

Notice & Agenda

Swift County Board of Commissioners

Tuesday, October 6, 2015

9:00 AM

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

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

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:03 a.m.		Consent Agenda
	1-2	(1) Minutes from the September 15, 2015 Meeting
	3-4	(2) Consider approving appointments to the Mid-State Coop
	5-6	(3) Consider giving consent for the Swift County HRA to 910 105th Street SW, Danvers, MN in the amount of \$6,250.00
	7-8	(4) Consider approving a resolution for final payment of SAP 076-630-003 to Morris Sealcoating and Trucking.
	9-10	(5) Consider approving appointments to the Central Minnesota Emergency Services Board
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:20 a.m.		County Administrator report
9:25 a.m.		Citizens Comments
9:25 a.m.		Mike Johnson, Park, Drainage, and Wetlands Supervisor
	11-13	Consider approving the proposed 2016 ditch assessments
9:30 a.m.		Kim Saterbak, County Auditor
	14-15	Consider approval of a resolution to release certain board committed fund balances
	16	Consider accepting a bid for tax-forfeited property in the City of Appleton Parcels #22-0291-000, & #22-0297-100 from Bill and Ann Hanson (Tabled from 9/1/2015 meeting)
	17-19	Consider approval of the Resolution to set the terms for sale of tax forfeited land
	20-22	Consider approving the Application for Property Tax Abatement
	23-26	Consider approving the HRA request to purchase a tax-forfeited property in the City of Murdock
10:00 p.m.		Other Business
	27-29	Consider approving a Swift Planning Grant for Appleton Township in the amount of \$7,500 for planning work
	None	Employment Updates
	None	Strategic Plan Update
10:10 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

September 15, 2015

Chairman Peter Peterson called the meeting to order at 11:00 AM with all present. Also in attendance were County Administrator Mike Pogge-Weaver, County Attorney Danielle Olson and County Auditor Kim Saterbak.

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

09-15-15-01 Commissioner Hendrickx moved and Commissioner Fox seconded to approve the agenda as presented. Motion carried unanimously.

09-15-15-02 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the Consent Agenda which consisted of: (1) Minutes from the August 18, 2015 Regular Meeting. Motion carried unanimously.

09-15-15-03 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the Commissioner warrants as follows: Revenue: \$79,788.13; Solid Waste: \$22,498.31; Road and Bridge: \$21,107.64; County Ditches: \$1,974.25; and State Fund Agency: \$4.50 which includes the following bills over \$2,000: Auto Value Benson, \$6,670.44; CliftonLarsonAllen LLP, \$7,400.00; Comm of MMB, Treas Div, \$2,638.50; Computer Professionals Unlimited Inc., \$5,282.24; M-R Sign Company Inc., \$5,839.00; Pflipsen Trucking LLC, \$11,261.90; Pioneerland Library System, \$30,118.25; Soil Conservation Office, \$2,431.07; Swift County DAC, \$2,219.67; Swift County Extension, \$2,178.60; Tyler Technologies, Inc., \$3,983.00; and Waste Management of Northern Minnesota, \$8,757.61. Motion carried unanimously.

Board and Committee Reports were given as follows: Chairman Pete Peterson reported on a meeting on 6W Corrections, Yellow Medicine Joint Engineer Committee, and Countryside Public Health. Commissioner Fox reported on Well-Being Committee, Woodland Centers, Judicial Ditch #18, and Restorative Practices. Commissioner Edward Pederson reported on Judicial Ditch #18 and DAC. Commissioner Rudningen reported on Yellow Medicine Joint Engineer Committee and Well-Being Committee. Commissioner Hendrickx reported on 6W Corrections and SPCC.

Administrator Pogge-Weaver updated the board on the release from the State Auditor, the resignation of Jim Marquardt and recruitment for his position, and the County Administrator and HR Personnel conference.

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

County Engineer Andy Sander presented the board with an agreement with the City of Kerkhoven related to water main replacement on CSAH 35.

09-15-15-04 Commissioner Rudningen moved and Commissioner Fox seconded to approve an agreement with the City of Kerkhoven. Motion carried unanimously.

County Auditor Kim Saterbak presented and reviewed the proposed 2016 ditch assessments.

Auditor Saterbak further presented a three year contract with CliftonLarsonAllen LLP to provide annual audit services for the years ending December 31, 2015, 2016, and 2017 and offered the alternative of doing an RFP to get bids from other auditing firms. The board chose to submit an RFP for auditing services.

Auditor Saterbak continued the forfeiture policy discussion started at the September 1st board meeting. The discussion was started and then tabled to the end of the meeting.

The board recessed for lunch at 12:00 PM and reconvened at 1:00 PM.

RDA Executive Director Jennifer Frost presented the board with a loan request to Do-Mat's for \$125,000 from the Swift County Revolving Loan Fund.

09-15-15-05 Commissioner Rudningen moved and Commissioner Fox seconded to approve the \$125,000 loan request. Motion carried unanimously.

Administrator Pogge-Weaver presented the board with the proposed 2016 preliminary budget and levy.

09-15-15-06 Commissioner Hendrickx moved to approve an increase of 5.36% which is a gross levy of \$10,061,692, operating levy of \$9,873,406, and final net levy of \$9,911,027. Motion failed for lack of a second.

09-15-15-07 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve an increase of 4.03% which is a gross levy of \$9,936,634, operating levy of \$9,748,348, and final net levy of \$9,785,969. Motion failed 2-3 with Commissioners Hendrickx, Fox, and Pete Peterson opposing.

09-15-15-08 Commissioner Fox moved and Commissioner Hendrickx seconded to approve an increase of 4.5% which is a gross levy of \$9,980,943, an operating levy of \$9,792,657, and a final net levy of \$9,830,278. Motion carried unanimously.

09-15-15-09 Commissioner Fox moved and Commissioner Hendrickx seconded to set the 2016 Truth in Taxation meeting for December 1, 2015 at 6:00 PM. Motion carried unanimously.

09-15-15-10 Commissioner Hendrickx moved and Commissioner Rudningen seconded to approve the resolution on the 2016 HRA Budget and Levy of \$145,000. Motion carried unanimously.

09-15-15-11 Commissioner Rudningen moved and Commissioner Edward Pederson seconded to approve the resolution on the 2016 RDA Budget and Levy of \$87,000. Motion carried unanimously.

Further discussion was held on the tax forfeiture property policy.

09-15-15-12 Commissioner Rudningen moved and Commissioner Hendrickx seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 2:32 PM.

WITNESSED:

Peter Peterson, Chair

ATTEST:

Michel Pogge-Weaver, Clerk of the Board



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving appointment to the Mid-State Coop	
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 has been a member of the Mid-State Coop since it was created in 1986. The Co-op was established in conjunction with the software program developed by Chad Swanson (now Computer Professional Unlimited, Inc.) I am requesting approval to change the designation from an individual name, previously Byron Giese, to the position of Auditor, as the representative for Swift County in the Mid-State Co-op, with the position of Treasurer as the alternate.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

APPOINTMENTS TO THE MID-STATE COOP

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, the position Auditor shall be the designated representative for Swift County and the position Treasurer as the alternate designated representative for Swift County.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 6th day of October 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider giving consent for the Swift County HRA to 910 105th Street SW, Danvers, MN in the amount of \$6,250.00	
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 asking to apply a special assessment to the property at 910 105th Street SW in Danvers. They are requesting funds for a mound system.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? no	

Budget Information

FUNDING: \$6,250, by Swift County HRA, rest will be paid by the family.

Review/Recommendation

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

RESOLUTION

**CONSENT FOR THE SWIFT COUNTY HRA TO APPLY A
SPECIAL ASSESSMENT ON CERTAIN PROPERTY**

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the Swift County HRA desires to make an emergency loan to install a mound system at 910 105th Street SW, Danvers, MN; and

WHEREAS, the property owner has not been able to obtain financing for the project from other possible lenders.

BE IT RESOLVED, that the Swift County Board of Commissioners consents to the Swift County HRA applying a \$6,250.00 special assessment on property located at 910 105th Street SW, Danvers, MN with a parcel number 21-0136-000 in the name of Swift County.

Adopted on a _____ vote by the Swift County Board of County Commissioners the 6th of October, 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

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: Consider approving a resolution for final payment of SAP 076-630-003 to Morris Sealcoating and Trucking.	
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 sealcoat project on CSAH 6, 35 and 39 (SAP 067-030-003) has been completed by Morris Sealcoat & Trucking.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Award Contract SAP 076-030-003	

Budget Information

FUNDING: State Aid Highway

Review/Recommendation

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

RESOLUTION

WHEREAS, State Aid Project 076-030-003 has in all things been completed and the County Board being fully advised in the premise.

NOW THEREFORE BE IT RESOLVED, that the County of Swift hereby accepts said completed projects for and in behalf of the County of Swift and authorizes final payment to Morris Sealcoat & Trucking, Inc. in the amount of \$19,742.19 for the final contract amount totaling \$266,646.49.

Dated at Benson, Minnesota this 6th day of October, 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

I, Michel Pogge-Weaver, Administrator in and for the County of Swift, Minnesota, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of County Commissioners on the 6th day of October, 2015.

Michel Pogge-Weaver, Swift County Administrator



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Emergency Management	REQUESTOR: Bill McGeary	REQUESTOR PHONE: 320-843-2157
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving appointment to the Central Minnesota Emergency Services Board	
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 is a member of the Central Minnesota Emergency Services Board. We are being asked to appoint a representative and alternate and request that Bill McGeary be appointed the representative with John Holtz appointed the alternate.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

**APPOINTMENTS TO THE
CENTRAL MINNESOTA EMERGENCY MANAGEMENT BOARD**

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, that the following individuals be appointed to the Central Minnesota
Emergency Management Board:

Bill McGeary, Representative
John Holtz, Alternate

Adopted on a _____ vote by the Swift County Board of County Commissioners
the 6th day of October 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Mike Johnson	REQUESTOR: Parks, Drainage, and Wetlands	REQUESTOR PHONE: 320-314-8367
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the proposed 2016 ditch assessments	
AGENDA YOU ARE REQUESTING TIME ON: 9:25 AM	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: Attached are the proposed 2016 ditch assessments which were reviewed at the September 15 th meeting. There have been no changes made to the 2016 proposed ditch assessment amounts.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: n/a

Review/Recommendation

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

RESOLUTION

PAYABLE 2016 DITCH ASSESSMENTS

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, pursuant to Minnesota statute 103E.725, costs incurred for the repair of a drainage system must be assessed against the property and entities benefited, the Board of Commissioners approves the ditch assessments for Property Tax year Payable 2016.

See attached list

Adopted on a _____ vote by the Swift County Board of County Commissioners the 6th day of October 2015.

Swift County Board of Commissioners

Peter Peterson, Chairman

ATTEST:

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

Fox ___
P. Peterson ___

Hendrickx ___
Rudningen ___

E. Pederson ___

Proposed 2016 Ditch Assessments

			Proposed 2016 Levy
9770	REP JT COUNTY DITCH #19	\$	30,000
9834	REPAIR JUDICIAL DITCH #2		2,000
9851	REPAIR JUDICIAL DITCH #5		25,000
9877	REPAIR JUDICIAL DITCH #8		150,000
9882	REPAIR JUDICIAL DITCH #21 (s, k, & c)		5,000
9930	LATERAL "A" CO DITCH #62		1,000
9933	REPAIR COUNTY DITCH #1		5,000
9946	REPAIR COUNTY DITCH #58		5,000
9947	REPAIR IMP EXT COUNTY DITCH #52		5,000
9957	REPAIR COUNTY DITCH #55		5,000
9960	REPAIR COUNTY DITCH #62		15,000
9962	REPAIR COUNTY DITCH #7		5,000
9965	REPAIR COUNTY DITCH #14		20,000
9966	REPAIR COUNTY DITCH #15		100
9977	REPAIR COUNTY DITCH #24		10,000
9978	REPAIR COUNTY DITCH #8		2,000
9988	REPAIR COUNTY DITCH #66		1,000
n/a	REPAIR LAT "A" JUD DITCH #19		12,000
		\$	298,100



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of a resolution to release certain board committed fund balances	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: In order to release this funds, County Board action is required
BACKGROUND/JUSTIFICATION: The funds listed in the resolution were originally board restricted, there was concern money may be necessary to pay designated potential liabilities or capital improvement projects. From the time those funds were committed until now, that necessity of commitment has changed and is no longer necessary. The attached resolution will remove any restriction for the use of that money. The unrestricted money will remain within each of the designated funds (ie, general, Road & Bridge, and Welfare) as listed on the resolution.	
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: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None

**BOARD OF COMMISSIONERS
SWIFT COUNTY, MINNESOTA**

RESOLUTION TO APPROVE THE RELEASE OF BOARD RESTRICTED FUND BALANCES

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the Board of Commissioners of Swift County has previously appropriated funds to be used for future liability purposes and capital improvement projects and such funds are held as Committed Funds, and,

WHEREAS, the Board of Commissioners of Swift has determined that \$1,500,000 of its Committed Fund Balance is not needed for such liability and capital improvement purposes as this time; and,

WHEREAS, the Board of Commissioners of Swift County finds it advisable and necessary to release \$1,500,000 of Committed Fund Balance and to use said amount as a revenue in 2016 budget to provide and maintain services and finance capital improvement for the residents of the county.

NOW, THEREFORE BE IT RESOLVED, that the following previously Board committed funds will be released and no restrictions as of *October 6, 2015*:

<u>Committed Fund Name</u>	<u>Amount to Be Released (By Fund)</u>		
	<u>General</u>	<u>Road & Bridge</u>	<u>Welfare</u>
Health Care	\$1,000,000		
Worker's Compensation	\$100,000		
Soil Survey Update	\$200,000		
Severance Pay	<u>\$100,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
	\$1,400,000	\$50,000	\$50,000

Adopted on a _____ vote by the Swift county Board of County Commissioners the 6th day of October, 2015.

Swift County Board of Commissioners

Pete Peterson, Chairman

ATTEST:

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

Fox _____ Hendrickx _____ E. Pederson _____
P. Peterson _____ Rudningen _____



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider accepting a bid for tax-forfeited property in the City of Appleton Parcels #22-0291-000, & #22-0297-100 from Bill and Ann Hanson (Tabled from 9/1/2015 meeting)	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: This issue was tabled at the September 1st board meeting and the board needs to make a final decision. After researching the issues, staff has concluded that it is not proper for the board to accept a bid lower than the published assessed value. Due to this, at a minimum the bid from the Hanson's needs to be declined. Here are some options: 1. Declining the bid. 2. Decline the bid and direct staff to immediately reassess, republish and hold a special public action for this parcel. 3. Decline the bid and direct staff to reassess, republish and include this parcel with the annual tax-forfeiture auction. The process used for options 2 & 3 comply with MS 282.01 sub 7 for parcels not sold at public auction.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? n/a	

Budget Information

FUNDING: n/a

Review/Recommendation

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



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of the Resolution to set the terms for sale of tax forfeited land	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The Board of Commissioner's acts on behalf of the State of Minnesota to manage tax-forfeited lands held in our county and is required to set policies for such sales in the County
BACKGROUND/JUSTIFICATION: This intent of this resolution is to address and clarify, in writing, the terms for the sale of tax forfeited land both sold at auction and over the counter.	
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: Mike Pogge-Weaver
RECOMMENDATIONS: Under review	RECOMMENDATIONS: Review and consider approving
COMMENTS: n/a	COMMENTS: None

**BOARD OF COMMISSIONERS
SWIFT COUNTY, MINNESOTA**

RESOLUTION TO SET THE TERMS FOR SALE OF TAX FORFEITED LAND

Motion by Commissioner _____ Seconded by Commissioner _____

WHEREAS, the Board of Commissioners of Swift County, when acting on behalf of the State of Minnesota, has the authority to classify and manage tax-forfeited lands held by the state in trust for the local units (MS 281.25) and, therefore, sets the following terms for the sale of tax-forfeited land.

NOW, THEREFORE BE IT RESOLVED, that the previously set terms for sale of tax-forfeited land are stricken and replaced as follows:

BASIC SALE PRICE

All parcels are offered at public auction and sold to the highest bidder. The Basic Sale Price for each parcel shall be equal to the appraised value plus any special assessments levied after forfeiture and any extra fees and costs. Conditions may be set on the purchase of a parcel by parcel basis.

PARCELS REMAINING UNSOLD:

Any parcel not sold at a public sale may be purchased over the counter by paying the basic sale price. The basic sale price cannot be changed until the parcel is reappraised, republished, and again offered at a public sale.

EXTRA FEES AND COSTS: (IN ADDITION TO THE BASIC SALE PRICE)

The following extra fees will be collected when the basic sale price is paid in full:

State Surcharge	\$3% of the basic sale price
State Deed Fee	\$25.00
State Deed Tax	0.0033 per \$1000.00 or \$1.65 whichever is greater
Conservation Fee	\$5.00
Recording Fee	\$46.00

PAYMENT TERMS: CASH

All Payment terms shall be cash. Cashier's Checks, Money Orders and personal checks are all accepted. Any purchase using a personal check will have a 15 day waiting period before processing of the deed.

SPECIAL ASSESSMENTS:

The balance of any special assessments that were levied before forfeiture and canceled at forfeiture are not included in the basic sale price and **may be reassessed by the municipality** (MS 429.071 sub 4). These special assessments are shown on the list of tax-forfeited land under the column entitled "**Assessments Before Forfeiture.**"

Any special assessments that were levied after forfeiture and certified to the county auditor have been added to the appraised value and must be paid by the purchaser as part of the basic sale price. These special assessments are shown on the list of tax-forfeited land with a special line entitled "**Specials After Forfeiture.**"

PROHIBITED BUYER:

In addition to MS 282.016, this will include any individual, corporation, or entity that has delinquent property taxes on parcels located in Swift County or owned property in Swift County that was tax-forfeited to the State of Minnesota within the last 10 years (MS 282.016).

CONDITIONS:

All sales are subject to existing leases and building restrictions appearing on record at the time of forfeiture and to easements obtained by any governmental subdivision or agency for any public purpose.

- All property is sold “**as is**”
- These properties may or may not conform to local building and zoning ordinances, and the buyer should understand that environmental and/or watershed/water conservation issues may affect the property. Swift County makes **NO WARRANTY** that the land is buildable.
- All sales are final and no refunds or exchanges are permitted.
- If a parcel has cancelled special assessments, as indicated on the Appraisal List, the special assessments may be re-assessed by the municipality.
- The appraised value **DOES NOT** represent a basis for future taxes, nor does the purchase price of land reflect Taxable Market Value of Property.

BE IT FURTHER RESOLVED, that these terms are effective immediately and until amended by resolution of the County Board.

Adopted on a _____ vote by the Swift county Board of County Commissioners the 6th day of October, 2015.

Swift County Board of Commissioners

Pete Peterson, Chairman

ATTEST:

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

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Assessor	REQUESTOR: Wayne Knutson	REQUESTOR PHONE: 320-842-5891
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the Application for Property Tax Abatement	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? yes	EXPLANATION OF MANDATE: Abatements are required to be review and action taken by the board.
BACKGROUND/JUSTIFICATION: Parcel #21-0172-000: The owner moved from this parcel, where she had claimed homestead in the past/ By moving from this property the homestead was no longer available and therefore removed from this parcel. It has not been clarified that the move was to a nursing home facility. This is one of the exceptions to allow homestead to a parcel without the owner/relative living on that parcel. For this parcel, the homestead deduction and ag credit was used on the portion located in Chippewa County. The effect of the change from non-homestead to homestead on this agriculture land is in the rate used to calculate the net tax capacity, which changed from 1.0% to .5%. The originally calculated tax amount was \$5,236, the amount requested for abatement is \$2,618 (.5%), with a remaining balance of \$2,618.	
PREVIOUS ACTION ON REQUEST / Click here to enter text.	
OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): 2014

And Taxes Payable in Year(s): 2015

Applicant Information

Applicant and Property Information

Form with fields: Last Name (Kanten), First Name (Anne), Middle Initial, Property Address (90 Kent Kanten, 6075 110th Ave, NW), Social Security Number (320-734-4406), City (Milan), State (MN), Zip code (56262), County, Parcel ID (21-0172-000), School District Number.

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Table with columns: Land, Structures, Total

If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Table with columns: Year (2014/2015), Type (Taxes), Amount Contested (\$2,618), Amount Paid (\$2,618)

Explain why the above amount has not been paid: Anne Kanten is in a nursing home and subject to statute 273.124

Table with columns: Year, Type, Amount Contested, Amount Paid

Explain why the above amount has not been paid

Table with columns: Year, Type, Amount Contested, Amount Paid

Explain why the above amount has not been paid

Table with columns: Total Amount Contested, Portion of total amount contested you are willing to pay

Explain why you think this settlement is fair and reasonable

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant (handwritten) and Date (9-1-15)

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form. The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your County Assessor may also ask for additional verification of qualifications. Your Social Security number is considered private data.

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Amounts on Record

Year	Market Value			Taxes	Penalties	Interest	Costs	Total
	Land	Improvements	Total					
2015	951800		951800	5,236				5,236

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

Approved Denied

Signature: Wayne Kuntson Title: County Assessor Date: 9-10-2015

Recommendation of County Auditor

Approved Denied

Signature: Simbelly A. Suterbal Date: 9-10-2015

County Board of Commissioner's Action (to be completed by County Auditor)

Approved Denied

Signature: _____ Date: _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____

Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____

Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor: _____ Date: _____

Final Approval

DEPARTMENT OF REVENUE

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____

Proposed Tax Reduction \$ _____

Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate: _____ Date: _____

Signature of Commissioner or Delegate: _____ Date: _____



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving the HRA request to purchase a tax-forfeited property in the City of Murdock	
AGENDA YOU ARE REQUESTING TIME ON: 9:30 am	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tax-Forfeited Property must be approved by the Board of Commissioners
BACKGROUND/JUSTIFICATION: Parcel #29-0034-000 was tax-forfeited to the State of Minnesota for lack of property tax payment. Minnesota Statutes section 282.01, allows governmental subdivision of the state to purchase this parcel at a value less than market value plus special assessments. I would recommend the sale of this parcel. There is a need in the City of Murdock for good rental property and the HRA would be fulling part of this need in that area. We are contacting the City of Murdock to reduce their portion of the Special Assessments, but are waiting for a response. Selling this house at a reduced price will lead to the development of affordable housing.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: None	COMMENTS: None

Kimberly A. Saterbak
Swift County Auditor

301 14th St N
P.O. Box 288
Benson, MN 56215

Phone (320) 843-4069
Fax (320) 843-2275

e-mail:
kim.saterbak@co.swift.mn.us

Housing and Redevelopment Authority
301 14th Street North
Benson, MN 56215

Dear Vicki,

Below is the detailed breakdown of the cost associated with the purchase of tax forfeiture property located at 203 Clark Street, Murdock, Minnesota:

Purchase Price	\$	1.00	
Special Assessments	\$	1,176.19	**
State Deed Tax	\$	1.65	
State Deed Fee	\$	25.00	
Recording Fee	\$	<u>46.00</u>	
	\$	1,249.84	Total Purchase Price

**prior to tax forfeiture – no assessment after forfeiture reported. There will be a request to the City of Murdock to reduction in the Special Assessment amount.

Please give me a call if you have questions or concerns.

Sincerely,

Kimberly Saterbak
County Auditor

The Housing and Redevelopment Authority (HRA) is requesting the opportunity to purchase the tax forfeiture property listed as:

Lot 8, Block 4
City of Murdock

Physical Address:

203 Clara Avenue
Murdock, MN 56271

HRA is offering to pay \$1 plus any special assessments and fees for this property.

This property will be developed as rental property to be used as a workforce housing site or for low-income housing.

RESOLUTION

SALE OF TAX FORFEITURE PROPERTY

Motion by Commissioner _____ Seconded by Commissioner _____

BE IT RESOLVED, pursuant to Minnesota Statue 282.01, Subd. 1a, para (d), the Board of Commissioners approves the sale of Parcel #29-0034-000 to the Housing and Redevelopment Authority (HRA) for the purpose of developing affordable housing. The land is described as:

Lot 8, Block 4
City of Murdock

Adopted on a _____ vote by the Swift County Board of County Commissioners the 6th day of October 2015.

Swift County Board of Commissioners

Pete Peterson, Chairman

ATTEST:

Michel Pogge-Weaver, County Administrator

Fox _____
P. Peterson _____

Hendrickx _____
Rudningen _____

E. Pederson _____



Request for Board Action

BOARD MEETING DATE:
October 6, 2015

Commissioner's Report

Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a Swift Planning Grant for Appleton Township in the amount of \$7,500 for planning work	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The Appleton Township has made application for a Swift Planning Grant in the amount of \$7,500 to complete engineering schematic/plan for paving a one mile section of 100 th St SW located between state highway 119 and 7. The total project is expected to cost \$15,000.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? None	

Budget Information

FUNDING: \$25,000 was set aside for the Swift Planning Grants in board discretionary funds.
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Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Mike Pogge-Weaver
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and consider
COMMENTS: n/a	COMMENTS: None



Swift Planning Grants

Swift County wants to help cities and townships in our County to complete local planning activities. Your success is our success. We know that communities have lots of needs but may have a hard time paying for them. We listened to you and created a new fund to help subsidize the cost of our services to assist you with your requests.

Eligibility

- Eligible entities for the Swift Planning Grant include all cities and townships in Swift County. \$25,000 has been earmarked for 2014 for the Swift Planning Grants.
 - An individual city of township can request up to \$10,000.
- Funds are available to complete comprehensive planning and strategic planning.
- Up to 50% of a project cost can be funded with a Swift Planning Grant.
 - Applicants can use and are encouraged to seek Hedgehog grants from the Upper Minnesota Valley Regional Development Commission to help fund the local match.
- One grant per project.
- One grant per eligible entity per year.
- Swift Planning Grants are reviewed and subject to approved by the Swift County Board of Commissioners.
- The Swift County reserves to right to update the eligibility guidelines at any time.

Nature of Project

What type of project are you interested in?

Comprehensive Planning Strategic Planning

Contact Information

Community Name	APPLETON TOWNSHIP
Contact Person	CHRIS AASANA
Mailing Address	570 1079 210TH Ave SW
City/ State/ZIP	APPLETON, MN 56208
Work Phone	320-394-2171 EXT 1281
Alt. Phone	320-297-0644
E-Mail Address	chrisa@west-con.com

Project Details

Please provide a brief description of the project you would like assistance with: ENGINEERING SCHEMATIC/PLAN FOR PAVING A ONE MILE SECTION OF 100TH ST SW LOCATED BETWEEN STATE TRUNK HIGHWAYS 119 AND 7.

Estimated Project Cost

Total Estimated Project Cost \$ 15,000

Requested Amount from Swift Panning Grant \$ 7500

(Maximum request: eligible entities may apply for 50% of the total project cost up to \$10,000.)

Are the remaining project costs committed from the City or other entity? Yes No

(If Applicable) Please list any other partners in the project and their financial commitment:

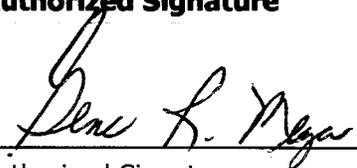
Organization & Contact

Committed Amount

WESTERN CONSOLIDATED COOP

\$7500

Authorized Signature


Authorized Signature

9/14/15
Date

CHAIRMAN
Authorized Signature Title