138	(97,063)	26	(42,375)
200 Sheriff	1,489,498	416,093	1,073,405	28	70,500	19,494	(51,006)	28	(396,599)
202 911 Distribution	51,728	3,279	48,449	6	51,728	13,487	(38,241)	26	10,208
204 Coroner	15,000	3,670	11,330	24	0	0	0	0	(3,670)
205 Jail	1,120,704	251,541	869,163	22	34,000	12,676	(21,324)	37	(238,865)
251 Grants 6W Community Corrections	286,659	143,330	143,330	50	0	0	0	0	(143,330)
261 Restorative Practices	74,852	27,047	47,805	36	0	100	100	0	(26,947)
280 Emergency Management	104,854	27,592	77,262	26	18,000	18,182	182	101	(9,410)
400 Countyside Public Health Service	114,544	57,272	57,272	50	0	0	0	0	(57,272)
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	960	52,040	2	48,000	18,307	(29,693)	38	17,346
521 Parks And Drainage	210,691	46,681	164,010	22	187,118	12,118	(175,000)	6	(34,563)
600 Extension	145,551	19,106	126,445	13	1,000	873	(127)	87	(18,233)
602 Agriculture Inspector	13,500	3,375	10,125	25	0	0	0	0	(3,375)
603 Predator Control	10,000	1,617	8,383	16	0	0	0	0	(1,617)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0
703 Grants And Appropriations	467,404	76,017	391,387	16	0	0	0	0	(76,017)

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of March 31, 2019



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	
800 Unallocated	0	0	0	0	0	0	0	0	0
1 County General Revenue	7,883,137	2,148,018	5,735,119	27	7,710,010	522,436	(7,187,574)	7	(1,625,582)
2 Solid Waste Fund									
390 Environmental Services	1,351,944	249,710	1,102,234	18	1,101,150	127,467	(973,683)	12	(122,243)
2 Solid Waste Fund	1,351,944	249,710	1,102,234	18	1,101,150	127,467	(973,683)	12	(122,243)
3 County Road & Bridge									
300 Highway Administration	171,041	95,309	75,732	56	7,980,539	1,761,426	(6,219,113)	22	1,666,117
301 Shared County Engineer	175,793	49,636	126,157	28	87,897	9,997	(77,900)	11	(39,639)
310 Maintenance	1,836,039	285,078	1,550,961	16	0	0	0	0	(285,078)
311 Authorized Work Contributions	15,644	9,387	6,257	60	0	0	0	0	(9,387)
315 Engineering	111,556	21,872	89,684	20	0	0	0	0	(21,872)
320 Construction	5,067,674	55,463	5,012,211	1	0	0	0	0	(55,463)
330 Equipment & Maintenance Shops	730,800	213,127	517,673	29	0	0	0	0	(213,127)
350 Other (Highway)	8,000	1,678	6,322	21	0	0	0	0	(1,678)
360 Accounts Receivable	2,845	67	2,778	2	0	0	0	0	(67)
370 Inter-Governmental Expense	483,955	479,647	4,308	99	0	0	0	0	(479,647)
3 County Road & Bridge	8,603,347	1,211,264	7,392,083	14	8,068,436	1,771,423	(6,297,013)	22	560,159
11 Human Services									
404 Income Maintenance	1,314,140	322,881	991,259	25	1,314,140	97,423	(1,216,717)	7	(225,459)
405 Social Services	4,686,335	957,319	3,729,016	20	4,214,835	361,012	(3,853,823)	9	(596,307)
408 Day Care Provider Deferred Loan Progr	0	0	0	0	0	2,001	2,001	0	2,001
11 Human Services	6,000,475	1,280,200	4,720,275	21	5,528,975	460,435	(5,068,540)	8	(819,765)
35 Debt Service									
898 2017A Cap Improv Bond	350,656	203,078	147,578	58	368,188	3,025	(365,163)	1	(200,054)
899 2016A Bonding	520,765	418,303	102,463	80	520,765	3,642	(517,123)	1	(414,660)
35 Debt Service	871,421	621,381	250,040	71	888,953	6,667	(882,286)	1	(614,714)
37 Capital Projects Fund									
110 Courthouse	0	260,434	(260,434)	0	0	30,876	30,876	0	(229,559)
37 Capital Projects Fund	0	260,434	(260,434)	0	0	30,876	30,876	0	(229,559)
40 County Ditches Fund									
800 Unallocated	0	400	(400)	0	0	0	0	0	(400)
901 County Ditch #1	0	12	(12)	0	0	(290)	(290)	0	(302)
903 County Ditch #3	0	6	(6)	0	0	0	0	0	(6)
907 County Ditch #7	0	22	(22)	0	0	0	0	0	(22)
910 County Ditch #10	0	4	(4)	0	0	(56)	(56)	0	(60)

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of March 31, 2019



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	
913 County Ditch #13	0	630	(630)	0	0	(16)	(16)	0	(647)
914 County Ditch #14	0	26	(26)	0	0	(113)	(113)	0	(140)
923 County Ditch #23	0	25	(25)	0	0	0	0	0	(25)
924 County Ditch #24	0	1	(1)	0	0	0	0	0	(1)
930 Joint County Ditch #18 - Lateral A	0	1	(1)	0	0	0	0	0	(1)
931 Joint County Ditch #18 - Lateral B	0	4	(4)	0	0	0	0	0	(4)
933 Joint County Ditch #18 - Lateral D	0	2	(2)	0	0	0	0	0	(2)
934 Joint County Ditch #19 - Lateral A	0	6	(6)	0	0	0	0	0	(6)
935 Joint County Ditch #19 - Lateral B	0	4	(4)	0	0	0	0	0	(4)
936 Joint County Ditch #19 - Lateral B1	0	1	(1)	0	0	0	0	0	(1)
937 Joint County Ditch #19 - Lateral C	0	3	(3)	0	0	0	0	0	(3)
938 Joint County Ditch #19 - Lateral D	0	6	(6)	0	0	0	0	0	(6)
939 Joint County Ditch #19 - Lateral E	0	0	0	0	0	0	0	0	0
940 County Ditch #7 - Lateral A	0	4	(4)	0	0	0	0	0	(4)
941 Judicial Ditch #8 - Lateral A	0	487	(487)	0	0	0	0	0	(487)
942 Judicial Ditch #8 - Improvements	0	6	(6)	0	0	0	0	0	(6)
944 County Ditch #58 - Lateral A	0	0	0	0	0	0	0	0	0
945 County Ditch #62 - Lateral A	0	3	(3)	0	0	0	0	0	(3)
952 County Ditch #52	0	6	(6)	0	0	0	0	0	(6)
955 County Ditch #55	0	2	(2)	0	0	0	0	0	(2)
958 County Ditch #58	0	6,162	(6,162)	0	0	(876)	(876)	0	(7,037)
960 County Ditch #60	0	13	(13)	0	0	0	0	0	(13)
961 County Ditch #61	0	4	(4)	0	0	0	0	0	(5)
962 County Ditch #62	0	5	(5)	0	0	(163)	(163)	0	(168)
963 County Ditch #63	0	1	(1)	0	0	0	0	0	(1)
966 County Ditch #66	0	1	(1)	0	0	0	0	0	(1)
971 Joint County Ditch #22-CS	0	1	(1)	0	0	0	0	0	(1)
972 Joint County Ditch #2-SS	0	384	(384)	0	0	0	0	0	(384)
973 Joint County Ditch #3-CS	0	297	(297)	0	0	0	0	0	(297)
974 Joint County Ditch #4-SP	0	69	(69)	0	0	(1)	(1)	0	(71)
976 Joint County Ditch #6-CS	0	18	(18)	0	0	0	0	0	(18)
978 Joint County Ditch #8-CS	0	2,863	(2,863)	0	0	0	0	0	(2,863)
979 Joint County Ditch #9-SSP	0	13	(13)	0	0	0	0	0	(13)
980 Joint Judicial Ditch #9-CS	0	0	0	0	0	(39)	(39)	0	(39)
981 County Ditch #81	0	2	(2)	0	0	0	0	0	(2)
983 County Ditch #83	0	18	(18)	0	0	0	0	0	(18)
988 Joint County Ditch #18-SCK	0	2,230	(2,230)	0	0	0	0	0	(2,230)
989 Joint Judicial Ditch #19	0	1,981	(1,981)	0	0	(546)	(546)	0	(2,527)
991 Judicial Ditch #21	0	1	(1)	0	0	0	0	0	(1)
995 Judicial Ditch #5	0	1,622	(1,622)	0	0	(50)	(50)	0	(1,672)

**** **Swift County** ****
Executive Departmental Budget to Actual Review
As of March 31, 2019



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	Full Year Budget	1/1/2019 03/31/2019 Actual	Variance	PCT	
997 Judicial Ditch #7	0	5	(5)	0	0	0	0	(5)	
998 Judicial Ditch #8	0	119	(119)	0	0	0	0	(119)	
40 County Ditches Fund	0	17,472	(17,472)	0	0	(2,152)	0	(19,624)	
	<u>24,710,324</u>	<u>5,788,480</u>	<u>18,921,844</u>		<u>23,297,524</u>	<u>2,917,152</u>	<u>(20,380,372)</u>	<u>(2,871,328)</u>	



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Amanda Ness	REQUESTOR PHONE: 320-314-8321
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Request approval of the appointment of a Highway Maintenance Supervisor at the 5 year step	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The County interviewed four individuals for the Highway Maintenance Supervisor position. The candidate that staff would like to offer this position to has 14 years of experience with the Minnesota Department of Transportation supervising staff, developing long and short range work plans, administering budgets, and managing inventory. Recognizing this experience, staff are requesting board approval to hire this individual at the 5 year step.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Personnel Committee

Budget Information

FUNDING: Funding for this position is included in the 2019 Highway Budget

Review/Recommendation

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



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Highway	REQUESTOR: Andrew Sander	REQUESTOR PHONE: (320) 314-8340
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of \$12.00 hourly wage for two part-time seasonal summer positions.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Due to 2019 work schedule, we request one individual to assist in engineering/construction as well as one individual for the maintenance crew.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: 2019 Highway Budget/Reserves. Estimated cost for both positions is \$15,000.00.

Review/Recommendation

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

Board Action

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



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of \$12.00 hourly wage for one part-time seasonal summer position.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: We are requesting one individual to assist in compost and recycling sorting due to an increase in incoming recycling/garbage and also due to the lack of STS help.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: 2019 SCORE. Estimated cost for this positions is \$8,000.

Review/Recommendation

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

Board Action

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



Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Amanda Ness	REQUESTOR PHONE: 320-314-8321
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion to approve a Southwest West Central Service Cooperative grant application for a Communications Intern.	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Funding for this position was included in the wages for the 2019 Administration Department budget but staff became aware of a grant through Southwest West Central Service Cooperative. The grant would pay 50% of the wages up to \$6 per hour per 8 hour day with a limit of 40 hours per week for up to 16 weeks. Swift County would pay the remaining \$6 per hour plus FICA and Medicare.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING: Funding for this position is included in the wages for the 2019 Administration budget
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Review/Recommendation

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



Internship Program Intent to Participate

SWWC Service Cooperative has secured funding through a partnership among the Minnesota Service Cooperatives to support internship placement in member Cities, Counties, and Other Governmental Subdivisions (CCOGA). The program allows for financial support, up to 50% of the intern wage (maximum of \$6/hour) at 40 hours/week for the duration of up to 16 weeks. Interns must be enrolled in a post-secondary higher educational institution at least part time.

To participate, your agency must complete and return the Intent to Participate and confirm understanding of the following:

- Our agency is a CCOGA Member of SWWC Service Cooperative.
- We agree to recruit, interview, select, hire and supervise our intern.
- We agree to hire an intern who is enrolled as a full-time student at a college or university.
- We agree to the terms for reimbursement, as stated above, up to a maximum dollar amount of \$3,840.00.
- We agree to track intern hours and invoice SWWC Service Cooperative.
- We agree to the terms of the Staffing Agreement.
- We agree to complete Addendum A at the conclusion of the internship.
- We agree to provide Addendum B to the intern at the conclusion of the internship.

Agency Name: Swift County

Address: 301 14th St N City, State, ZIP: Benson, MN 56215

Authorized Agency Representative

Print Name: _____ Title: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____



Addendum A

Internship Program Report

At the conclusion of the internship, the employer must complete this form and submit invoice to:
SWWC Service Cooperative
1420 East College Drive
Marshall, MN 56258

Agency Name: _____

Address: _____ City, State, ZIP: _____

Authorized Agency Representative

Name: _____ Title: _____

Telephone: _____ Email: _____

Name of Intern: _____ Assigned to: _____ (department)

Intern is a full-time student at (University/College): _____

Intern's anticipated major: _____

Internship Start Date: _____ Internship End Date: _____

Total Hours worked during internship: _____

Hourly wage: \$ _____

Internship highlights and achievements (from the view of the employer):

Please provide feedback on the Internship Program (from the view of the employer):

Agency Signature: _____ Date: _____



Addendum B

Internship Program Reflection

At the conclusion of the internship, the intern is to complete this form and return to:

SWWC Service Cooperative
1420 East College Drive
Marshall, MN 56258

Intern Name: _____

Address: _____ City, State, ZIP: _____

Telephone: _____ Email: _____

Internship Location

Agency Name: _____ Supervisor: _____

- 1) Did this internship meet your expectations? Please describe in detail.

- 2) Did it help prepare you for future work in your field? If so, how?

- 3) If this internship did not meet your expectations, what in your opinion could have been done differently?

- 4) What ideas or recommendations would you suggest for future internships at this agency?

- 5) What did you learn about your strengths, talents, and skills over the course of this internship?

- 6) Following your internship, how interested are you in a career in local government agencies or non-profits?

Intern Signature: _____ Date: _____

Internship maximum SWWC will reimburse:

Salary: \$48 per day maximum (Up to \$6/hour for 8 hours/day. Limit 40 hours per week)

Fringe: \$0 per day (includes FICA, Medicare, Life/LTD Insurance, TRA, Workers Comp, 403b match)

Total Weekly Salary/Fringe: \$240 per week

Agency/Project	# Days	Salary
Swift County Communications Intern	80	7,680.00
	Total	\$3,840.00

Job Description:

The Swift County Communications Intern would work together with County departments such as the Rural Development Authority, Sheriff’s Department, Auditor and Administration to create and/or maintain a web and social media presence, grant writing, assist in the Capital Improvement Plan and other duties as they come.

It is agreed the cost to be reimbursed to Swift County for this contract shall be as stated above and according to Swift County’s employment contract attached as Schedule A.

Financing for the purposes of billing, July 1 through June 30 shall be considered the fiscal year.

- a. Billing will be made quarterly.
- b. It is agreed that nothing in this contract will affect the relationship of each Party as to organization, legal status and right to receive State Categorical Aids, Foundation Aids, State Apportionment, Income Tax Aids, Transportation Aids, and/or Special Education Aids.
- c. Swift County or SWWC may terminate this Agreement, with or without cause, by a thirty (30) day written notice to all parties. The Agreement may also be terminated at any time through written, mutual consent of all parties.
- d. Swift County, as the employer, shall be responsible for all employment related expenses of the staff it assigns to the Program, including salary, benefits, travel expenses, training, secretarial time and ancillary expenses.

It is agreed that all agencies will hold harmless SWWC of any claims or action arising out of any litigation or any alleged incident that may arise or attribute to this agreement for the delivery of shared staffing and services for the above-named agencies.

It is agreed that each agency will provide any supplies and equipment needed to carry out these services.

This Agreement is entered and accepted by the Board of Southwest West Central Service Cooperative and each agency named above.

Dated this _____ day of _____, 20____.

Approved: _____ Southwest West Central Service Cooperative
1420 East College Drive
Marshall, MN 56258

Dated this _____ day of _____, 20____.

Approved: _____ Swift County



SOUTHWEST INITIATIVE FOUNDATION

APPLETON COMMUNITY FOUNDATION GRANT APPLICATION

FILE FY 2018-2019

ORGANIZATION INFORMATION

Swift County

Name of Organization

301 14th St N

Benson Swift mn 56215

Address

City, County, State, Zip

Federal Tax ID Number

320 314-8399

Phone

Fax

Web site

Kelsey Baker

Administrator

Name of Contact Person Regarding this Application

Title

Phone

E-mail

Tax Status:

501(c)(3)*

Public Agency (government created)

Unit of Government

Other (describe and attach appropriate documentation)

**Please attach a copy of your IRS Determination letter, indicating your organizational status.*

If you plan to use a fiscal agent please include contact information below, including their Federal Tax ID Number. Fiscal agent must sign grant agreement and accept oversight of the project.

Signature of Fiscal Agent

PROPOSAL INFORMATION

Project Title: Appleton Area Recreational Park Comprehensive Plan
(The SWIF may alter the title to serve our publicity needs)

Project Start Date: 6-1-18
(Please allow adequate time for processing)

Project End Date: 6-1-20

Please give a 2-3 sentence summary of request:

Counties Served by the project: Swift

Indicate the projected number to be served by your project:

1000+ People Agencies Businesses 1 Communities

Amount Requested: \$ 2000

Total Project Cost: \$ 26,000

BUDGET

A. How much will your total project cost? 26,000

B. How much are you requesting from the **Appleton Community Foundation**?
2000

C. How much have you or will you receive from other contributors? 24,000

(B + C must equal A)

D. List how this money and other contributions will be spent:
Swift County Plans on Contracting with
the UMV BDC to do a comprehensive plan
for the Appleton Area Recreational Park. The
estimated cost is \$26,000

(The total of D must equal A)

E. How many hours do you estimate that people will spend working on this project?
300

F. List any "in-kind" contributions (In-kind contributions are gifts of goods or services instead of cash):

PROPOSAL NARRATIVE

Provide a brief narrative that answers each of the following points. Submit one original and one copy of your proposal. This narrative should be less than two pages and include:

Organizational History – Briefly describe your organization. Attach copy of IRS Determination letter, if applicable.

Program Goals – What does the project hope to accomplish? What is your focus?

Program Objectives – These are the clear, specific, and measurable outcomes of the project. State the who, what, where, and when.

Methods – How are you going to accomplish the goals and objectives? What combination of activities and strategies have you selected to bring about the desired results? Why did you select this approach, given all of the possible approaches?

Evaluation – How will you measure your results?

Budget – Please fill out the attached budget page. In addition, provide a budget justification, detailing the items listed on the budget page (i.e. consultant hired for 200 hours at \$25/hour). The more specific you are, the better.

If you have any questions, please contact Jason Giese, chairperson of the Appleton Community Foundation, at 320-289-2542 or jason.giese@mchsi.com

Please submit the completed application to:
**Appleton Community Foundation
c/o Roman A. Fidler, Chairperson
P.O. Box 82
Appleton, MN 56208**

AUTHORIZATION

I certify that the information contained in this grant application is true and correct to the best of my knowledge. I have the authority to apply for the funds requested.

Name and title of top paid staff or board chair: Gary Hendricks

Signature of top paid staff or board chair: Gary Hendricks

Date: 4-12-19





Request for Board Action

BOARD MEETING DATE:
May 7, 2019

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of the Community Perspective Committee members.	
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? Click here to enter text.
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Per the discussion at the April 16 th meeting, but needed to be more time to have all the districts filled. Below is a list of the names with their districts. We are proposing a meeting with Wold and the Committee on Monday, May 20 th at 5:30 PM in the Law Enforcement Center. <p style="margin-left: 40px;">Deb Colon – District 1 Mike Lind – District 1 Bob Zielsdorf – District 2 Jim Hilleren – District 2 Andy Abner - District 3 Matt Clausen – District 3 Mike Langan – District 4 Dru Tosel - District 4 Doug Anderson – District 5 Bev Van Heuveln – District 5</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING:

Review/Recommendation

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