

# Notice & Agenda

## Swift County Board of Commissioners

Tuesday, November 7, 2017

9:00 AM

**Benson City Council Chambers – 1410 Kansas Ave, Benson, MN**

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		<b>Call to Order and Roll Call</b>
9:01 a.m.		<b>Approve Agenda</b>
9:02 a.m.		<b>Consent Agenda</b>
	1-2	(1) Minutes from the October 17, 2017 Meeting
	3-4	(2) Consider approving a health insurance premium holiday
	5	(3) Consider approving the updated Corporate Authorization Resolution with Co-op Credit Union
	6-10	(4) Consider approving the 2018-2019 Natural Resources Block Grant Agreement
	11	(5) Consider approving the Daycare Loan request
	12	(6) Consider approving the MN Family Investment Program Biennial Service Agreement
	13-14	(7) Consider approving the Countryside Public Health Annual Contract
	15-17	(8) Consider approving the appointments of two new board members for the Housing and Redevelopment Authority
	18-23	(9) Consider approval to participate in a study of the TH 119 and 59 intersection in Appleton
9:04 a.m.		<b>Consider Approval of Commissioner warrants and review Auditor warrants</b>
9:05 a.m.		<b>Commissioner and Board reports</b>
9:35 a.m.		<b>County Administrator Report</b>
9:36 a.m.		<b>Citizens Comments</b>
9:45 a.m.		<b>Ron Vadnais, Treasurer</b>
	24-28	Review 3 <sup>rd</sup> Quarter Treasurer Report
	29-31	Consider approving Appleton Area Health Services Tax Penalty Abatement Request
10:00 a.m.		<b>Kim Saterbak, Auditor</b>
	32-37	Review 3 <sup>rd</sup> Quarter Executive Department Budget Report
10:10 a.m.		<b>Wold Architects and Engineers</b>
10:30 a.m.		<b>Dan Anderson, Swift County Benson Hospital</b>
	None	Assisted Living Financing Update
10:40 a.m.		<b>Rob Wolfington, Benson City Manager</b>
	38-41	Local Road Improvement Program
10:45 a.m.		<b>Other Business</b>
	None	Discussion to approve advertising the HRA/RDA job position
<b>11:00 a.m.</b>		<b>Adjourn</b>

## **SWIFT COUNTY BOARD MINUTES**

### **October 17, 2017**

Chairman Rudningen called the meeting to order at 9:02 AM with all members present. Also present: County Administrator Kelsey Baker, Human Services Director Catie Lee, Sheriff John Holtz, County Auditor Kim Saterbak and Amanda Ness.

Chairman Rudningen asked if there were any changes or additions to the agenda. There were none.

**10-17-17-01** Commissioner Fox moved and Commissioner P. Peterson seconded to approve the agenda as presented. Motion carried unanimously.

**10-17-17-02** Commissioner Hendrickx moved and Commissioner Fox seconded to approve the Consent Agenda items: (1) Approval of Minutes from the October 3, 2017 Regular Meeting, (2) Approval of the final payment resolution for 2017 Gravel Processing, (3) Approval to apply a special assessment to the property at 235 East Rooney Avenue, Appleton, MN, (4) Approval to apply a special assessment to the property at 315 Clara Avenue, Murdock, MN, and (5) Approval to purchase millings from contractor from CSAH #6 milling/overlay project in the amount of \$15,435.00. Motion carried unanimously.

**10-17-17-03** Commissioner Fox moved and Commissioner Hendrickx seconded to approve the Commissioner warrants as follows: Revenue: \$107,052.30; Solid Waste: \$29,408.23; Road and Bridge: \$44,785.61; County Ditches: \$1,291.78; Human Services, \$91.26; Debt Service: \$9,500.00 which includes the following bills over \$2,000: Albany Recycling Center, \$2,237.87; Appleton Press, \$3,203.30; Benson Body Shop, \$8,470.57; Bituminous Paving, Inc., \$19,444.60; Braun Intertec Corp., \$13,098.50; Briggs & Morgan, PA, \$9,500.00; Computer Professionals Unlimited, Inc., \$5,975.32; Don's Building Center, \$5,319.51; Kandiyohi County Sheriff's Dept., \$6,490.96; Pflipsen Trucking LLC, \$16,171.76; Sussner Construction, Inc., \$28,452.50; Swift County HRA, \$3,767.88; University of Minnesota, \$20,190.97; Waste Management Of Northern Minnesota, \$10,022.33; and Wold Architects & Engineers, \$8,095.63. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on Countryside Public Health Building Committee, Courthouse Building Committee, 6W Community Corrections, and Countryside Public Health. Commissioner Gary Hendrickx reported on Prairie Waters Tourism, Woodland Centers, Healthcare Roundtable, AMC, and Revolving Loan Fund. Commissioner Fox reported on Revolving Loan Fund, Well-Being Committee, Restorative Practices, Woodland Centers, and Southwest Minnesota Health Consortium. Commissioner E. Pederson reported on Water Plan Meeting, Buffer Meeting, SWCD, and RDA. Chairman Rudningen reported on Well-Being Committee, Governance Meeting, and Benson City Council.

Administrator Baker reported on the Enhancing the Organization Committee, Foreign Animal Disease (FAD) Training Representation, Daycare visit, Water Plan Meeting, Buffer Meeting, Community Engagement Training, October 31<sup>st</sup> Biometric Screening, November 1<sup>st</sup> State Assessor's Meeting, November 7<sup>th</sup> Open Enrollment, and December 12<sup>th</sup> FAD Training.

Chairman Rudningen asked for citizens comments. There were none.

Woodland Centers Executive Director Ashley Kjos gave a presentation including an update on Mobile Dispatch.

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

Auditor Kim Saterbak requested approval of the purchase of a tax-forfeited property by Camp Lake Township.

**10-17-17-04** Commissioner Hendrickx moved and Commissioner E. Pederson seconded to approve the purchase of property. Motion carried unanimously.

Administrator Baker and HRA Director Vicki Syverson requested approval to send an updated HRA/RDA job description to Springsted. Staff were directed to proceed.

The board recessed for a short break at 10:25 AM.

The board reconvened at 10:30 AM.

Benson City Manager Rob Wolfington, SCBHS CEO Kurt Waldbillig, and CFO Dan Enderson requested support to fill a gap financing need for the proposed assisted living center. Staff were directed to work with the City of Benson on this request.

The board recessed for lunch at 11:11 AM.

The board reconvened at 12:10 PM.

The annual Road Tour was conducted.

**10-17-17-05** Commissioner P. Peterson moved and Commissioner E. Pederson seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 3:34 PM.

WITNESSED:

\_\_\_\_\_  
Eric Rudningen, Chair

ATTEST:

\_\_\_\_\_  
Kelsey Baker, County Administrator



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## 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 approving a health insurance premium holiday	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The health insurance committee has set a target for the health insurance reserves of \$1,075,000. The County has exceeded this target and the committee is recommending that the County implement a two-month health insurance premium holiday. So based on this, the committee is recommending a premium holiday for November 2017 and December 2017 with premiums being deducted again beginning with the January 4 <sup>th</sup> payroll.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

**RESOLUTION**

**APPROVING A HEALTH INSURANCE PREMIUM HOLIDAY**

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

**WHEREAS**, the Swift County Health Insurance Committee recommended that a health insurance premium holiday be granted if certain reserve targets were achieved and said targets have been achieved for two full month premium holidays.

**NOW, THEREFORE, BE IT RESOLVED**, that no health insurance premiums shall be charged on the payrolls on November 9, 2017, November 22, 2017, December 7, 2017, and December 21, 2017 and premiums shall return to normal with the next payroll.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners the 7th day of November 2017.

Swift County Board of Commissioners

\_\_\_\_\_  
Eric Rudningen, Chairman

ATTEST:

\_\_\_\_\_  
Kelsey Baker  
County Administrator and Clerk of the Board

Fox \_\_\_\_\_ Hendrickx \_\_\_\_\_ E. Pederson \_\_\_\_\_  
P. Peterson \_\_\_\_\_ Rudningen \_\_\_\_\_



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## 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: Consider approving the updated Corporate Authorization Resolution with Co-op Credit Union	
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 Corporate Authorization Resolution with the Co-op Credit Union was originally signed on December 31, 2013. One of the authorized agents listed is Michel Pogge-Weaver, Administrator. The updated Corporate Authorization Resolution replaces Mike Pogge-Weaver with Kelsey Baker. All other items on the corporate authorization resolution remain the same.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

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



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## 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: <b>Approval 2018/2019 Natural Resources Block Grant Agreement</b>	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? <b>No</b>
IS THIS MANDATED? <b>No</b>	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: This grant agreement is for funding for Swift County's Local Water Management, Wetland Conservation Act, DNR Shoreland and SSTS programs	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: State of Minnesota – Minnesota Pollution Control Agency (MPCA)
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### Review/Recommendation

COUNTY ATTORNEY: <b>Danielle Olson</b>	COUNTY ADMINISTRATOR: <b>Kelsey Baker</b>
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 ___ E. Rudningen ___ G. Hendrickx ___ E. Pederson ___ P. Peterson ___ J. Fox	
Action	Vote

**FY 2018 & 2019 STATE OF MINNESOTA  
BOARD OF WATER and SOIL RESOURCES  
NATURAL RESOURCES BLOCK GRANT AGREEMENT**

<b>Vendor:</b>	0000197318	<b>VN#:</b>		
<b>PO#:</b>	3000008611	<b>Date Paid:</b>		

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Swift County, 301 14th St N Benson Minnesota 56215.**

<i>This grant is for the following Grant Programs :</i>		
P19-5662	2019 - Shoreland-NRBG (Swift County)	\$2,744
P18-7522	2018 - Septic Treatment Systems - NRBG (Swift County)	\$18,600
P18-2443	2018 - Local Water Management - NRBG (Swift County)	\$15,051
P19-4291	2019 - Local Water Management - NRBG (Swift County)	\$15,051
P18-3095	2018 - Wetland Conservation Act - NRBG (Swift County)	\$12,118
P19-8791	2019 - Wetland Conservation Act - NRBG (Swift County)	\$12,118
P18-9657	2018 - Shoreland-NRBG (Swift County)	\$2,744

**Total Grant Awarded: \$78,426**

**Recitals**

1. This Grant Agreement is for the FY 2018 and 2019 LWM, WCA, DNR Shoreland, and FY 2018 MPCA SSTS Program Grants.
2. The Laws of Minnesota 2017, 1<sup>st</sup> Special Session, in S.F. 844 2<sup>nd</sup> Engrossment, Article 1, Section 4, appropriated FY 2018 and 2019 Natural Resources Block Grant (NRBG) LWM, WCA, and DNR Shoreland funds to BWSR.
3. The MPCA transferred to BWSR funds for their 2018 SSTS Grant Programs to be allocated with this Agreement.
4. Minnesota Statutes 103B.101, subd. 9 (1), and 103B.3369, subd. 5 authorize the Board to award grants.
5. The Board has adopted the Fiscal Years 2018 and 2019 Natural Resources Block Grant Authorization Resolution #17-50 to authorize and allocate these grants.
6. The Grantee has met the criteria established by statute, the Board, the DNR, and the MPCA, and is eligible to receive NRBG grant funds.
7. The Grantee has agreed to appropriate and expend the required local match.
8. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State.
9. As a condition of the grant, the Grantee agrees to minimize administration costs.

**Authorized Representative**

The State's Authorized Representative is Wayne Zellmer, BWSR Grants Coordinator, 520 Lafayette Road North, Saint Paul, MN 55155, 651-297-7361, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is

**TITLE: Scott Collins, Director**  
**ADDRESS: Swift Co. Environmental Services, P.O. Box 207**  
**CITY: Benson**  
**TELEPHONE NUMBER: 320-843-2356**

If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## Grant Agreement

### 1. Term of Grant Agreement

- 1.1. **Effective date:** The date the State obtains all required signatures under Minnesota Statute 16B.98, Subd.5. **The State will notify the Grantee when this grant agreement has been executed. The Grantee must not begin work under this grant agreement until it is executed.**
- 1.2. **Expiration date:** December 31, 2020, or until all obligations have been satisfactorily fulfilled, whichever comes first.
- 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Governing Law, Jurisdiction, and Venue; 15. Intellectual Property Rights.

### 2. Grantee's Duties

- 2.1. The Grantee is responsible for the specific duties for the NRBG, as follows:
  - 2.2. **Match:** The Grantee's participation in the NRBG is conditioned upon Grantee expenditures to match the NRBG as required by the Board.
  - 2.3. **Reporting:** All data and information provided in a Grantee's report shall be considered public.
    - 2.3.1. The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.
    - 2.3.2. The Grantee will submit a final progress report to the Board by February 1, 2021. Information provided must conform to the requirements and formats set by the Board.
    - 2.3.3. A late or incomplete annual progress or final report will result in the withholding of any future NRBG allocations.
  - 2.4. **Compliance:** The Grantee will comply with Minnesota Statutes Section 103B.3361 through 103B.3369 (LWP), Minnesota Rules Chapter 8420 (WCA); Minnesota Statutes Section 103F.201 and Minnesota Rules Chapter 6120 (Shoreland) and have a DNR approved shoreland ordinance; Minnesota Rules Chapter 7082.0040 through 7082.0700 (SSTS); and amendments thereto, for Comprehensive Water Planning, Wetland Conservation Act, Shoreland Management, and Subsurface Sewage Treatment Systems.
  - 2.5. **Wetland Conservation Act Funds Transfer:** As required by the Board, the Grantee's participation in the NRBG is conditioned upon a transfer of funds to the Soil and Water Conservation District (SWCD) for Wetland Conservation Act activities, or such greater amount as agreed upon by the county and SWCD. This transfer must occur within 120 days of receipt of NRBG funds by the Grantee. This amount is listed on the BWSR website.
3. **Time.** The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

### 4. Terms of Payment

- 4.1. All FY 2018 Grant funds will be distributed in one installment promptly after the execution of the Grant Agreement. FY 2019 Grant fund will be distributed in September of 2018. FY 2019 grant funds may not be spent before they are received.
- 4.2. Any grant funds remaining unspent after the end of the expiration date stated above will be returned to the Board within one month of that date.
- 4.3. The Board must consult with the state agency responsible for administering the grant program before granting an amendment to the Grant Agreement, or a component thereof.
- 4.4. The obligation of the State under this Grant Agreement will not exceed the amount stated above.
- 4.5. This grant is an advance payment. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

### 5. Conditions of Payment

- 5.1. All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.
- 5.2. The Minnesota Department of Administration's Office of Grants Management Policy on Grant Closeout Evaluation (Policy 08-13), requires the Board to consider a grant applicant's past performance before awarding subsequent grants

to them. The Board must consider a grant applicant's performance on prior grants before making a new grant award of over \$5,000. The Board may withhold payment on this and grants from other programs if the Grantee is not in compliance with all Board reporting requirements.

- 5.3. All Grantees must follow the Grants Administration manual policy, procedure, and guidance. Minnesota Statutes §103C.401 (2014) establishes BWSR's obligation to assure program compliance. If the noncompliance is severe, or if work under the grant agreement is found by BWSR to be unsatisfactory or performed in violation of federal, state, or local law, BWSR has the authority to require the repayment of grant funds, withhold payment on this and grants from other programs, or an additional penalty. Penalties can be assessed at a rate up to 150% of the grant agreement.
- 5.4. For the LWM, WCA, and DNR Shoreland Programs, Grantees have the flexibility of determining the amount of grant *and* required match to expend on each of these three Programs locally. This is to provide needed spending flexibility for yearly fluctuations in workload and program activity in counties and SWCDs.

## 6. Assignment, Amendments, and Waiver

- 6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.
  - 6.2. **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office.
  - 6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.
7. **Liability.** The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

## 8. State Audits

- 8.1. Under Minnesota Statutes 16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.
  - 8.2. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to the NRBG, and match and grant expenditures, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant and match funds.
  - 8.3. The Grantee or designated local unit of government implementing this Grant Agreement will provide for an audit that meets the standards of the Office of State Auditor. The audit must cover the duration of the Agreement Period and be performed within one year after the end of the Agreement Period or when routinely audited, whichever occurs first. Copies of the audit report must be provided to the Board if requested.
9. **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minnesota Statute 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
10. **Workers' Compensation.** The Grantee certifies that it is in compliance with Minnesota Statute 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
12. **Termination.** The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
13. **Data Disclosure.** Under Minnesota Statute 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
14. **Prevailing Wage.** It is the responsibility of the Grantee or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minnesota Statute 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.
15. **Intellectual Property Rights.** The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

**IN WITNESS WHEREOF**, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby for FY 2018 and FY 2019 Natural Resources Block Grants.

**Approved:**  
Swift County

**Board of Water and Soil Resources**

BY:		(print)
		(signature)
TITLE:		
DATED:		

BY:		
TITLE:		
DATED:		



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving one daycare loan request.					
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 loan request		
BACKGROUND/JUSTIFICATION:					
Name	Address	#children in Daycare	Amount requested	Purpose	Committee Approval Date
Koni Coyour	324 West Sorenson Ave. Appleton	9	\$1350.00	Cement Pad and carpet Shampooer	10/31/2017
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.
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### Review/Recommendation

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



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## 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 Mn Family Investment Program Biennial Service Agreement	
AGENDA YOU ARE REQUESTING TIME ON: Regular board	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE: County Board action needs to be approve standing service agreement for MFIP
BACKGROUND/JUSTIFICATION: Under Minnesota Statutes, section 256J.626, subdivision 4, counties, consortia and nation/tribes are required to submit a Biennial Service Agreement (BSA) to be approved by the Minnesota Department of Human Services (DHS) to receive consolidated funds for the Minnesota Family Investment Program (MFIP). The purpose of the Biennial Service Agreement is to provide DHS with information about services and strategies intended to meet program measures with the goal of increasing the economic stability of low income families on MFIP. The different sections of the BSA gather information about program strengths and service delivery gaps. The Agreement will give us a comprehensive assessment of current efforts; insight into what types of assistance are needed; and information on new strategies to better serve participants. We want to ensure that people served through MFIP are equipped to obtain and sustain gainful employment that will ultimately lead to greater self-sufficiency. Swift County contract with PIC and the region to do execute this agreement.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: This is funded by the MFIP Consolidated Fund
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: <a href="#">Click here to enter text.</a>	RECOMMENDATIONS:
COMMENTS: n/a	COMMENTS: <a href="#">Click here to enter text.</a>



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## 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: Consider approving the Countryside Public Health Annual Contract	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Authorization by the Board of Commissions is required for Swift County to sign a legal agreement
BACKGROUND/JUSTIFICATION: We contract with Countryside Public Health on an annual basis. This contract will cover from January 1, 2018 until December 31, 2018. We contract with Countryside public to conduct compliance checks on the tobacco retailers in Swift County. These mandatory compliance checks are conducted in order to ensure that County retail establishments are not selling tobacco products to minors. The fee charged by Countryside Public Health has remained the same as last year – one hundred twenty-five dollars (\$125) per retail establishment. We have developed a good working relationship with Countryside Public Health and have been pleased with their work.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

### Budget Information

FUNDING: n/a
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR:
RECOMMENDATIONS: Has been submitted for review	RECOMMENDATIONS: Click here to enter text.
COMMENTS: None	COMMENTS: None

## AGREEMENT

THIS AGREEMENT is effective **January 1, 2018** between **County of Swift**, hereinafter called County, and Countryside Public Health, hereinafter called Countryside.

WITNESSETH:

WHEREAS, County has a youth anti-tobacco ordinance which requires yearly, mandatory compliance checks of tobacco retailers in County, and

WHEREAS, these mandatory compliance checks are to be conducted in order to ensure that County retail establishments are not selling tobacco products to minors, and

WHEREAS, Countryside is in the business of providing compliance check services to Counties,

NOW, THEREFORE, In consideration thereof, the parties hereto agree as follows:

1. County agrees to retain Countryside for the purpose of assisting the County Sheriff's Office with compliance checks.
2. Countryside will conduct compliance checks and administer all services necessary to successfully implement the compliance checks program including but not limited to: i) recruitment and training of youth compliance checkers, and ii) follow-up activities surrounding the compliance checks. County will pay Countryside One Hundred and twenty-five dollars (\$125.00) per retail establishment licensed to sell tobacco products in the County. This One Hundred and twenty-five dollars (\$125.00) payment will cover an unlimited number of compliance checks in a licensed retail establishment, but a compliance check must be completed at least once yearly for each licensed retail establishment in the County. The One Hundred and twenty-five dollars (\$125.00) payment for each retail establishment will come due after completion of at least one compliance check in a respective establishment and under no circumstance shall County be required to pay Countryside prior to any services rendered. If a retail establishment has been issued a license for less than a full year's term, Countryside shall charge County a prorated fee.
3. Countryside agrees to itemize all bills for services sent to County.
4. This agreement shall be effective through **December 31, 2018**.

IN WITNESS WHEREOF. The parties have executed this agreement the day and year first above written.

\_\_\_\_\_  
Authorizing Representative

  
\_\_\_\_\_  
Elizabeth Auch, Administrator/DON  
Countryside Public Health



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Swift County HRA is asking to approve two new board members to the HRA board. Jessy Engelke is replacing Paula Grace representing the Murdock/DeGraff area and Debra Kneisl is replacing Marlene Hauge representing the Kerkhoven area.	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: NA
BACKGROUND/JUSTIFICATION: Swift County HRA is a 7 member board of Swift County residents. Terms are staggered and they are set for a 5 year term. Attached are certificate of Appointment of Commissioners of the HRA board should these applicants be appointed.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	no

### Budget Information

FUNDING:
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### Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: n/a

**CERTIFICATE OF APPOINTMENT OF COMMISSIONER  
To The Housing and Redevelopment Authority (HRA)  
Of Swift County, Minnesota**

**Whereas**, the Board of Commissioners of Swift County, Minnesota held a duly authorized meeting on the 5<sup>th</sup> day of December, 2017 and

**Whereas**, at said meeting the following resolution was passed and adopted:

**Now, Therefore**, pursuant to the provisions of MSA 462.425, Sub. 7, Jessy Engelke is hereby appointed to serve as Commissioner of the Housing and Redevelopment Authority of Swift County, Minnesota for a term of Five (5) years starting Jan 2018.

**In witness whereof**, I have here unto signed my name as Chairman of the Swift County Board and caused the official seal of said County of Swift to be impressed hereon this 5<sup>th</sup> day of December, 2017.

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Chairman, County Board

Attest:

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County Administrator

**CERTIFICATE OF APPOINTMENT OF COMMISSIONER  
To The Housing and Redevelopment Authority (HRA)  
Of Swift County, Minnesota**

**Whereas**, the Board of Commissioners of Swift County, Minnesota held a duly authorized meeting on the 7<sup>th</sup> day of November, 2017 and

**Whereas**, at said meeting the following resolution was passed and adopted:

**Now, Therefore**, pursuant to the provisions of MSA 462.425, Sub. 7, Debra Kneisl is hereby appointed to serve as Commissioner of the Housing and Redevelopment Authority of Swift County, Minnesota for a term of Five (5) years starting Jan 2018.

**In witness whereof**, I have here unto signed my name as Chairman of the Swift County Board and caused the official seal of said County of Swift to be impressed hereon this 7<sup>th</sup> day of November, 2017.

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Chairman, County Board

Attest:

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County Administrator



# Request for Board Action

BOARD MEETING DATE:  
November 7, 2017

## Commissioner's Report

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST Board Approval to participate in a study of the TH 119 and 59 intersection in Appleton.	
AGENDA YOU ARE REQUESTING TIME ON: November 7, 2017	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE: no
BACKGROUND/JUSTIFICATION: Mn/DOT District 4 is doing a study and they have WSB selected for the study and there is cost participation needed from the city and the county.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? none	

### Budget Information

FUNDING:	State, Federal & County
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### 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

**STATE OF MINNESOTA  
WORK ORDER UNDER  
MASTER PARTNERSHIP CONTRACT**

<b>State Project (SP):</b>	7601-19	<b>Trunk Highway (TH):</b>	59
<b>Project Description:</b>	TH 59 and 119 Intersection Study		

This Work Order Contract is issued under the authority of State of Minnesota, Department of Transportation (MnDOT) Master Partnership Contract No. 1028282 between the state of Minnesota acting through its Commissioner of Transportation (“State”) and Swift County, a political subdivision of the State of Minnesota (“Local Government/Agency”) and is subject to all applicable provisions and covenants of that Contract which are incorporated herein by reference.

**Work Order Contract**

**Article 1 Term of Work Order Contract; Incorporation of Exhibits:**

1. Effective date: This Work Order Contract will be effective on the date that all required signatures are obtained by State, pursuant to Minnesota Statutes Section 16C.05, subdivision 2. The Local Government/Agency must not begin work under this Contract until ALL required signatures have been obtained and the Local Government/Agency has been notified in writing to begin such work by the State’s Authorized Representative.
2. Expiration date: This Work Order Contract will expire on June 29, 2018, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
3. Exhibits: Exhibits A through B are attached and incorporated into this Work Order Contract.

**Article 2 Nature of Work:**

- 2.1  the blanks below to indicate the nature of the work to be performed. See Article 3. Services Requiring a Work Order Contract, of the Master Partnership Contract for applicable definitions.
  - Construction Administration
  - Emergency Services
  - Professional/Technical Services
  - Roadway Maintenance

**Article 3 Scope of Work:**

- 3.1 The State will perform services under this Work Order summarized generally as follows:  
  
The State has hired WSB and Associates, a consulting engineering and planning firm, to complete a study of the intersection of TH 59 and 119 in the city of Appleton. The study will evaluate the geometry of the intersection as trucks have difficulty navigating it due to its skew and vertical curve. The study will define the existing deficiency and outline a preferred alternative. The Consultant Agreement number for this study is 1029074.

**Article 4 Items provided or completed by the Local Government/Agency.**

- 4.1 The following will be provided or completed by the Local Government/Agency: Review and approve the intersection study.

**Article 5 Consideration of Payment:**

- 5.1 The Local Government/Agency will pay for all services performed by the State on a Lump Sum basis
- 5.2 The Local Government/Agency’s obligation for all compensation and reimbursements to the State is \$10,000.

**Article 6 Terms of Payment:**

- 6.1 The Local Government/Agency will pay the State upon execution of this work order.
- 6.2 After the work has been completed, at the request of the Local Government/State Agency, the State will submit a signed report, and the signature will attest that the services have actually been performed.
- 6.3 Per Section 7.4 of the Master Partnership Contract;
  - 6.3.1 The Local Government/Agency will pay the State as specified in this work order, and will make prompt payment in accordance with Minnesota law.
  - 6.3.2 Payment by the Local Government/Agency.
    - 6.3.2.1 The Local Government/Agency will make payment to the order of the Commissioner of Transportation.
    - 6.3.2.2 IMPORTANT NOTE: PAYMENT MUST REFERENCE THE “MNDOT CONTRACT NUMBER AND WORK ORDER NUMBER” SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE MNDOT “**INVOICE NUMBER**” SHOWN ON THE INVOICE.
    - 6.3.2.3 Remit payment to the address below:  
MnDOT  
Attn: Cash Accounting  
RE: MnDOT Contract Number 1028282W01 and Invoice Number TBD.  
Mail Stop 215  
395 John Ireland Blvd  
St. Paul, MN 55155

**Article 7 Local Government/Agency’s Project Manager:**

- 7.1 The Local Government/Agency’s Project Manager for this Work Order is:
  - Name: Andy Sander
  - Title: County Engineer
  - Name of Local Government/Agency: Swift County
  - Street Address: 1635 Hoban Avenue
  - City, State Zip: Benson, MN 56215
  - Phone: (320) 842-5251
  - Email Address: Andy.sander@co.swift.mn.us
- 7.2 The Local Government/Agency’s Project Manager for this Work Order is responsible for overseeing the Local Government/Agency’s fulfillment of its obligations under this Work Order, reviewing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

**Article 8 State’s Project Manager:**

- 8.1 The State’s Project Manager, for this Work Order is:
  - Name: Mary Safgren
  - Title: District Planner
  
  - Street Address: 1000 Highway 10 West
  - City, State Zip: Detroit Lakes, MN 56501
  - Phone: (218) 846-7987
  - Email Address: Mary.safgren@state.mn.us
- 8.2 The State’s Project Manager is responsible for overseeing the State’s fulfillment of its obligations under this Work Order, reviewing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

**Article 10 Termination.**

- 9.1 Termination by the State or Local Government/Agency. The Local Government/Agency, the State or the Commissioner of Administration may cancel this Work Order at any time, with or without cause, upon 30 days' written notice to the other Party. Upon termination, the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 9.2 Termination for Insufficient Funding. If the State is the Local Government/Agency, The State may immediately terminate this Work Order if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government/Agency. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government/Agency will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Work Order is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Local Government/Agency notice of the lack of funding within a reasonable time of the State's receiving that notice.

**Article 10 Additional Provisions**

None.

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**OTHER PARTY/LOCAL  
GOVERNMENT/AGENCY**

The Other Party/Local Government/Agency certifies that the appropriate person(s) have executed the contract on behalf of the Other Party/Local Government/Agency as required by applicable articles, bylaws, resolutions or ordinances.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**STATE ENCUMBRANCE VERIFICATION**

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
SWIFT Contract #: \_\_\_\_\_  
SWIFT PO #: \_\_\_\_\_

**COMMISSIONER OF TRANSPORTATION**

By: \_\_\_\_\_  
Title: Assistant Commissioner or  
Assistant Division Director  
Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT A – STANDARD TERMS

### STANDARD TERMS FOR PROFESSIONAL AND TECHNICAL SERVICES

1. The Local Government/Agency will prepare all documents in accordance with Minnesota law, applicable Federal laws and regulations, and geometric design standards for trunk highway plans as described in the current versions of MnDOT Manuals, available through the MnDOT State Aid Division or on the MnDOT website, [www.dot.state.mn.us](http://www.dot.state.mn.us)
2. The Local Government/Agency will, as applicable in developing plans, include the standard specifications from the latest edition of MnDOT Standard Specifications for Construction, and all amendments thereto.
3. The Local Government/Agency will furnish the personnel, services, supplies, and equipment necessary to properly perform, supervise, and document the work for the project(s). The services of the Local Government/Agency to be performed hereunder may not be assigned, sublet, or transferred unless approved in writing by MnDOT. This written consent will in no way relieve the Local Government/Agency from its primary responsibility for performance of the work.

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# Request for Board Action

BOARD MEETING DATE:  
Nov 7, 2017

## 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 3rd Quarter 2017 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? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: N/A
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### 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 9/30/17

Acct	9/30/17 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
Citizens Alliance Bank-Murdock	52,525.30
Fed RLF#281500-SBD	312,737.23
Health Ins 16-1	200,000.00
Health Ins 16-3	200,000.00
Health Ins 17-1	200,000.00
HS Clearing acct #1BB29020	-95,553.71
HS-MMIS# 14534(Credit Union)	100,143.07
HS16-3	100,000.00
HS17-1	100,000.00
HS17-10	100,000.00
HS17-11	100,000.00
HS17-3	100,000.00
HS17-5	200,000.00
HS17-6	150,000.00
HS17-7	200,000.00
HS17-8	200,000.00
HS17-9	200,000.00
MAGIC(FEDERATED BOND)#651157	601,310.45
MAGIC(R&B)Mmkt#651173	2,000,000.00
MAGIC-CIP BOND ACCT#651168	5,178,904.62
MAGIC-Revenue ACCT#651154	146,641.41
PSB-Appleton	28,519.90
R&B Invest Acct#1BB27605	9,424.83
R&B16-10	200,000.00
R&B17-1	249,000.00
R&B17-2	200,000.00
R&B17-3	200,000.00
R&B17-4	249,000.00
R&B17-5	200,000.00
R&B17-6	249,000.00
R&B17-7	200,000.00
Rev17-7	200,000.00
Revenue 15-8	100,000.00
Revenue 16-6	100,000.00
Revenue14-12	100,000.00
Revenue16-11	100,000.00
Revenue16-13	100,000.00
Revenue16-20	100,000.00
Revenue16-21	100,000.00
Revenue16-22	100,000.00
Revenue16-23	200,000.00
Revenue16-24	100,000.00
Revenue16-25	200,000.00
Revenue16-4	100,000.00
Revenue17-2	200,000.00
Revenue17-3	200,000.00
Revenue17-4	200,000.00
Revenue17-5	200,000.00
Revenue17-6	200,000.00
State RLF#281498-SBD	53,490.86
StBkDanvers	1,616,129.92
WELLS FARGO	3,240,528.15
<b>TOTAL Cash and Bank Accounts</b>	<b>19,641,802.03</b>
Other Assets	
REV, R&B & HS-Emp. Benefits CD	200,000.00
<b>TOTAL Other Assets</b>	<b>200,000.00</b>

## Swift County Cash &amp; Investments

(Includes unrealized gains)

As of 9/30/17

Acct	9/30/17 Balance
Investments	
REV-HEALTH CARE	524,981.42
<b>TOTAL Investments</b>	<b>524,981.42</b>
<b>TOTAL ASSETS</b>	<b>20,366,783.45</b>
LIABILITIES	0.00
<b>OVERALL TOTAL</b>	<b>20,366,783.45</b>

FUND #	FUND NAME	BANK #	INSTITUTION	ID#	MATURITY		TOTAL INVEST	INT RATE	MONTH ENDED	ACCRUED INTEREST
					DATE					
1097	Revenue	15	Franklin Synergy Bk	35471TC19	11-Sep-17		\$0.00		30-Sep-17	\$0.00
1097	Revenue	15	Everbank FL	29976DSS84	9/14/2017		\$0.00		30-Sep-17	\$0.00
31097	R&B	15	Xerith Bk Richmond VA	98410YB11	28-Sep-17		\$0.00		30-Sep-17	\$0.00
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Hanni Bk Los Angeles</b>	<b>410493BW9</b>	<b>29-Sep-17</b>		<b>\$100,000.00</b>	<b>0.90%</b>	30-Sep-17	\$76.44
1001	Rev/RLF	1	SBBKDanvers-Fed RLF	281500	30-Sep-17		\$312,737.23	0.15%	30-Sep-17	\$118.24
1001	Rev/RLF	1	SBBKDanvers-St RLF	281498	30-Sep-17		\$53,490.86	0.15%	30-Sep-17	\$20.22
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Human Ser Clearing Act</b>	<b>1BB29020</b>	<b>30-Sep-17</b>		<b>-\$95,553.71</b>	<b>0.56%</b>	30-Sep-17	
1001	Tax Accts		Various local banks		30-Sep-17		\$81,045.20		30-Sep-17	
1001	Rev/checking	2	St Bk of Danvers	267151	30-Sep-17		\$1,616,129.92	0.10%	30-Sep-17	
1001	Revenue	1	1st Security Benson	MMIIS#1007665	30-Sep-17		\$0.00		30-Sep-17	
1092	Revenue	1	WELLS FARGO	IAB21819	30-Sep-17		\$3,240,528.15	0.56%	30-Sep-17	
1101	Rev/Health Care	15	Franklin Fund-MF	45789	30-Sep-17		\$524,981.42		30-Sep-17	
<b>1101</b>	<b>Human Services</b>	<b>1</b>	<b>1st Security Benson</b>	<b>MMIIS#1006436</b>	<b>30-Sep-17</b>		<b>\$0.00</b>		30-Sep-17	
<b>1101</b>	<b>Human Services</b>	<b>17</b>	<b>Co-op Credit-Benson</b>	<b>Savings#14534</b>	<b>30-Sep-17</b>		<b>\$100,143.07</b>	<b>0.75%</b>	30-Sep-17	\$187.25
1097	R&B	1	1st Security Benson	MMIIS#1006493	30-Sep-17		\$0.00		30-Sep-17	
31097	R&B	16	MA GIC R&B acct	651173	30-Sep-17		\$2,000,000.00	0.90%	30-Sep-17	
3500	Bond Debt Serv	16	MA GIC Bond Debt Acct	651157	30-Sep-17		\$601,310.45	0.90%	30-Sep-17	
31097	Bond Debt Serv	16	MA GIC CIP Acct	651168	30-Sep-17		\$5,178,904.62	0.90%	30-Sep-17	
1097	R&B	15	R&B Clearing Acct	1BB27605	30-Sep-17		\$9,424.83	0.56%	30-Sep-17	
1097	Revenue	16	MA GIC Revenue Fund	651154	30-Sep-17		\$146,641.41	0.90%	30-Sep-17	\$579.73
1097	Revenue	15	CapitalOneBk USA	140420WC0	2-Oct-17		\$100,000.00	1.15%	30-Sep-17	\$378.08
1097	Revenue	15	Capital Bk Corp NC	13979PAH7	30-Oct-17		\$100,000.00	0.75%	30-Sep-17	\$309.04
<b>111097</b>	<b>HS</b>	<b>15</b>	<b>WhiteyBk-Gulfport MS</b>	<b>966594BB8</b>	<b>14-Nov-17</b>		<b>\$200,000.00</b>	<b>1.20%</b>	30-Sep-17	\$1,363.29
1097	Revenue	15	Santander Bk DE	80280JQV6	22-Nov-17		\$200,000.00	0.80%	30-Sep-17	\$14.38
1097	Revenue	15	Signature Bank	82668XFF0	24-Nov-17		\$100,000.00	1.05%	30-Sep-17	\$480.82
1097	Revenue	15	Am Express Central Bk	02587DWP9	4-Dec-17		\$100,000.00	1.50%	30-Sep-17	\$1,657.53
31097	R&B	15	BankUnited-Miami	066519CT4	29-Dec-17		\$200,000.00	1.10%	30-Sep-17	\$731.51
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Martin Bus Bk</b>	<b>57116ANB0</b>	<b>1/5/2018</b>		<b>\$100,000.00</b>	<b>1.00%</b>	30-Sep-17	\$964.38
31097	R&B	15	Synchrony Bk	87165HRA0	8-Jan-18		\$200,000.00	1.00%	30-Sep-17	\$52.05
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Bankers Bk Madison</b>	<b>06610RAK5</b>	<b>1/11/2018</b>		<b>\$100,000.00</b>	<b>1.00%</b>	30-Sep-17	\$1,760.55
1097	Rev/R&B/HS Emp B	16	Cit Bank	58978	18-Jan-18		\$200,000.00	1.26%	30-Sep-17	\$493.15
1097	Revenue	15	Key Bk NA Ohio	49306SVX1	22-Jan-18		\$100,000.00	1.30%	30-Sep-17	\$256.44
<b>111097</b>	<b>HS</b>	<b>15</b>	<b>WashingtonFed-Primary</b>	<b>938828AE0</b>	<b>12-Feb-18</b>		<b>\$100,000.00</b>	<b>1.30%</b>	30-Sep-17	\$67.67
1097	Revenue	15	Safra Natl Bk	78658QH55	14-Feb-18		\$200,000.00	1.00%	30-Sep-17	\$1,243.84
1097	Revenue	15	Compass Bk Birmingham	20451PQH2	8-Mar-18		\$0.00		30-Sep-17	\$0.00
31097	R&B	15	Lake City Bk Warsaw	508176C11	22-Mar-18		\$249,000.00	1.05%	30-Sep-17	\$57.30
1097	Revenue	15	Customers Bk PA	23204HEK0	28-Mar-18		\$100,000.00	1.00%	30-Sep-17	\$5.48
31097	R&B	15	Morgan Stanley Pvt Bk	61760ABV0	6-Apr-18		\$200,000.00	1.35%	30-Sep-17	\$636.16
31097	R&B	15	Bank of China NY	06426WL Y6	4/16/2018		\$249,000.00	1.40%	30-Sep-17	\$754.50
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Compass Bk Birmingham</b>	<b>20451PRW8</b>	<b>16-Apr-18</b>		<b>\$200,000.00</b>	<b>1.35%</b>	30-Sep-17	\$576.99
31097	R&B	15	CommBk-Parkersburg	20357RAB3	27-Apr-18		\$200,000.00	1.05%	30-Sep-17	\$891.78

1097	Revenue	15	BBCN Bk-LA-Ca	073296CC7	27-Apr-18	\$100,000.00	0.90%	30-Sep-17	\$7.40
<b>111097</b>	<b>HS</b>	<b>15</b>	<b>Comm.FS Bk-Benton</b>	<b>20364ACA1</b>	<b>11-May-18</b>	<b>\$200,000.00</b>	<b>1.35%</b>	<b>30-Sep-17</b>	<b>\$867.95</b>
1097	R&B	15	Eaglebank-MD	27002YDD5	21-Jun-18	\$249,000.00	1.30%	30-Sep-17	\$140.55
1097	Revenue	15	Comenity Cap Bk Salt L	20033AQV1	2-Jul-18	\$100,000.00	1.10%	30-Sep-17	\$79.82
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Bk of Baroda-NY</b>	<b>06062RBE1</b>	<b>13-Jul-18</b>	<b>\$150,000.00</b>	<b>1.45%</b>	<b>30-Sep-17</b>	<b>\$470.75</b>
1097	Revenue	15	TCF Bank	872278F68	26-Jul-18	\$200,000.00	1.40%	30-Sep-17	\$506.30
1097	Revenue	15	Am Express Fed Svcs Bk	02587CEEF3	3-Aug-18	\$200,000.00	1.20%	30-Sep-17	\$986.30
<b>111097</b>	<b>HS</b>	<b>15</b>	<b>1st Natl Bk Omaha NE</b>	<b>332135HC9</b>	<b>15-Aug-18</b>	<b>\$200,000.00</b>	<b>1.50%</b>	<b>30-Sep-17</b>	<b>\$378.08</b>
1097	Revenue	15	Ally Bk-Midvale UT	02006LM83	24-Sep-18	\$100,000.00	1.15%	30-Sep-17	\$25.21
1097	Revenue	15	Ally Bk-Midvale UT	02006LR96	26-Nov-18	\$100,000.00	1.35%	30-Sep-17	\$473.42
1097	Revenue	15	Berkshire Bk	084601GN7	29-Nov-18	\$200,000.00	1.25%	30-Sep-17	\$842.47
1097	Revenue	15	Goldman Sachs	38148PHZ36	28-Mar-19	\$200,000.00	1.60%	30-Sep-17	\$1,613.15
1097	Revenue	15	St Bk of India	856285BH3	10-Jun-19	\$200,000.00	1.70%	30-Sep-17	\$1,052.60
<b>111097</b>	<b>Human Services</b>	<b>15</b>	<b>Bk of Bridger MT</b>	<b>06424WG02</b>	<b>28-Sep-18</b>	<b>\$100,000.00</b>	<b>1.45%</b>	<b>30-Sep-17</b>	<b>\$3.97</b>
31097	R&B	15	FloridaCapital Bk	340569GB2	28-Sep-18	\$200,000.00	1.50%	30-Sep-17	\$8.22
1097	Revenue	15	MB Financial Bk NA	55266CWU6	27-Dec-18	\$200,000.00	1.50%	30-Sep-17	\$24.66

						\$20,366,783.45	1.09%		\$20,695.90
			CNH LOAN#2		7/9/2019	\$132,293.10	1.75%	30-Sep-17	\$520.11
			SCBH-LOAN		12/1/2032	\$1,616,779.14	2.00%	30-Sep-17	\$2,569.13



# Request for Board Action

BOARD MEETING DATE:  
Nov 7, 2017

## 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: Appleton Area Health Services Tax penalty abatement request	
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: See attached letter requesting abatement	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? <a href="#">Click here to enter text.</a>	

### Budget Information

FUNDING: N/A
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### 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



# Appleton Area Health Services

10/23/2017

Dear Board of Commissioners,

I am writing to request an abatement of penalties in the amount of \$119.20.

The reason for the late payment was due to new employees at the Appleton Health Care Services in the last few months.

The person hired for Accounts Payables was not aware of a file for Second Half Taxes. As soon as it was discovered, the check was issued immediately.

Please accept my petition for abatement of penalties owed for reasonable cause. If you have any questions or need any additional information, you can reach me at 320-289-1580. We issued a check in the amount of \$119.20 for late payment on October 23, 2017.

Sincerely,

Lori Andreas

CEO/Administrator

**Appleton Area Health Services**

Direct 320-289-1580

[landreas@aahsmn.org](mailto:landreas@aahsmn.org)

CC Lauren Dvorak

Accounts Payable

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*We're here for you*



\*\*\*\* Swift County \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of September 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 09/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 09/30/2017 Actual	Variance	PCT	
1 County General Revenue									
3 General Government	0	271,985	(271,985)	0	6,151,294	3,636,327	(2,514,967)	59	3,364,342
5 Board Of Commissioners	239,443	164,463	74,980	69	0	0	0	0	(164,463)
21 Law Library	18,800	10,012	8,788	53	14,000	11,450	(2,550)	82	1,438
31 County Administration	313,510	156,382	157,128	50	4,300	64	(4,236)	1	(156,317)
40 County Auditor	193,947	137,924	56,023	71	6,000	0	(6,000)	0	(137,924)
41 County Treasurer	209,087	146,668	62,419	70	15,500	17,314	1,814	112	(129,354)
42 County Assessor	330,620	221,799	108,821	67	42,400	46,123	3,723	109	(175,676)
43 Public Examiners	61,500	33,585	27,915	55	0	0	0	0	(33,585)
44 Licenses And Permits	1,250	0	1,250	0	4,350	4,370	20	100	4,370
60 Data Processing	78,300	63,082	15,218	81	1,200	0	(1,200)	0	(63,082)
89 Elections	8,275	7,769	506	94	0	0	0	0	(7,769)
90 County Attorney	464,905	282,583	182,322	61	33,700	689	(33,011)	2	(281,895)
100 Land Records	397,344	234,823	162,521	59	127,750	74,639	(53,111)	58	(160,184)
110 Courthouse	192,705	523,098	(330,393)	271	0	2,625	2,625	0	(520,473)
111 County Museum building	17,787	7,212	10,575	41	0	0	0	0	(7,212)
112 CPHS building	18,146	165,862	(147,716)	914	0	0	0	0	(165,862)
113 Prairie 5- Counsel Assoc building	15,006	5,526	9,480	37	0	0	0	0	(5,526)
114 Rental House	1,358	1,563	(205)	115	4,500	128	(4,372)	3	(1,435)
120 County Medical Insurance	0	(4,571)	4,571	0	0	0	0	0	4,571
122 Veterans Service	158,699	117,906	40,793	74	12,500	14,211	1,711	114	(103,696)
123 Planning And Zoning	100,394	46,805	53,589	47	83,094	15,585	(67,509)	19	(31,220)
148 Technology Committee	45,800	46,433	(633)	101	0	0	0	0	(46,433)
149 Technical Support	259,217	181,102	78,115	70	202,600	166,143	(36,457)	82	(14,959)
200 Sheriff	1,392,474	1,043,294	349,180	75	72,625	52,842	(19,783)	73	(990,452)
202 911 Distribution	51,728	37,622	14,106	73	51,728	43,708	(8,020)	84	6,086
204 Coroner	14,000	17,205	(3,205)	123	0	0	0	0	(17,205)
205 Jail	1,013,074	597,797	415,277	59	34,000	23,213	(10,787)	68	(574,584)
251 Grants 6W Community Corrections	223,134	223,134	0	100	0	0	0	0	(223,134)
261 Restorative Practices	67,249	49,523	17,726	74	0	11,101	11,101	0	(38,423)
280 Emergency Management	80,253	63,875	16,378	80	17,000	23,003	6,003	135	(40,872)
400 Countyside Public Health Service	100,760	100,760	0	100	0	0	0	0	(100,760)
406 Youth Programs	0	0	0	0	0	0	0	0	0
490 Ambulance	41,600	78,885	(37,285)	190	0	0	0	0	(78,885)
520 County Parks	37,000	61,319	(24,319)	166	37,000	97,414	60,414	263	36,095
521 Parks And Drainage	232,745	130,537	102,208	56	185,118	12,118	(173,000)	7	(118,419)
600 Extension	146,869	75,401	71,468	51	1,200	501	(699)	42	(74,900)
602 Agriculture Inspector	13,500	10,125	3,375	75	0	0	0	0	(10,125)
603 Predator Control	11,500	10,663	837	93	0	0	0	0	(10,663)
701 Economic Development Grow	0	0	0	0	0	0	0	0	0

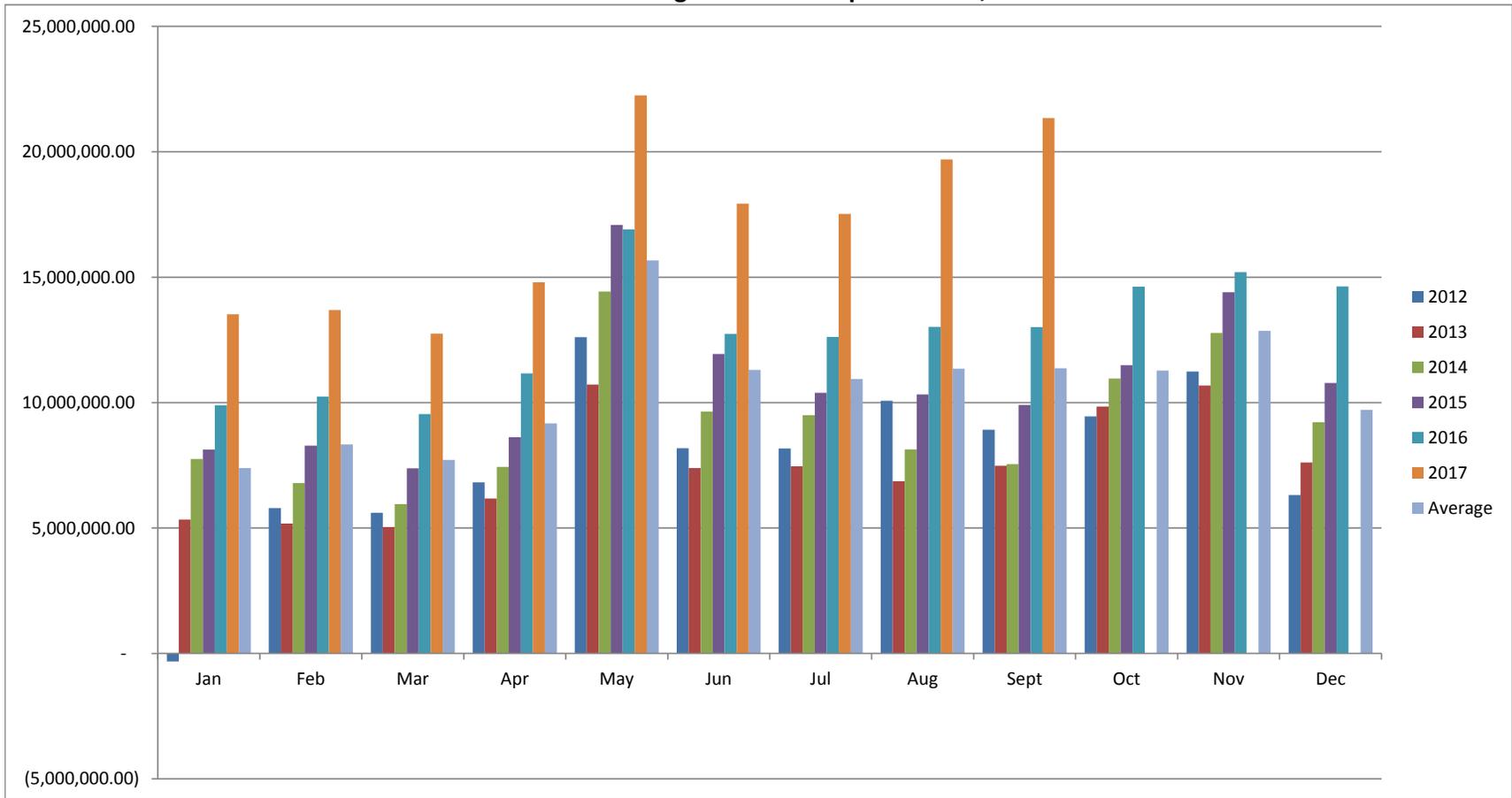
\*\*\*\* Swift County \*\*\*\*  
Executive Departmental Budget to Actual Review  
As of September 30, 2017



Operational Funds

	Expenditures				Revenues				Net Actual
	Full Year Budget	1/1/2017 09/30/2017 Actual	Variance	PCT	Full Year Budget	1/1/2017 09/30/2017 Actual	Variance	PCT	
703 Grants And Appropriations	478,530	278,090	200,440	58	0	0	0	0	(278,090)
800 Unallocated	0	0	0	0	0	0	0	0	0
<b>1 County General Revenue</b>	<b>7,030,509</b>	<b>5,600,242</b>	<b>1,430,267</b>	<b>80</b>	<b>7,101,859</b>	<b>4,253,569</b>	<b>(2,848,290)</b>	<b>60</b>	<b>(1,346,673)</b>
<b>2 Solid Waste Fund</b>	<b>977,930</b>	<b>746,013</b>	<b>231,917</b>	<b>76</b>	<b>834,150</b>	<b>609,802</b>	<b>(224,348)</b>	<b>73</b>	<b>(136,211)</b>
390 Environmental Services									
<b>2 Solid Waste Fund</b>	<b>977,930</b>	<b>746,013</b>	<b>231,917</b>	<b>76</b>	<b>834,150</b>	<b>609,802</b>	<b>(224,348)</b>	<b>73</b>	<b>(136,211)</b>
<b>3 County Road &amp; Bridge</b>	<b>11,290,830</b>	<b>6,624,842</b>	<b>4,665,988</b>	<b>59</b>	<b>11,543,433</b>	<b>7,355,809</b>	<b>(4,187,624)</b>	<b>64</b>	<b>730,967</b>
300 Highway Administration	189,740	129,744	59,996	68	11,456,228	7,299,573	(4,156,655)	64	7,169,829
301 Shared County Engineer	174,410	119,723	54,687	69	87,205	56,236	(30,969)	64	(63,487)
310 Maintenance	1,764,126	1,037,892	726,234	59	0	0	0	0	(1,037,892)
311 Authorized Work Contributions	11,940	18,237	(6,297)	153	0	0	0	0	(18,237)
315 Engineering	122,562	79,464	43,098	65	0	0	0	0	(79,464)
320 Construction	7,856,255	4,396,888	3,459,367	56	0	0	0	0	(4,396,888)
330 Equipment & Maintenance Shops	743,347	416,530	326,817	56	0	0	0	0	(416,530)
350 Other (Highway)	10,000	3,362	6,638	34	0	0	0	0	(3,362)
360 Accounts Receivable	3,224	9,071	(5,847)	281	0	0	0	0	(9,071)
370 Inter- Governmental Expense	415,226	413,931	1,295	100	0	0	0	0	(413,931)
<b>11 Human Services</b>	<b>5,331,775</b>	<b>3,487,528</b>	<b>1,844,247</b>	<b>65</b>	<b>5,331,775</b>	<b>3,308,298</b>	<b>(2,023,477)</b>	<b>62</b>	<b>(179,231)</b>
404 Income Maintenance	1,328,065	890,156	437,909	67	1,328,065	775,057	(553,008)	58	(115,098)
405 Social Services	4,003,710	2,597,373	1,406,337	65	4,003,710	2,523,586	(1,480,124)	63	(73,787)
408 Day Care Provider Deferred Loan Progr	0	0	0	0	0	9,655	9,655	0	9,655
<b>11 Human Services</b>	<b>5,331,775</b>	<b>3,487,528</b>	<b>1,844,247</b>	<b>65</b>	<b>5,331,775</b>	<b>3,308,298</b>	<b>(2,023,477)</b>	<b>62</b>	<b>(179,231)</b>
	<b>24,631,044</b>	<b>16,458,625</b>	<b>8,172,419</b>		<b>24,811,217</b>	<b>15,527,477</b>	<b>(9,283,740)</b>		<b>(931,148)</b>

**Swift County**  
**Average Compared to Actual Monthly Cash & Investment Balances**  
**For Months Ending 2012 thru September 30, 2017**



**Swift County**  
**Ending Monthly Cash & Investment Balances**  
**For Years 2012 - 2017**

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Average</b>
Jan	(323,815.92)	5,341,998.28	7,753,966.62	8,124,654.99	9,900,385.09	13,522,029.47	<b>7,386,536.42</b>
Feb	5,795,479.08	5,177,415.66	6,793,396.59	8,286,916.58	10,243,579.95	13,688,894.26	<b>8,330,947.02</b>
Mar	5,610,984.59	5,042,107.22	5,950,643.97	7,379,372.97	9,543,886.70	12,749,158.12	<b>7,712,692.26</b>
Apr	6,816,184.63	6,180,249.64	7,437,092.77	8,622,744.15	11,164,294.48	14,804,082.02	<b>9,170,774.62</b>
May	12,610,577.84	10,721,341.70	14,423,436.08	17,081,775.38	16,907,470.25	22,248,272.52	<b>15,665,478.96</b>
Jun	8,178,458.10	7,390,544.96	9,641,133.95	11,941,321.49	12,743,355.11	17,929,271.31	<b>11,304,014.15</b>
Jul	8,173,176.60	7,467,897.16	9,493,211.07	10,389,747.38	12,614,028.49	17,522,213.00	<b>10,943,378.95</b>
Aug	10,071,386.52	6,864,683.16	8,130,361.67	10,326,014.47	13,018,957.48	19,696,930.31	<b>11,351,388.94</b>
Sept	8,919,269.28	7,481,680.05	7,550,959.37	9,905,758.49	13,006,812.74	21,341,754.00	<b>11,367,705.66</b>
Oct	9,450,123.13	9,843,953.89	10,955,789.27	11,490,363.82	14,625,844.94		<b>11,273,215.01</b>
Nov	11,235,671.31	10,676,725.16	12,776,936.41	14,399,336.67	15,196,967.44		<b>12,857,127.40</b>
Dec	6,314,291.72	7,612,236.58	9,212,404.63	10,777,926.27	14,635,829.40		<b>9,710,537.72</b>
<b>Average</b>	<b>7,737,648.91</b>	<b>7,483,402.79</b>	<b>9,176,611.03</b>	<b>10,727,161.06</b>	<b>12,800,117.67</b>	<b>15,823,617.95</b>	

**Summary of Funds**  
**Actual & Budget Comparison**  
As of 09/30/2017

	Budget	Actual	Difference	
			\$\$	%
<b>Revenue Funds:</b>				
General	7,101,859	4,253,569	(2,848,290)	60%
Solid Waste/Environmental	834,150	609,802	(224,348)	73%
Road & Bridge	11,543,433	7,355,809	(4,187,624)	64%
Human Services	5,331,775	3,308,298	(2,023,477)	62%
	<b>24,811,217</b>	<b>15,527,478</b>	<b>(9,283,739)</b>	<b>63%</b>
<b>Expenditures:</b>				
General	7,030,509	5,600,242	(1,430,267)	80%
Solid Waste/Environmental	977,930	746,013	(231,917)	76%
Road & Bridge	11,290,830	6,624,842	(4,665,988)	59%
Human Services	5,331,775	3,487,528	(1,844,247)	65%
	<b>24,631,044</b>	<b>16,458,625</b>	<b>(8,172,419)</b>	<b>67%</b>
<b>Change in Fund Balance</b>	<b>180,173</b>	<b>(931,147)</b>	<b>(1,111,320)</b>	

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

Ending Cash Balance Summary	As of September 30, 2017				
	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
Cash and Bank Accounts	1,644,853	\$ 13,006,813	\$ 8,188,219	\$ 9,905,758	\$ 7,550,959
<b>Loan Receivable - General Fund Summary</b>					
SCBH	\$ 1,594,683	\$ 1,683,239	\$ 1,770,043	\$ 1,855,129	1,938,532
CNH Loan #1	\$ -	\$ 76,835	\$ 386,012	\$ 689,871	9,885,045
CNH Loan #2	\$ 117,854	\$ 175,987	\$ 233,120	\$ 289,270	344,454
<b>County Indebtedness</b>	\$ 7,805,000	\$ 7,805,000	\$ -	\$ -	-

\*\*per audit

**SWIFT COUNTY  
BUDGET TO ACTUAL COMPARISON**

Fund	Department	Expense	Revenue	Current Year						Prior Year					
				Expenses			Revenue			Expenses			Revenue		
				Budget	Actual	%	Budget	Actual	%	Budget	Actual	%	Budget	Actual	%
01	003	General Government		\$ -	\$ 271,986	0%	\$ 6,151,294	\$ 3,636,328	59%	\$ -	\$ 421,274	0%	\$ 5,757,672	\$ 3,616,204	63%
	5	Board of Commissioners		\$ 239,443	\$ 164,463	69%	\$ -	\$ -	0%	\$ 248,010	\$ 167,323	67%	\$ -	\$ -	0%
01	021	Law Library		\$ 18,800	\$ 10,012	53%	\$ 14,000	\$ 11,450	82%	\$ 18,800	\$ 11,008	59%	\$ 14,000	\$ 11,525	82%
	31	County Administrator	Position was open and no wages were paid during that period.	\$ 313,510	\$ 156,382	50%	\$ 4,300	\$ 64	1%	\$ 229,005	\$ 167,577	73%	\$ -	\$ 10	0%
	40	County Auditor		\$ 193,947	\$ 137,924	71%	\$ 6,000	\$ -	0%	\$ 182,300	\$ 135,919	75%	\$ 6,000	\$ -	0%
	41	County Treasurer		\$ 209,087	\$ 146,668	70%	\$ 15,500	\$ 17,314	112%	\$ 207,950	\$ 143,142	69%	\$ 12,500	\$ 13,625	109%
	42	County Assessor		\$ 330,620	\$ 221,799	67%	\$ 42,400	\$ 46,123	109%	\$ 320,620	\$ 217,408	68%	\$ 38,700	\$ 42,812	111%
01	043	Public Examiners	Proposed expense for 2015 audit was negotiated down approximately \$8,800. One additional invoice was paid in the 4th quarter.	\$ 61,500	\$ 33,585	55%	\$ -	\$ -	0%	\$ 68,250	\$ 32,835	48%	\$ -	\$ -	0%
01	044	License and Permits	CPHS bills us at the end of the year	\$ 1,250	\$ -	0%	\$ 4,350	\$ 4,370	100%	\$ 1,350	\$ -	0%	\$ 3,390	\$ 4,380	129%
01	060	Data Processing		\$ 78,300	\$ 63,082	81%	\$ 1,200	\$ -	0%	\$ 99,800	\$ 57,006	57%	\$ 1,680	\$ -	0%
01	080	Election	The annual maintenance of the election machine is paid yearly. This is the only expense we have in odd years.	\$ 8,275	\$ 7,769	94%	\$ -	\$ -	0%	\$ 63,475	\$ 22,495	35%	\$ 16,850	\$ 382	2%
01	090	County Attorney		\$ 464,905	\$ 282,583	61%	\$ 33,700	\$ 689	2%	\$ 414,610	\$ 248,410	60%	\$ 4,000	\$ 7,889	197%
	100	Land Records		\$ 397,344	\$ 234,823	59%	\$ 127,750	\$ 74,639	0%	\$ 399,630	\$ 256,993	64%	\$ 130,900	\$ 71,823	55%
01	110	Courthouse		\$ 192,705	\$ 523,098	271%	\$ -	\$ 2,625	0%	\$ 207,160	\$ 96,091	46%	\$ -	\$ -	0%
	111	County Museum Building		\$ 17,787	\$ 7,212	41%	\$ -	\$ -	0%	\$ 34,980	\$ 7,927	23%	\$ -	\$ -	0%
	112	CPHS Building	\$162,525.12 of the expenses are actually a building (capital) improvement. A year end adjustment is made to move these to our capital asset list a year end. Actual expenses are at 18.4%	\$ 18,146	\$ 165,862	914%	\$ -	\$ -	0%	\$ 50,050	\$ 6,675	13%	\$ -	\$ -	0%
	113	Prairie 5 Building		\$ 15,006	\$ 5,526	37%	\$ -	\$ -	0%	\$ 49,200	\$ 13,625	28%	\$ -	\$ -	0%
	114	Rental House	Expenses accrued for the sale of the rental house to HRA	\$ 1,358	\$ 1,563	115%	\$ 4,500	\$ 128	3%	\$ 1,347	\$ 1,971	146%	\$ 6,000	\$ 2,500	42%
	120	County Medical Insurance		\$ -	\$ (4,571)	0%	\$ -	\$ -	0%	\$ -	\$ (2,756)	0%	\$ -	\$ -	0%
	122	Veterans Services		\$ 158,699	\$ 117,906	74%	\$ 12,500	\$ 14,211	114%	\$ 158,985	\$ 107,680	68%	\$ 16,500	\$ 14,331	87%
	123	Planning & Zoning	\$48,568 was received in 2016 for the 2017 fiscal year. An audit adjustment reclass it to the correct the fiscal year.	\$ 100,394	\$ 46,805	47%	\$ 83,094	\$ 15,585	19%	\$ 87,598	\$ 44,343	51%	\$ 81,348	\$ 126,150	155%
01	148	Technology Committee		\$ 45,800	\$ 46,433	101%	\$ -	\$ -	0%	\$ 62,125	\$ 6,436	10%	\$ -	\$ -	0%
	149	Tech Support		\$ 259,217	\$ 181,102	70%	\$ 202,600	\$ 166,143	82%	\$ 189,630	\$ 135,440	71%	\$ 148,000	\$ 125,889	85%
01	200	Sheriff		\$ 1,392,474	\$ 1,043,294	75%	\$ 72,625	\$ 52,842	73%	\$ 1,324,838	\$ 1,082,715	82%	\$ 74,900	\$ 71,725	96%
01	202	911 Distribution		\$ 51,728	\$ 37,622	73%	\$ 51,728	\$ 43,708	84%	\$ 130,000	\$ 142,747	110%	\$ 211,060	\$ 36,921	17%
01	204	Coroner		\$ 14,000	\$ 17,205	123%	\$ -	\$ -	0%	\$ 12,000	\$ 8,135	68%	\$ -	\$ -	0%
01	205	Jail		\$ 1,013,074	\$ 597,797	59%	\$ 34,000	\$ 23,213	68%	\$ 1,017,730	\$ 604,087	59%	\$ 32,000	\$ 24,090	75%
01	251	Grant 6W Community Corrections	Two checks are written annually - one in the 1st and one in the 3rd quarter	\$ 223,134	\$ 223,134	100%	\$ -	\$ -	0%	\$ 212,509	\$ 212,509	100%	\$ -	\$ -	0%
01	261	Restorative Justice		\$ 67,249	\$ 49,523	74%	\$ -	\$ 11,101	0%	\$ 63,110	\$ 44,994	71%	\$ 500	\$ 571	114%
	280	Emergency Management		\$ 80,253	\$ 63,875	80%	\$ 17,000	\$ 23,003	135%	\$ 78,159	\$ 61,758	79%	\$ 17,000	\$ -	0%
01	400	Countryside Public Health	Two checks are written annually - one in the 1st and one in the 3rd quarter	\$ 100,760	\$ 100,760	100%	\$ -	\$ -	0%	\$ 97,825	\$ 97,825	100%	\$ -	\$ -	0%
01	490	Ambulance	2016 budgeted expense was requested by the City of Appleton in 2017	\$ 41,600	\$ 78,885	190%	\$ -	\$ -	0%	\$ 118,885	\$ 40,000	34%	\$ -	\$ -	0%
01	520	County Parks		\$ 37,000	\$ 61,319	166%	\$ 37,000	\$ 97,414	263%	\$ 72,000	\$ 31,773	44%	\$ 32,500	\$ 38,674	119%
01	521	Parks & Drainage		\$ 232,745	\$ 130,537	56%	\$ 185,118	\$ 12,118	7%	\$ 206,591	\$ 129,297	63%	\$ 152,118	\$ 12,118	8%
01	600	Extension	Two of the four U of M Contract has been paid. Each quarter's payment is \$17,220.	\$ 146,869	\$ 75,401	51%	\$ 1,200	\$ 501	42%	\$ 150,961	\$ 84,557	56%	\$ 1,000	\$ 1,173	117%
01	602	Agriculture Inspector		\$ 13,500	\$ 10,125	75%	\$ -	\$ -	0%	\$ 13,500	\$ 12,250	91%	\$ 0	\$ 0	0%
01	603	Predator Control	\$3,000 the expense was submitted for 2016 and \$1,476 was for 2015. These expenses submitted for payment in 2017.	\$ 11,500	\$ 10,663	93%	\$ -	\$ -	0%	\$ 10,000	\$ 2,492	25%	\$ -	\$ -	0%
01	703	Grants and Appropriations		\$ 478,530	\$ 278,090	58%	\$ -	\$ -	0%	\$ 448,657	\$ 260,984	\$ -	\$ -	\$ -	0%
				\$ 7,030,509	\$ 5,600,242	80%	\$ 7,101,859	\$ 4,253,569	166.96%	\$ 7,051,640	\$ 5,114,945	73%	\$ 6,758,618	\$ 4,222,792	160.05%

**SWIFT COUNTY RESOLUTION AUTHORIZING THE LOCAL ROAD IMPROVEMENT PROGRAM GRANT APPLICATION FOR PACIFIC AVENUE ROADWAY IMPROVEMENTS IN BENSON MINNESOTA**

**WHEREAS**, Swift County was involved in the City of Benson’s 2015 Railroad Crossing Study related to the railroad crossings located within the central business district and the problem with trains blocking those crossings; and

**WHEREAS**, Swift County is in support of a project that has been identified as part of the City of Benson’s 2015 Railroad Crossing Study to reconstruct Pacific Ave. to a 10-ton road from 9<sup>th</sup> St. S to 20<sup>th</sup> Ave. SE in to provide a connection between 14<sup>th</sup> St. S and 20<sup>th</sup> Ave. SE for passenger cars, freight vehicles and emergency services vehicles to use as an alternate route to cross the BNSF railroad when the central business district crossings are blocked; and

**WHEREAS**, the Minnesota Department of Transportation is currently accepting grant applications for Regionally Significant local roadway improvements through the Local Road Improvement Program; and

**WHEREAS**, the Local Road Improvement Program can fund up to the full construction cost of a project, up to the maximum amount of \$750,000 for non-state aid cities, or be leveraged with other funding sources on a project; and

**WHEREAS**, Pacific Avenue meets the criteria of a Regionally Significant roadway as it is a connection between 14th Street (which is also designated as US Highway 12 and Minnesota Highway 29) and 20th Avenue SE (which is also designated as CR 57); and

**WHEREAS**, the reconstruction of Pacific Ave. will benefit the City of Benson and The Minnesota Department of Transportation by improving the ability for passenger vehicles, freight vehicles and emergency service vehicles to travel within the City of Benson and through the City of Benson with reduced delay due to blocked railroad crossings; and

**WHEREAS**, Cities that are not State Aid cities (under the population of 5,000), such as Benson, Minnesota are required to have County sponsorship for the Local Road Improvement Program Grant application along with support from their County Board; and

**WHEREAS**, the City of Benson will provide additional local funds and other associated costs with the project implementation that are not covered by the Local Road Improvement Program grant.

**NOW THEREFORE, BE IT RESOLVED** that the Swift County has agreed to sponsor the reconstruction of Pacific Ave. through the Minnesota Department of Transportation Local Road Improvement Program on behalf of the City of Benson including but not limited to the following tasks as outlined in the LRIP Solicitation Guide: Be the fiscal agent on behalf of the community; Ensure the project meets milestones and dates; Assist local agency in execution of a grant agreement; Develop, review and approve the plan; Submit plan, engineers estimate, and proposal to the DSAE; Let the project; Submit pay requests; Communicate progress and updates with the DSAEs and State Aid Programs Engineer; and Assist with project close out.

Adopted on a \_\_\_\_\_ vote by the Swift County Board of County Commissioners  
November 7, 2017.

Swift County Board of Commissioners

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Eric Rudningen, Chairman

ATTEST:

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Kelsey Baker - Clerk of the Board

Fox            \_\_\_

Hendrickx    \_\_\_

E. Pederson   \_\_\_

P. Peterson   \_\_\_

Rudningen     \_\_\_

## Swift County Board of Commissioners

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301 14<sup>th</sup> St N  
P.O. Box 207  
Benson, MN 56215  
www.swiftcounty.com



Gary Hendrickx - District 1  
Edward Pederson - District 2  
Pete Peterson - District 3  
Joe Fox - District 4  
Eric Rudningen - District 5

November 7, 2017  
LRIP Advisory Committee  
Minnesota Department of Transportation  
395 John Ireland Boulevard  
Saint Paul, Minnesota 55155-1899

Dear LRIP Committee Members

The purpose of this letter is to express Swift County's support and sponsorship for the City of Benson's 2017 Solicitation of federal funds through the Minnesota Local Road Improvement Program to construct the "Pacific Avenue Mobility Improvement Project." The Pacific Avenue Mobility Improvement Project includes the reconstruction of Pacific Avenue to provide year-round access and upgrade to a 10-ton roadway from 9<sup>th</sup> Street to 20<sup>th</sup> Avenue SE. Pacific Avenue meets the LRIP definition of "Regionally Significant" as it provides a connection between 14<sup>th</sup> Street (which is also designated as US Highway 12 and Minnesota Highway 29) and 20<sup>th</sup> Avenue SE (which is also designated as CR 57).

The BNSF Rail Line bisects the City of Benson. During manual switching operations, the train often blocks existing at-grade rail crossings for long periods of time in Benson's downtown. This leads to blocking all vehicles; including passenger vehicles, commercial freight vehicles, and emergency service vehicles; from conducting their day to day operations and has resulted in a disruption to area businesses as well as impatient driver behavior. These project issues were studied both by the City of Benson as part of the Benson Railroad Grade Separation Crossing Study completed in March of 2015, the City of Benson's 2007 East Pacific Avenue Improvements Study, and the Minnesota Department of Transportation's (MnDOT's) 2014 Study for Improvements to Highway Rail Grade Crossings and Rail Safety Report.

The results of MnDOT's 2014 Study for Improvement to Highway Rail Grade Crossings and Rail Safety Report indicated the three crossings in Benson's downtown as #1, #8 and #15 in need for improvements of a total of 102 crossings evaluated throughout the state. The Benson 2015 Railroad Grade Separation Crossing Study identified that a grade separation of the BNSF Rail Line in Benson, MN is not feasible and alternative improvements need to be made within the City for both safety and mobility purposes. The Pacific Avenue Mobility Improvement Project is a direct recommendation from Benson's 2015 Study that provides a safe alternative route for all vehicular traffic to utilize when the downtown crossings are blocked. Pacific Avenue is currently an unpaved local roadway east of 9<sup>th</sup> Street. Pacific Avenue parallels along the south side of the BNSF Rail Line connecting traffic from the downtown at-grade crossings, including 14<sup>th</sup> Street (US Highway 12/Minnesota Highway 29) to the east to cross the Rail Line at 20<sup>th</sup> Avenue SE (County Road 57) and connect directly back into US Highway 12 on the north side of the railroad tracks.

Swift County was part of a diagnostic meeting that was held by the City of Benson during the City's 2015 study that included participation from Federal Railroad Administration (FRA), Burlington Northern Santa Fe (BNSF) Rail Line, the City of Benson, Torning Township, MnDOT Rail and MnDOT District 4. This meeting included discussion of the Benson Safety and Mobility improvement projects, which recommended the Pacific Avenue Mobility Improvement Project given that all parties were in agreeance that a grade separation of the BNSF Rail Line was not feasible. Additional support to the efforts made by the City of Benson to improve both safety and mobility in regard to rail operations can be found by the recent funding for upgrading the 20<sup>th</sup> Avenue SE at-grade crossing from a passive to a fully active crossing with 2-quadrant gates, lights and constant warning time.

Swift County supports the City of Benson in their pursuit for federal aid funds to construct the Pacific Avenue Mobility Project. Although the City of Benson has a population less than 5,000 and is not classified as a State-Aid City, the City has identified that they will supply 100% of the project costs not covered by the LRIP grant if they are successful in their pursuit. The Cities 100% funding includes any costs for preliminary engineering, environmental clearance, final design plans, and construction costs that are greater than the grant award. As the sponsor for the proposed project, Swift County will provide the following assistance to the City of Benson in completing the project if the LRIP grant funds are awarded:

- *Be the fiscal agent on behalf of the community*
- *Ensure the project meets milestones and dates*
- *Assist local agency in execution of a grant agreement*
- *Develop, review, and approve the plan*
- *Submit plan, engineers estimate, and proposal to the DSAE*
- *Let the project*
- *Submit pay requests*
- *Communicate progress and updates with the DSAEs and State Aid Programs Engineer*
- *Assist with project close out*

Thank you for your consideration,

Sincerely,

Eric Rudningen  
Swift County Chair