Notice & Agenda
Swift County Board of Commissioners
Tuesday, September 1, 2020
9:00 AM
LEC Meeting Room – 301 14th St N, Benson, MN

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

Time	Reference	Item
9:00 a.m.		**Call to Order and Roll Call**
9:01 a.m.		**Approve Agenda**
9:02 a.m.		**Consent Agenda**
	1-3	(1) Minutes from the August 18, 2020 Regular Meeting
9:04 a.m.		**Consider Approval of Commissioner warrants and review Auditor warrants**
9:05 a.m.		**Commissioner and Board reports**
9:25 a.m.		**County Administrator report**
9:30 a.m.		**Citizens Comments**
9:35 a.m.		**Scott Collins, Environmental Services Director**
	4	Consider approval of ceasing the recycling of brown and green Glass
	5-9	Consider approving a disposal of Uncontaminated Concrete General Permit Application
		Andy Sander, Highway Engineer
9:50 a.m.	10-11	Consider approval for the highway department opened bids on August 26, 2020 to replace unit 310
	12-13	Consider approval for County Wide Striping 2020
	14-15	Consider approval for the annual weed spraying of a portion of the roadside
10:05 a.m.		**Jennifer Frost, RDA Director and Vicki Syverson, HRA Director**
	16-17	Consider approval to pledge up to $500,000 in interim loan support for purchase of Gra-Mar Courts Apartments
	18-26	Consider approval to adopt Ordinance establishing a Swift County Housing Trust Fund and instruct Swift County HRA to establish guidelines to administer the HTF
10:30 a.m.		**Michael Johnson, Parks, Drainage & Wetlands**
	27-32	Consider Continuing Public hearing for VanHeuveln petition for outlet into JD #5
10:50 a.m.		**Kelsey Baker, Administrator**
	33-34	Consider for approval to approve the proposal for full architectural and engineering design services moving forward with the LEC 6W Renovation Project
	35	Coronavirus Relief Fund – CARES Funding Update
	36-39	Presentation, review, and discussion of Swift County's Preliminary 2021 Budget and Levy
11:05 a.m.		**Other Business**
11:05 a.m.		**Adjournment**

Join Zoom Meeting
https://us02web.zoom.us/j/87340114138?pwd=Z2ZNUVRXSmhmeEdnNk5QNmtuSlRBdz09

Meeting ID: 873 4011 4138
Passcode: 379538
One tap mobile
+1 312 626 6799 US (Chicago)

SWIFT COUNTY BOARD MINUTES
August 18, 2020

Chairman Hendrickx called the meeting to order at 9:00 AM with all members present. Also present: County Administrator Kelsey Baker, Auditor Kim Saterbak and Terri Orr.

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

08-18-20-01 Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve the agenda. Motion carried unanimously.

08-18-20-02 Commissioner P. Peterson moved and Commissioner Fox seconded to approve the Consent Agenda: (1) Approval of Minutes from August 4, 2020 Regular Meeting, (2) Approval of Human Service Contracts, (3) Approval of Resolution #20-18-28 to adopt and implement the Pomme de Terre River Comprehensive Watershed Management Plan. Motion carried unanimously.

08-18-20-03 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as follows: Revenue: $169,748.83; Solid Waste: $33,365.09; County Road & Bridge: $673,023.86; Human Services: $114.66; County Ditches Fund: $1,151.25; which includes the following bills over $2,000: Ascheman Oil, $2,591.29; Central Specialties Inc., $663,550.35; CliftonLarsonAllen LLP, $9,000.00; Counties Providing Technology, $6,654.00; Kandiyohi County Sheriff's Department, $3,245.00; Kluver Law Office & Mediation Center PLLP, $7,872.00; Alex C. Larson, $4,224.00; Motorola, $8,798.50; Pemberton Sorlie Rufer & Kershner PLLP, $3,450.50; Pflipsen Trucking LLC, $14,659.43; Safe Avenues, $3,250.00; Swift County Environmental Services, $2,809.82; Swift County HRA, $60,792.00; Swift County Human Services, $13,179.92; Swift County Treasurer, $15,079.81; Treasurer, City of Holloway, $6,505.04; Waste Management Of WI-MN, $10,849.76. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on Countryside Public Health and 6W Corrections. Commissioner E. Pederson reported on Soil and Water Conservation District and RDA meeting. Chairman Hendrickx reported on 6W Corrections, AMC, Revolving Loan Fund with RDC and the Building Committee. Commissioner Fox reported on Well-being Committee, Revolving Loan Fund, Pomme de Terre Watershed and Woodland Centers. Commissioner Rudningen reported on Well-being Committee, Building Committee and Personnel Committee.

Administrator Baker reported on CARES Act team meeting, Strategic Planning, Budget discussion and Audit report.

Chairman Hendrickx asked for citizen's comments. Mark Hughes had concerns on Elected Officials and Loans and grants for businesses.

Auditor Kim Saterbak requested approval to purchase a tax-forfeited property by the City of DeGraff.

08-18-20-04 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the purchase of a tax-forfeited property by the City of DeGraff. A brief discussion was held. Motion carried unanimously.

Kim Saterbak further requested the approval to authorize a transfer from the General Revenue Fund to the Capital Projects.

08-18-20-05 Commissioner P. Peterson moved and Commissioner Fox seconded to approve an authorized transfer from the General Revenue Fund to the Capital Projects. A brief discussion was held. Motion carried unanimously.

Kim Saterbak further requested the approval to authorize a transfer from the General Revenue Fund to the Ditch Funds.

08-18-20-06 Commissioner P. Peterson moved and Commissioner Fox seconded to approve an authorize transfer from the General Revenue Fund to the Ditch. A brief discussion was held. Motion carried unanimously.

Principal Auditor Doug Host reported on the Audited Financial Statements for year ending December 31, 2019.

08-18-20-07 Commissioner Fox moved and Commissioner Rudningen seconded to approve the Swift County 2019 Audit. A brief discussion was held. Motion carried unanimously.

District Manager Andy Albertsen updated the board on the SWCD.

Director Ashley Kjos updated the board on Woodland Centers.

County Engineer Andy Sander requested approval for Riley Brothers Construction Inc. for $83,400.00 to do the Bituminous Patching 2020 on CSAH 6 at various locations.

08-18-20-08 Commissioner Fox moved and Commissioner P. Peterson seconded to approve Riley Brothers Construction Inc. to do the Bituminous Patching 2020 on CSAH 6 at various locations. A brief discussion was held. Motion carried unanimously.

Andy Sander further requested approval for Riley Brothers Construction Inc. for $77,909.25 to do the Mill and Overlay project C.P. 020-001.

08-18-20-09 Commissioner Rudningen moved and Commissioner E. Pederson seconded to approve Riley Brothers Construction Inc. for $77,909.25 to do the Mill and Overly project C.P. 020-001. Motion carried unanimously.

Andy Sander further requested approval to hire Hard Rock Screening for $24,000.00 to Crush the tar in Kerkhoven.

08-18-20-10 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve hiring Hard Rock Screening for $24,000.00 to Crush the tar in Kerkhoven. A brief discussion was held. Motion carried unanimously.

Director Catie Lee updated the board on the Financial Summary and Human Services update.

The board recessed for a break at 10:47 AM.

The board reconvened at 10:53 AM.

Administrator Kelsey Baker requested approval of the board to commit funds to create a Maintenance Fund for future building projects.

08-18-20-11 Commissioner Fox moved and Commissioner Rudningen seconded to approve resolution #20-18-32 for the board to commit funds to create a Maintenance Fund for future building projects. A lengthy discussion was held. Motion carried unanimously.

Kelsey Baker further requested approval of the Building Committee's recommendations for the Swift County Master Plan 5-year Project Outlay.

08-18-20-12 Commissioner Rudningen moved and Commissioner Fox seconded to approve the Swift County Master Plan 5-year Project Outlay. A lengthy discussion was held. Motion carried unanimously.

Kelsey Baker further discussed the 2021 budget.

Kelsey Baker further requested approval of the Coronavirus Relief Funds for Countryside Public Health in the amount of $106,200.00 and 6W Community Corrections in the amount of $6,668.57.

08-18-20-13 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the Coronavirus Relief Funds for Countryside Public Health in the amount of $106,200.00 and 6W Community Corrections in the amount of $6,668.57. A brief discussion was held. Motion carried unanimously.

Executive Director Vicki Syverson requested approval of resolution 20-18-33 on the 2021 Budget and Levy for the HRA.

08-18-20-14 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the resolution 20-18-33 on the 2021 Budget and Levy for the HRA. Motion carried unanimously.

Executive Director Jennifer Frost requested approval of resolution 20-18-34 on the 2021 Budget and Levy for the RDA.

08-18-20-15 Commissioner E. Pederson moved and Commissioner Rudningen seconded to approve resolution 20-18-34 on the 2021 Budget and Levy for the RDA. Motion carried unanimously.

The board recessed at 11:25 AM.

The board reconvened at 12:29 PM.

The regular session recessed to closed session at 12:29 PM.

08-18-20-16 Commissioner Fox moved and Commissioner P. Peterson seconded to go into close session. Motion carried unanimously.

The meeting reconvened to regular session at 1:27 PM.

08-18-20-17 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

The meeting adjourned at 1:27 PM.

WITNESSED:

_____
Gary Hendrickx, Chair

ATTEST:

_____
Kelsey Baker, County Administrator

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Environmental Services	Scott Collins	320-843-2356

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider ceasing the recycling of brown & green glass & charging $.07/lb. for it	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The recyclers, such as Anchor Glass & other manufacturers, have not accepted green glass for the last 5 years. There is not a market for the colored glass at this time.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

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

Board Action

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

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
Environmental Services	Scott Collins	320-843-2356

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving a Disposal of Uncontaminated Concrete General Permit Application	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Mark Olson, Edison Township property owner, has submitted a permit application to be approved for the burial of uncontaminated concrete, foundation of old house on the property.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

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

Board Action

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

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

Disposal of uncontaminated concrete: General permit application

Solid Waste Permit Program

Doc Type: Permit application

Instructions found on page 3.

	MPCA Use Only
GCB Identification number:	

Return completed form to:

Solid Waste Permit Document Coordinator
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194

I. Disposal location information (Please include a map showing the burial site location)

Name of burial location landowner: Mark Olson

Address: 920 190th Ave SW

City: Appleton State: MN Zip: 56208

Township name: Edison County:

160 Acres Section 19 T 120 N R42W GPS coordinates **or** Lat/Long ___ . ___ . ___ (deg. mn. sec.)

Anticipated amount of waste to be disposed of (in cubic yards only): 150

Origin of waste (i.e., foundation, pool, manure basin, etc.): Foundation

Activity start date (mm/dd/yyyy): 8/12/20 Activity end date (mm/dd/yyyy): 8/31/20

II. Disposal location certification (bolded terms are defined in the Instructions on page 3)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment. Noncompliance with this permit may result in the revocation of this permit and penalties.

I further certify that the construction and operation of the above-described site will be in accordance with the conditions of the Minnesota Pollution Control Agency (MPCA) *General Permit Authorization to Dispose of Uncontaminated Concrete*. In particular:

A. I certify that the concrete has been **adequately characterized**. ☒ Yes ☐ No

B. I certify that the concrete meets the definition of **uncontaminated**. ☒ Yes ☐ No

C. I certify that the concrete originated on the **site** to be used for disposal. ☒ Yes ☐ No

D. I certify that the concrete does not exceed 5,000 cubic yards. ☒ Yes ☐ No

E. I certify that disposal location is **not** located within wetland, shoreland, scenic river, in an area with karst features, or floodplain areas. ☒ Yes ☐ No

F. I certify that I will complete the following within ninety (90) days following burial. ☒ Yes ☐ No

1. Record with the county recorder of the county in which the site is located the location of the **uncontaminated concrete** disposal site, using the *Affidavit Regarding Disposal of Uncontaminated Concrete* attached to the *Notice of coverage*.
2. Provide a copy of the deed notification to the County Solid Waste official and the MPCA, as required by Part 3.1.27 of the permit.

G. I certify that the depth of final cover, at a minimum, will be two-feet thick. *(the top 12 inches of soil suitable for sustaining vegetative growth)* ☒ **Yes** ☐ **No**

1. If applicable, take actions to enable drainage through and cover the **uncontaminated concrete**, in accordance with Part 3.1.25 of the permit.

H. I certify that the final cover will be sloped. *(minimum 2%, maximum 20%)* ☒ **Yes** ☐ **No**

I. I certify that I will pay the solid waste management tax. ☒ **Yes** ☐ **No**

Landowner

Signature:		Date (mm/dd/yyyy):	08/03/2020

Print name: Mark Olson Phone: 201-440-5989

Title:

Email: Mark-Olson@verizon.net

Address: 96 Highland Place

City: Ridgefield Park State: NJ Zip: 07660

III. Local government approval (Completed by city, township, or county solid waste staff.)

Solid waste authorized representative

Signature:		Date (mm/dd/yyyy):	

Print name: Phone:

Title:

Email:

Address:

City: State: MN Zip:

Comments:

Instructions

Eligibility

To dispose of concrete under this permit, the following criteria must be met (**bold** terms are defined):

1. The concrete proposed for disposal must be **adequately characterized**.
2. Only **uncontaminated concrete** that originates on the **site** used for disposal may be disposed under this permit.
3. The amount of **uncontaminated concrete** may not exceed 5,000 cubic yards.
4. The disposal **site** must be approved by a **County Solid Waste official** prior to use.
5. The **site** must not be located within a **floodplain**, **shoreland**, or **wild and scenic river land use district**, or **wetland.**
6. A *Demolition/Renovation notification form* must be filed with the MPCA at least ten working days prior to the start of demolition.

Farm exemption

Minnesota statutes state a permit is not required from a state agency (except for fires, which require an open burning permit) for a person who owns or operates land used for farming that buries concrete or reinforcing bar from a building or structure located on the land used for farming. If you qualify for this exemption, you do not need to submit this form.

Definitions:

Adequately characterized: The landowner(s) has/have conducted a visual inspection of the concrete proposed for disposal. Any areas that have visible contamination (i.e., staining) or areas where the owner(s) is/are aware that the concrete has been in contact with petroleum products or hazardous substances must be analyzed by an accredited laboratory.

Commissioner: The commissioner of the MPCA or delegated staff.

Concrete: Concrete, concrete block, concrete slabs, concrete forms, including metal and other materials embedded in the concrete, that has been used in architectural applications (such as slabs, foundations, walls) and engineering applications (such as pipes, culverts, vessels and basins, and tower supports). Concrete does not include concrete washout or excess concrete that requires disposal at the time of construction.

County Solid Waste Official: The county employee(s) responsible for oversight of solid waste management within the county in which the site is located. This is usually the Solid Waste Administrator/official.

Floodplain: Any land that is subject to a one percent or greater chance of flooding in any given year from any source.

Landowner(s): The person(s) who hold fee title to the property where the concrete is located and will be disposed under this permit.

Permittee(s): The landowner(s) who has obtained coverage under this permit.

Shoreland: The land located within the following distances from public water: 1,000 feet from the ordinary high water level of a lake, pond, or flowage; and 300 feet from a river or stream, or the landward extent of a flood plain designated by ordinance on a river or stream; whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the Minnesota Department of Natural Resources (DNR) Commissioner.

Site: The location where the concrete originated, where disposal is to occur, and structures within its immediate vicinity.

Structure: Includes buildings as described in Minn. R. 7035.0805, subp. 2, item B; and also towers, vessels and basins, and pipes.

Uncontaminated concrete: Adequately characterized concrete and rebar contained within that does not contain, or have on it, any material that may potentially be harmful to human health and the environment including any form of hazardous waste or petroleum products, or asbestos-containing material (mastic). Concrete coated with lead-based paint does not meet the definition of "uncontaminated concrete", but concrete that has been coated with a non-toxic paint does meet the definition of "uncontaminated concrete."

Wetland: A surface water feature classified as a wetland in the publication entitled "Classification of Wetlands and Deep Water Habitats of the United States," written and published by the United States Fish and Wildlife Service Biological Services Program, FWS 035-71/31, December 1979, which is incorporated by reference. The publication is not subject to frequent change.

Wild and Scenic River Land Use District: Areas that are located within the Kettle River, Mississippi River, North Fork of the Crow River, Minnesota River, Rum River, Cannon River, and Saint Croix River. The Permittee(s) must verify boundaries of wild and scenic river districts with the local zoning authority or the DNR to determine if the disposal location is located within a wild and scenic river land use district.

Section 1 – Disposal location information

List the name of the landowner and their mailing address. In describing the disposal location, include the township name and county where the burial site is located, the number of acres disturbed, either the GPS coordinates or the latitude/longitude for the burial location, and a map of the burial location.

Section 2 – Disposal location certification

Read all of the certification statements carefully and check yes or no as appropriate for your proposed disposal activity. For the application to be processed, your signature and the form must be completed in full (and legibly). If you do not have an email account, please indicate that on the form.

Please note that item F.1.. of this section requires you to certify that you will submit the Affidavit attached to the Notice of Coverage you will receive. See 'When You're Done' Section at the end of the instructions.

Please also note that item G. of this section is certification that final cover on the disposal site is at least two feet thick, with 12 inches of soil suitable for vegetative growth. You are expected to seed this, not let it reseed naturally. Item G.1. of this section requires you to certify that you took action to enable drainage through the buried concrete. This would apply to situations where a manure pit, basement, or swimming pool was being buried. These actions are to ensure water is not trapped in the buried structure.

Item I. is a statement that you certify you will pay the solid waste management tax. You will receive an invoice from the Minnesota Department of Revenue (DOR) for this after submittal of the deed notification to the MPCA.

Section 3 – Local government approval

This section must be completed by a County Solid Waste Official. You may also need to contact your local planning and zoning staff also to ensure the proposed burial is allowed.

MPCA contacts: If you have any questions, here are the agency contacts assigned by county.

Northeast Minnesota:	Aitkin, Benton, Carlton, Cass, Cook, Crow Wing, Kanabec, Itasca, Koochiching, Lake, Mille Lacs, Morrison, Pine, Sherburne, eastern Stearns, and St. Louis Counties, and Western Lake Superior Sanitary District
Contact:	Lee Field, Duluth Regional Office, 525 Lake Avenue South, Suite 400, Duluth, MN, 55802, 218-302-6609
Northwestern Minnesota:	Beltrami, Becker, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Todd, Traverse, Wadena and Wilkin Counties
Contact:	Jon Buck, Detroit Lakes Regional Office, 714 Lake Avenue Suite 220, Detroit Lakes, MN 56501, 218-846-8109
Metro District:	Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Washington, and Wright Counties
Contact:	Shelly Siewert, St. Paul Office, 520 Lafayette Road North, St. Paul, MN 55155, 651-757-2723
Southeast Minnesota:	Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona Counties
Contact:	Jake Brady, Rochester Regional Office, 18 Wood Lake Drive SE, Rochester, MN 55904, 507-206-2624
Southwest Minnesota:	Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac Qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, and Yellow Medicine Counties
Contact:	Chris Green, Marshall Regional Office, 504 Fairgrounds Road, Marshall, MN 56258, 507-476-4258

When you are done

- The Affidavit attached to your *Notice of Coverage* should be completed upon closing of your site. The top section is for the County record stamp. Please list the County where the Affidavit is **signed**. The "Affiant" is the owner or signing party.
- For #1, either check that you are the owner of the property, or if the property is owned by a business (second check box) complete the lines as follows: The – (put your title, e.g., CEO). Of – (business entity legal name. A – (type of entity, e.g., corporation or LLC). Under the laws of – (state in which you are incorporated).
- For #2 fill in the county where the property is **located**. Then provide the legal description for the parcel where concrete is buried. The county should be able to tell you if they use Abstract or Torrens.
- For #3 fill in the cubic yards of concrete that was buried on the property (this will be supplied to the DOR, who will send you an invoice for the Solid Waste Management Tax that is due). Your Solid Waste Permit No. is listed in the *Notice of Coverage* (starts with GCP). Finally, include the GPS coordinates where the concrete is buried.
- Item #4 is for optional use to provide a more precise location of where the concrete is buried.
- **You must sign under AFFIANT in the presence of a notary.** Make sure the notary fills in the date upon which their commission expires.
- The final page is available for use to draw a map to further clarify where the concrete has been buried.
- After the disposal is complete and the Affidavit is filed with the county, you must submit a *Notice of Termination* to terminate your coverage. Terminations are done using an online service on the MPCA webpage. The e-Services can be found at https://www.pca.state.mn.us/data/e-services. There are instructions and guidance documents available on the page to assist you. Submittal of the *Notice of Termination* will notify MPCA staff of your request and begin the termination process. Staff will contact to you submit the physical Affidavit.

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: The highway department opened bids on August 26, 2020 to replace unit 310.	
AGENDA YOU ARE REQUESTING TIME ON: September 1, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The county opened bids on August 26, 2020 to replace unit 310.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING:	State, County

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 Highway Department

3/4 Ton Crew Cab Pick-up

Bid Opening: Wednesday August 26th 2020 @ 10am

Vendor/Supplier/Contractor	BID AMOUNT
Valu Ford (Dodge)	$28,860.00
Valu Ford (Ford)	$28,964.00
Nolan Baker Ford (Ford)	$33,102.93

Budget	$35,000.00

Request for Board Action

BOARD MEETING DATE:
September Sept 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval for County Wide Striping 2020	
AGENDA YOU ARE REQUESTING TIME ON: September 1, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? no
IS THIS MANDATED?	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: County wide Striping for was opened on August 26, 2020	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	none

Budget Information

FUNDING:	State, County

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 Highway Department

2020 Maintenance Striping

Bid Opening: Wednesday August 26th 2020 @ 10am

Vendor/Supplier/Contractor	BID AMOUNT
Sir Lines-A-Lot, LLC	$19,115.60
AAA Striping Service Co.	$21,384.45
Traffic Marking Services, Inc.	$22,944.26

Budget	$35,000.00

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval for the annual weed spraying of a portion of the roadside ditches in the county.	
AGENDA YOU ARE REQUESTING TIME ON: September 1, 2020	ARE YOU SEEKING APPROVAL OF A CONTRACT? yes
IS THIS MANDATED? no	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: The highway department bids out roadside weed spraying annually.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	See above

Budget Information

FUNDING:	County

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 Highway Department

2020 Weed Spraying

Bid Opening: Wednesday August 26th 2020 @ 10am

Vendor/Supplier/Contractor	BID AMOUNT
Holmgren Roadside Spraying LLC	$19,470.00
DeAngelo Brothers LLC	$23,895.00

Budget (Remaining)	$20,850.00

Request for Board Action

BOARD MEETING DATE:
9/1/2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:	
Pledge up to $500,000 in interim loan support for the purchase of Gra-Mar Courts Apartments	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT?
Agenda	No
IS THIS MANDATED?	EXPLANATION OF MANDATE:
No	Click here to enter text.

BACKGROUND/JUSTIFICATION:

Swift County HRA in the process of applying to the USDA Rural Housing Service to continue providing the Rural Rental Assistance program at Gra-Mar Courts apartments, a property built in 1978 and financed with the Rural Development 515 program. The rural rental assistance program provides rental assistance to households is 515 properties where rent exceeds 30% of their income. The program is coming to an end in 6 years, but the HRA will be able to preserve it for up to 50 years if can successfully purchase & rehab the property. The HRA has been already been awarded a $500,000 Rental Rehab Deferred Loan from Minnesota Housing Finance Authority - contingent on acquiring the property. The HRA is now trying to finalize commitments for acquisition financing.

The HRA has applied for additional grants & loans to make the purchase happen but it is asking the County for the pledge of up to $500,000 in interim (no more than 10 years) financing, if favorable options fall through.

Desirable Option 1: USDA acquisition financing of the property at 1% for 50 years. (This is most desirable and requires no county participation, but is contingent on available funding through USDA at the end of the federal fiscal year – Sept. 30, 2020). Through the federal fiscal 3rd Quarter – June 30, 2020, there appeared to be nearly $30M available but this is based on quarterly reporting and we do not know how many applications are ahead of ours in queue.

Desirable Option 2. Federal Home Loan Bank Grant of $230,000 matched $100,000 HRA cash equity and a Swift County interim loan to HRA of $300,000 at 1% to be paid off in 7 years.* (~$50k/year)

Desirable Option 3. Swift County HRA cash equity of $100k to be matched with Swift County interim loan of $500,000 at 1% to be paid off in 10 years.* (~$50k/year)

*Both Options 2 & 3 incorporate converting Local Housing Trust Fund dollars into a

permanent loan as funding becomes available with terms of 15-20 years.

Undesirable Option 4. Greater Minnesota Housing Partnership Financing at 4% for 15 years with renewable terms. This option would require USDA approval for HRA to double number of tenants receiving rental assistance and approval to raise rents up to 42.8% more than current rental rates, in order to cash flow. Rental Assistance would be preserved so tenants would still pay less than 30% of income, but there are many more approvals to overcome for this option to be viable.

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

Budget Information

FUNDING:	General Fund Reserve Loan secured with Mortgage

Review/Recommendation

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

Board Action

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

Request for Board Action

BOARD MEETING DATE:
9/1/2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST:
Adopt Ordinance establishing a Swift County Housing Trust Fund and instruct Swift County HRA to establish guidelines to administer the HTF.

AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT?
Board 9/1/2020	No
IS THIS MANDATED?	EXPLANATION OF MANDATE:
No	Click here to enter text.

BACKGROUND/JUSTIFICATION:
Executive Directors of RDA & HRA participated in Minnesota Housing Partnership's Regional Housing Institute #6 in 2018-2019 and focused on strategies to address Swift County's need for quality affordable and workforce housing, lack of new development, and maintaining existing housing stock. In 2019 Kelsey Baker, County Administrator and Gary Hendrickx joined the team as part of a Rural Innovative County Challenge focused on Housing & Health Equity and the team began work on establishing a tool that could address the full spectrum of Swift's housing needs: the local housing trust fund.

MN Housing Trust Fund Background
The Minnesota Legislature created and adopted a Housing Trust Fund (HTF) for Local Housing Development which allows a local unit of government to allocate levy dollars into a Housing Trust Fund that can only be used for: 1) administrative fees; 2) grants, loans, and loan guarantees for the development, rehab, and financing of housing; 3) match other funds from federal, state, or private resources for housing projects; or, 4) provide down payment assistance, rental assistance, and homebuyer counseling services.
The Minnesota Housing Partnership has been coordinating efforts with local units of government to secure $10 million in appropriations from the Legislature to match local investments. They have not been successful in appropriations, but their work did result in the new statute. They will continue to request appropriations from the Legislature. In its last proposal, sponsored by Swift's own district Senator, Andrew Lange; this legislation would provide Swift County with matching funding of up to $300,000 if a local housing trust fund is established.

Housing Trust Fund Examples
The Red Wing HRA created a HTF in 2015. Within their HTF, they created several programs: homebuyer assistance, owner-occupied rehab, and financial assistance for multi-family housing developments. In addition, they released an RFP to support small site development. The Red Wing

HRA is offering a forgivable loan to encourage developers to incorporate two to six rental units on a site, which could be stand-alone residential or mixed-use.
Crow Wing County just created an HTF in February 2020. They identified four priorities for their HTF: single-family new construction, single-family rehab, rental rehab, and multi-family construction. Since the program was just created, they have not used any of the HTF funding. Swift County has modeled their ordinance and priorities after the Crow Wing HTF.

Next Steps
If approved the County Board should instruct the HRA to establish guidelines to administer the HTF to ensure it remains a permanent source of funding and a continually renewable source of revenue to meet the housing needs of Swift County. HRA administration policies will be guided by the Swift County Ordinance (attached) and MN. Stat. Sect. 462C.16 Housing Trust Funds for Local Housing Development (attached)

PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Presented information on Housing Trust Fund to the Commissioners in March 2020 as part of a comprehensive housing update

Budget Information

FUNDING:	$50,000 from HRA Levy is designated for the housing trust fund. This levy was approved at the County's 8-18-2020 meeting. Additionally, HRA has pledged its future share of CVEC dividends to go to the housing trust fund.

Review/Recommendation

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

Board Action

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

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A HOUSING TRUST FUND IN SWIFT COUNTY

Section 1: **GENERAL PROVISIONS**

1.1 Authority. This Ordinance is adopted pursuant to Minnesota Statutes, Section 462C.16.
1.2 Purpose. Pursuant to Minnesota Statutes, Section 462C.16, there is hereby created and established for the County of Swift a fund to be known and denominated as the Swift County Housing Trust Fund. The Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low Income households of the County. The Trust Fund shall provide loans and grants to homeowners, for-profit housing developers, and non-profit housing developers for the acquisition, capital and soft costs necessary for the creation of new Affordable and Workforce Housing (both rental and owner-occupied). Projects funded by the Trust Fund shall be dispersed throughout the County.

Section 2: **DEFINITIONS**

2.1 "Affordable" means a housing unit that has an Affordable Housing Cost
2.2 "Affordable Housing Cost" means an amount satisfied by:
2.2.1 For owner-occupied housing, a housing payment inclusive of loan principal, loan interest, property taxes, property and mortgage insurance, and homeowners association dues which allows a moderate, low income or very low income household to purchase a home while paying no more than thirty percent (30%) of their gross household income.
2.2.2 For rental or cooperative housing, a housing payment, inclusive of a reasonable allowance for heating, which allow a moderate, low income or very low income household to rent a unit while paying no more than thirty percent (30%) of their gross household income
2.3 "Area Median Income" means the income guidelines established and published annually by the U.S. Department of Housing and Urban Development.
2.4 "Assisted Unit" means a housing unit that is Affordable because of assistance from the Trust Fund.
2.5 "HRA" means the Housing and Redevelopment Authority in and for the County of Swift.
2.6 "Workforce Housing" means owner-occupied or rental housing units that are provided to households with at least one member per unit who is gainfully employed at the time of entry into the unit.
2.6.1 Workforce Housing may be designated for households that make 50% to 115% of AMI but shall be inclusive of all income levels households who meet the definition of gainful

employment and can meet the Affordable Housing Cost as defined in Subpart b (1) and (2).

2.6.2 Gainful Employment is defined as an employment situation where the employee receives consistent work and payment from an employer at 30 hours per week or more.

2.7 "Grants Supervisor" means the Swift County HRA Executive Director, or his or her designee.

2.8 "Low Income" means gross household income that is at or below eighty percent (80%) of Area Median Income, but more than fifty percent (50%) of Area Median Income.

2.9 "Moderate Income" means gross household income that is at or below 115 percent (115%) of Area Median Income, but more than Eighty percent (80%) of Area Median Income.

2.10 "Project" may mean a single family house (attached or detached) or a multifamily apartment complex, either as owner-occupied property or rental property.

2.11 "Recipient" means any homeowner, for-profit or non-profit housing developer that receives funds in the form of a loan or a grant from the Trust Fund Account. A Recipient may be an individual, partnership, joint venture, limited liability company or partnership, association or corporation.

2.12 "Trust Fund" means the Swift County Housing Trust Fund.

2.13 "Very Low Income" means gross household income that is at or below fifty percent (50%) of Area Median Income.

2.14 "Permanent Source of Funding" means once funds are allocated to the Trust those funds can only be expended for purposes outlined in section (4) of this document.

2.15 "Assisted Unit" means a housing unit that is Affordable because of assistance from the Trust Fund.

Section 3: **TRUST FUND ACCOUNT; SOURCE OF TRUST FUNDS**

3.1 A. There is also hereby established a Swift County Trust Fund Account, to be maintained by the HRA. All funds received by the HRA on behalf of the Trust Fund shall be deposited in the Trust Fund Account. Principal and interest from loan repayments, and all other income from Trust Fund activities, shall be deposited in the Trust Fund Account. All interest earnings from the Trust Fund Account shall be reinvested and dedicated to the Trust Fund Account.

3.2 The Trust Fund shall consist of funds derived from the following, but not limited to:

3.2.1 Private cash contributions designated for the Trust Fund;

3.2.2 Payments in lieu of participation in current or future Affordable housing programs;

3.2.3 Matching funds from a federal Affordable housing trust fund;

3.2.4 Principal and interest from Trust Fund loan repayments and all other income from Trust Fund activities.

3.2.5 Budgeted payments made by the HRA's tax levy fund as approved by County Board.

3.2.6 Matching funds from a state affordable housing trust fund or a state program designated to fund housing trust funds.

3.2.7 Employer based funds and matches.
3.2.8 Other sources to be considered; local or regional utility companies, specific county departments, specific county program funds (revolving loan fund).
3.2.9 Application Fees – Projects applying for funds.
3.3 The Trust Fund may consist of funds derived from any other source, including but not limited to the following:
3.3.1 Tax Increment returned to the County after decertification of a TIF district.
3.3.2 Any other appropriations as determined from time to time by action of the HRA or County Board.

Section 4: **TRUST FUND DISTRIBUTIONS**

4.1 The Trust Fund is to function as a resource to fund loans and grants in strict accordance with this Section. The Trust Fund shall be administered by the Executive Director of the HRA. No disbursements may be made from the Trust Fund Account without the prior approval of the HRA's board of commissioners.
4.2 Disbursements from the Trust Fund Account shall be made as loans or grants to assist Recipients in the creation of Assisted Units. Recipients may use the funds to pay for: capital costs, including but not limited to the actual costs of rehabilitating or constructing Assisted Units; preserving Affordable units; demolishing or converting existing non-residential buildings to create new Assisted Units; real property acquisition costs; and professional service costs, including but not limited to, those costs incurred for architectural, engineering, planning and legal services which are attributable to the creation of Assisted Units.
4.3 All projects considered for funding will be reviewed by the HRA staff, and the Executive Director shall submit staff comments and recommendations to the HRA's board of commissioners, prior to HRA action.
4.4 The HRA shall within thirty (30) days following the close of each fiscal year prepare and submit an annual report to the County Board on the activities undertaken with funds from the Trust Fund. The report shall specify the number and types of units assisted, the amount loaned per Assisted Unit, the amount of state, federal and private funds leveraged, the geographic distribution of Assisted Units and a summary of statistical data relative to the incomes of assisted households, including their monthly rent or mortgage payments, and the sales prices of owner-occupied Assisted Units.

Section 5: **TERM OF AFFORDABILITY**

5.1 The minimum term of affordability for an Assisted Unit shall be seven (7) years. The HRA shall give preference to those projects that ensure that the Assisted Units remain Affordable for the longest period possible, which is expected to exceed the minimum term.
5.2 Assisted Units shall be deed-restricted to ensure long term affordability.
5.3 The HRA will enter into loan agreements with the Recipients of the Trust Fund monies. Each loan agreement will clearly state the conditions and requirements for the Recipient's use of

Trust Fund monies, including the term of compliance, transfer or sale requirements and other requirements as specified.

5.4 In those cases where an Assisted Unit is sold or transferred prior to the expiration of the agreed-upon term, or where an Assisted Unit is no longer Affordable, the initial Recipient of assistance from the Trust Fund shall be obligated to repay to the Trust Fund the original amount of the loan or grant.

5.5 The HRA shall enforce all debt and lien instruments to the fullest extent of the law. The HRA may recommend debt settlement offers, if it is determined to be in the best interest of the Trust Fund.

Section 6: **SEVERABILITY**

6.1 If any provision of this Ordinance or the application thereof is held invalid, said invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and for this purpose, the provisions of the Ordinance are severable.

Section 7: **EFFECTIVE DATE**

8.1 This Ordinance shall be in effect from and after the date of its passage by the Swift County Board of Commissioners and publication according to Minnesota Statutes.

Attachment A

Housing Trust Fund Funding Priorities

Adopted by Swift County Board of Commissioners on _____, 2020

1. **Single Family New Home Construction**
    a. Affordability GAP Financing provided to the homebuyer in the form of a low or no interest, deferred mortgage loan to be repaid upon the satisfaction of the first mortgage.
    b. Value GAP Financing provided to the developer to bring the sale price of the home to the appraised value.
2. **Single Family Rehabilitation**
    a. A low or no interest deferred loan provided to a homeowner to assist in renovation of their primary residence. Homeowner financial contribution dependent on homeowner income.
    b. A grant given to an income qualified home owner to assist in the renovation of their primary residence. Homeowner financial contribution dependent on homeowner income.
3. **Rental Rehabilitation**
    a. A low or no interest deferred loan provided to a property owner to assist in the renovation of rental property owned by the applicant.
    b. Assisted unit/s will be monitored annually for tenant income compliance.
    c. Property owner agrees to comply with income restrictions for at least 7 years. If combined with other program dollars (SCDP) income restriction timeline may be reduced to meet other program's terms.
    d. Property owner will be required to contribute a percentage of the project costs.
4. **Multifamily Construction**
    a. Affordability GAP Financing provided to the developer in the form of a low or no interest, deferred mortgage loan to be repaid upon the satisfaction of the first mortgage.
    b. Preference will be given to projects not located in a Tax Increment District whose project expenditure period has not expired.

462C.16 HOUSING TRUST FUNDS FOR LOCAL HOUSING DEVELOPMENT.

Subdivision 1. **Definitions.** (a) For the purposes of this section, the following terms have the meanings given to them.

(b) "Commissioner" means the commissioner of the Minnesota Housing Finance Agency.

(c) "Fund" means a local housing trust fund or a regional housing trust fund.

(d) "Local government" means any statutory or home rule charter city or a county.

(e) "Local housing trust fund" means a fund established by a local government with one or more dedicated sources of public revenue for housing.

(f) "Regional housing trust fund" means a fund established and administered under a joint powers agreement entered into by two or more local governments with one or more dedicated sources of public revenue for housing.

Subd. 2. **Creation and administration.** (a) A local government may establish a local housing trust fund by ordinance or participate in a joint powers agreement to establish a regional housing trust fund.

(b) A local or regional housing trust fund may be, but is not required to be, administered through a nonprofit organization. If administered through a nonprofit organization, that organization shall encourage private charitable donations to the fund.

Subd. 3. **Authorized expenditures.** Money in a local or regional housing trust fund may be used only to:

(1) pay for administrative expenses, but not more than ten percent of the balance of the fund may be spent on administration;

(2) make grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing;

(3) match other funds from federal, state, or private resources for housing projects; or

(4) provide down payment assistance, rental assistance, and homebuyer counseling services.

Subd. 4. **Funding.** (a) A local government may finance its local or regional housing trust fund with any money available to the local government, unless expressly prohibited by state law. Sources of these funds include, but are not limited to:

(1) donations;

(2) bond proceeds;

(3) grants and loans from a state, federal, or private source;

(4) appropriations by a local government to the fund;

(5) investment earnings of the fund; and

(6) housing and redevelopment authority levies.

(b) The local government may alter a source of funding for the local or regional housing trust fund, but only if, once altered, sufficient funds will exist to cover the projected debts or expenditures authorized by the fund in its budget.

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Subd. 5. **Reports.** A local or regional housing trust fund established under this section must report annually to the local government that created the fund. The local government or governments must post this report on its public website.

Subd. 6. **Effect of legislation on existing local or regional housing trust funds.** A local or regional housing trust fund existing on July 1, 2017, is not required to alter the existing terms of its governing documents or take any additional authorizing actions required by subdivision 2.

History: *2017 c 94 art 11 s 8*

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Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider Continuing Public Hearing for VanHeuveln petition for outlet into JD #5	
AGENDA YOU ARE REQUESTING TIME ON: Regular, Continued/ Tabled Public Hearing	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Required for the MN Drainage Law
BACKGROUND/JUSTIFICATION: Lands are not assessed into JD #5, request for outlet. Original public hearing, July 21, 2020, was continued/ tabled. The petition for outlet has changed to be only the W ½ of the NE ¼ Section 8, T-129-N, R-39-W (Torning Twp.)	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Continued/ Tabled	Click here to enter text.

Budget Information

FUNDING: N/A

Review/Recommendation

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

Board Action

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

NOTICE OF CONTINUED PUBLIC HEARING

10:30 a.m. September 1st, 2020
Swift County Commissioners Room
Basement of the Law Enforcement Center
301 14th Street N, Benson, MN

In the Matter of the Petition for Outlet
into Judicial Ditch #5

A petition for outlet was filed with the Swift County Auditor requesting permission to outlet lands into Swift County JD #5, the W ½ of the NE ¼ section #8 -T121-N, R39-W (Torning Township). The Public Hearing held on July 21st, was tabled and continued to September 1, 2020. All interested parties should come and be heard. Because of Covid 19, the meeting can be accessed through the zoom address below.

https://us02web.zoom.us/j/87340114138?pwd=Z2ZNUVRXSmhmeEdnNk5QNmtuSlRBdz09

BEFORE THE SWIFT COUNTY BOARD OF COMMISSIONERS

ACTING AS DRAINAGE AUTHORITY FOR

JUDICIAL DITCH #5

AGENDA

Continued Public hearing for Outlet

September 1st, 2020 10:30 AM

Swift County Commissioners Room

1. Open public hearing – *Board Chairperson*
2. Purpose of Hearing and explanation of the continuation and the changed petition. *Mike Johnson*
3. Record of Notice Requirements – *Mike Johnson* Paper Notice Weeks of August 9th, 16th and 24th. Posted in court house August 17th . This being a continued/ tabled meeting mailed notices did not need to be sent out.
4. Explanation and presentations of Petition – *Petitioners*
5. Public comments and questions
6. Viewer's recommendations – Were presented at the part 1 of the public hearing.
7. Possible action by Drainage Authority
    - Approval or Denial of outlet
    - If outlet is granted, outlet fee and benefits are charged per Viewer's recommendations

Swift County Ditch Authority

Re: Petition for Outlet into Judicial Ditch No. 5

July 21, 2020

As per your request, I have arrived at an outlet fee and net benefits for Keven and Kim VanHeuveln petition for the NW ¼ NE ¼ , and SW ¼ NE ¼ Section 8-T121N-R39W (Torning Township) into JD No. 5.

JD No. 5 had benefits determined in 1919. The current assessment role is based on a redetermination of benefits for a major repair in 1980. I viewed the soils on the petitioned parcel. I looked at the adjacent parcel soils and elevation and how the viewers called the wet acres in 1980. After determining the wet acres for the petitioned parcel, I followed their valuation for each wet acre considering a proximity factor. This arrived at the net benefits to be included in the current assessment role.

To arrive at an outlet fee, I have used several factors. The 1980 redetermination of benefits project was a 38.2% project. After applying this factor, I multiplied a consumer price index number to represent current dollar values to obtain an outlet fee.

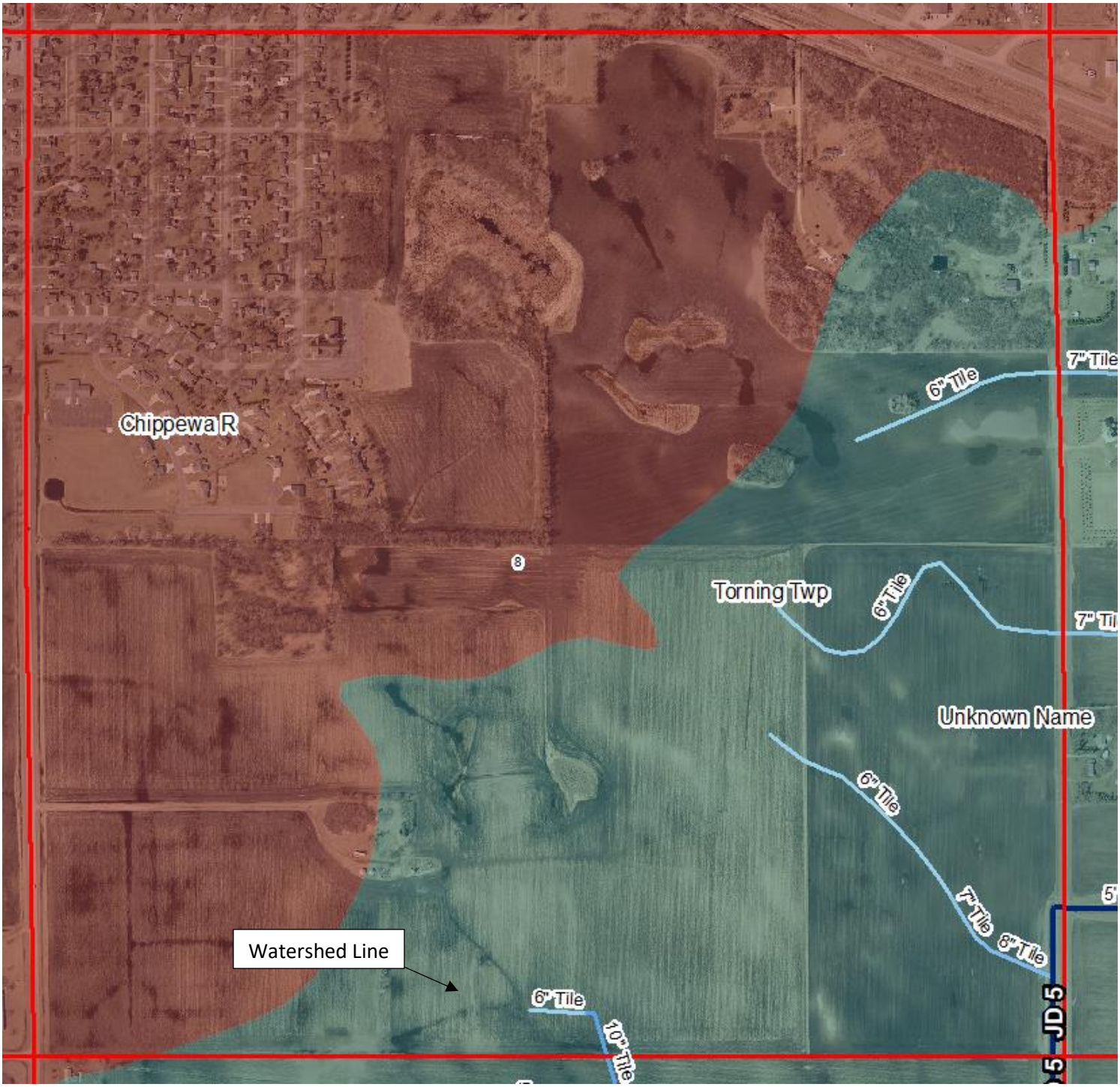
I have arrived at the following net benefits to be applied to the present assessment role, and the following outlet fee for the petitioned parcel.

Parcel	Ac. in Tract	Ac. Benefited	Benefit Value	Outlet Fee
Kevin & Kimberly VanHeuveln 9820 135th Street NW Pennock, MN 56279				
8-T121N-R39W #23-145-000 Part of NW ¼ of NE ¼	35.5	20	$1000.00	**$1280.00**
SW ¼ NE ¼	40	16	$960.00	**$1230.00**

Respectfully submitted,
Jim Weidemann

Jim Weidemann

41480 Ideal Avenue
Belview, MN 56214


Chippewa R
Torning Twp
Unknown Name
7" Tile
6" Tile
6" Tile
7" Tile
6" Tile
7" Tile
8" Tile
6" Tile
10" Tile
JD 5
Watershed Line

Section #8 Torning Twp.

Benefited Acres

NW ¼ of NW ¼ City of Benson	NE ¼ of NW ¼ City of Benson	NW ¼ of NE ¼ 20 benefited acres JD #19 Petitioned Acres	NE ¼ of NE ¼ These acres are split among the people who live in the woods.
SW ¼ of NW ¼ City of Benson	SE ¼ of NW ¼ City of Benson	SW ¼ of NE ¼ 8 benefited acres JD #19 Petitioned Acres	SE ¼ of NE ¼ 21 benefited acres JD #5
NW ¼ of SW ¼ 20 benefited acres JD #19	NE ¼ of SW ¼ 21 benefited acres JD #5 10 benefited acres JD 19	NW ¼ of SE ¼ 9 benefited acres JD #5	NE ¼ of SE ¼ 23 benefited acres JD #5
SW ¼ of SW ¼ 0 Benefited acres	SE ¼ of SW ¼ 4 benefited acres JD #5	SW ¼ of SE ¼ 11 benefited acres JD #5	SE ¼ of SE ¼ 31 benefited acres JD #5

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Request for approval to approve the proposal for full architectural and engineering design services moving forward with the LEC 6W Renovation Project.	
AGENDA YOU ARE REQUESTING TIME ON: Regular	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: The Building Committee has reviewed the proposal and would recommend moving forward to get started with this renovation project for 2021.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	N/A

Budget Information

FUNDING:	110 Department – Building Improvements

Review/Recommendation

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

August 21, 2020

Kelsey Baker, Swift County Administrator
Swift County
301 14th Street North
Benson, Minnesota 56215-0207

Re: Swift County
LEC 6W Renovation
Commission No. 9999

Dear Kelsey:

It has been a pleasure working with you and the Building Committee. After the Board recently took action to approve the 5-year Project Outlay, we understand the County is interested in moving forward with renovations of the lower level of the LEC to accommodate an office suite for 6W corrections, in alignment with our recent diagrams.

Please accept this proposal for full architectural and engineering design services to move forward with the LEC 6W Renovation Project. With the current phasing plan in mind, it is understood that we should align the renovation scope, and any additional requested items from the "Phased Approach" with the budgets presented. Your proposed fee calculation with respect to that budget is as follows:

Construction Cost Budget	$ 500,000
Full Service Fixed Fee Rate	x 7.5%
Full Service Fixed Fee	$ 37,500

Reimbursable Expenses are in addition to our fixed fee and include expenses incurred by us and our consultants directly related to the Project. We have estimated our expenses to be approximately $3,000 and would agree to this as a maximum for reimbursable expenses resulting in a **Total Proposed Contract Maximum Fee of $40,500**. At the completion of Schematic Design we will complete an estimate of the agreed upon scope to allow for the County to consider an adjustment to our fees, or the budget as appropriate.

Our proposed schedule for this work will include bidding the work this winter and allow for the construction work to occur in the spring and summer of 2021.

We appreciate the opportunity to help with this critical project. Please let me know if I can provide any additional information.

Sincerely,

Wold Architects and Engineers

Jonathan Loose | P.E., LEED AP
Associate

cc: Joel Dunning, Wold
Matt Mooney, Wold

LW/Promo/COU_Swift/crsp/aug20

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider authorizing and approving the SWIFT CPR application and process and distribution of Coronavirus Relief Funds	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: The Swift County CARES Act Team met and reviewed and approved the following for disbursements. Below is also a recommendation for more of the allocation of funds. Included in the bills are county expenses, these were reviewed and approved by Kim Saterbak and Kelsey Baker. Below is a breakdown of a request, approval for allocations and the money that has been spent. RDC Request - $2,407.20 Allocation approvals: Food Shelf - $10,000 Schools - $75,000	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Click here to enter text.

Budget Information

FUNDING:	CARES Act Coronavirus Relief Funds

Review/Recommendation

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

Request for Board Action

BOARD MEETING DATE:
September 1, 2020

Commissioner's Report

Department Information

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

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Presentation, review, and discussion of Swift County's Preliminary 2021 Budget and Levy	
AGENDA YOU ARE REQUESTING TIME ON: Other Business	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: The County Board is required to approve preliminary levies and budgets prior to September 30. They are also required to set the TNT meeting by September 30.
BACKGROUND/JUSTIFICATION: The full budget and supporting document on the preliminary 2021 Budget and Levy is included in the supplemental material. The board is asked to review and discuss the proposed preliminary budget and levy. Action will be requested to be taken by the Board's September 15 meeting.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	None

Budget Information

FUNDING:	n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Was not submitted for review	RECOMMENDATIONS: Review and discuss
COMMENTS: n/a	COMMENTS: None

Fund 01 - Revenue Fund		2021 Revenues	2021 Expenditures	2021 Net	2020 Net	$ Change	% Change
3	"County Wide"	696,867	48,332	648,535	700,475	(51,940)	-801%
5	County Board	-	282,147	(282,147)	(233,993)	(48,154)	1707%
21	Law Library	14,000	15,000	(1,000)	(1,000)	-	0%
31	Administration	-	279,839	(279,839)	(309,861)	30,022	-1073%
40	Auditor	25,000	267,180	(242,180)	(206,018)	(36,162)	1493%
41	Treasurer	15,500	221,638	(206,138)	(205,541)	(597)	29%
42	Assessor	51,828	356,646	(304,818)	(297,288)	(7,530)	247%
43	Public Examiners	-	65,000	(65,000)	(58,000)	(7,000)	1077%
44	License and Permits	4,370	1,250	3,120	3,120	-	0%
60	Data Processing	-	87,000	(87,000)	(87,000)	-	0%
89	Elections	-	10,205	(10,205)	(57,700)	47,495	-46541%
90	Attorney	33,700	517,013	(483,313)	(476,942)	(6,371)	132%
100	Land Records	126,360	360,762	(234,402)	(257,993)	23,591	-1006%
110	Courthouse Building	-	826,692	(826,692)	(353,130)	(473,562)	5728%
111	County Museum Building	-	15,688	(15,688)	(17,537)	1,849	-1179%
112	CPHS Building	-	12,516	(12,516)	(16,900)	4,384	-3503%
113	Praire 5 Building	-	13,952	(13,952)	(15,856)	(13,876)	9946%
115	Attorney's Office Building	-	8,350	(8,350)	(12,000)	3,650	-4371%
116	Law Enforcement Building	-	161,967	(161,967)	(136,400)	(25,567)	1579%
122	Veterans Service	7,500	184,233	(176,733)	(172,301)	(4,432)	251%
123	Planning and Zoning	84,728	85,128	(400)	(16,900)	16,500	-412500%
148	Technology Committee	-	15,400	(15,400)	(42,400)	27,000	-17532%
149	Technology Support	131,200	299,370	(168,170)	(184,971)	16,801	-999%
200	Sheriff	70,500	1,572,398	(1,501,898)	(1,656,190)	154,292	-1027%
202	911 Distribution	80,920	48,000	32,920	32,920	-	0%
204	Coroner	-	15,000	(15,000)	(15,000)	-	0%
205	Jail	34,000	1,054,205	(1,020,205)	(1,045,210)	25,005	-245%
251	6W Community Corrections	-	290,797	(290,797)	(290,797)	-	0%
261	Restorative Practices	-	102,945	(102,945)	(99,499)	(3,446)	335%
280	Emergency Management	18,000	85,520	(67,520)	(63,593)	(3,927)	582%
400	Countryside Public Health Services	-	121,416	(121,416)	(121,416)	-	0%
490	Ambulance	-	40,000	(40,000)	(40,000)	-	0%
520	County Parks	67,016	72,016	(5,000)	(5,000)	-	0%
521	Parks and Drainage	187,118	246,475	(59,357)	(19,656)	(39,701)	6689%
600	Extension	1,000	164,494	(163,494)	(151,833)	(11,661)	713%
602	Agriculture Inspector	-	13,500	(13,500)	(13,500)	-	0%
603	Predator Control	-	10,000	(10,000)	(10,000)	-	0%
703	Grants and Appropriations	-	509,391	(509,391)	(509,391)	-	0%
	Revenue Fund Totals	**1,649,607**	**8,481,465**	**(6,831,858)**	**(6,464,301)**	**(367,557)**	569%
	Levy and Aid Necessary to Balance			**6,831,858**	**6,464,301**	367,557	569%
	General Fund Levy			**6,055,139**	**5,927,702**	127,437	215%
	Revenue Fund CPA			**600,150**	**594,280**	**5,870**	99%
	Revenue Fund Levy Necessary to Balance			**176,569**	**(57,681)**	234,250	-40611%
	Surplus/(Spend Down)			**(176,569)**	**57,681**	**(234,250)**	40611%
				-	**-**		0.00

Fund 2 -Solid Waste		2021 Revenues	2021 Expenditures	2021 Net	2020 Net	$Change	% Change
390	Environmental Services	1,207,650	1,247,197	(39,547)	(242,930)	(203,383)	-51428%
	Solid Waste Fund Totals	**1,207,650**	**1,247,197**	**(39,547)**	**(242,930)**	**(203,383)**	-51428%
	Levy and Aid Necessary to Balance			**39,547**	**242,930**	**203,383**	51428%
	Solid Waste Fund Levy			**65,000**	**65,000**	**-**	**-51428%**
	Revenue Fund Levy Necessary to Balance			**(25,453)**	**177,930**		-114.31
	Surplus/(Spend Down)			**25,453**	**(177,930)**		114.305
				-	**-**		0.00

Fund 03 - Road and Bridge Fund		2021 Revenues	2021 Expenditures	2021 Net	2020 Net	$Change	% Change
300	Administration	4,473,213	199,877	4,273,336	5,511,186	(1,237,850)	-28.97
301	Shared Engineer	91,747	183,199	(91,452)	(93,854)	2,402	-2.63
310	Maintenance	-	2,081,614	(2,081,614)	(1,981,953)	(99,661)	-4.79
311	Authorized Work Contribution	-	15,781	(15,781)	(13,522)	(2,259)	14.31
315	Engineering	-	105,237	(105,237)	(116,720)	11,483	-10.91
320	Construction	-	2,622,799	(2,622,799)	(3,948,446)	1,325,647	50.54
330	Equipment & Maintenance Shops	-	750,046	(750,046)	(758,080)	8,034	-1.07
350	Other (Sales Tax)	-	8,000	(8,000)	(8,000)	-	0.00
360	Accounts Receivable	-	2,638	(2,638)	(2,705)	67	-2.54
370	Inter-Governmental Expense	-	424,713	(424,713)	(479,647)	54,934	12.93
	Road and Bridge Totals	**4,564,960**	**6,393,904**	**(1,828,944)**	**(1,891,741)**	**62,797**	-3.43
	Levy and Aid Necessary to Balance			**1,828,944**	**1,891,741**	**(62,797)**	-3.32
	Highway Fund LEVY			**1,905,027**	**1,905,027**		0.00

R&B Levy Necessary to Balance		**(76,083)**	**(13,286)**	**(62,797)**	472.66
Surplus/(Spend Down)		**76,083**	**13,286**	**62,797**	472.66
R&B Levy		**-**	**-**	**-**	0.00

Fund 11 - Human Services Fund		**Revenues**	**2021 Expenditures**	**Net**	**2020 Net**	**$ Change**	**% Change**
404-000	Income Maintence						
404-600	Income Maint Admin	49,500	430,980	(381,480)	(461,111)	(79,631)	-20.87
404-601	Random Moments	-	521,950	(521,950)	(406,121)	115,829	22.19
404-610	Aid to Families with Dependent Children	1,000	1,000	-	-	-	0.00
404-620	General Assistance	5,000	27,500	(22,500)	(21,000)	1,500	6.67
404-630	Food Stamps Certification and Issuance	106,000	1,000	105,000	100,000	(5,000)	4.76
404-640	Child Support and Collection	191,200	180,225	10,975	17,157	6,182	-56.33
404-650	Medical Assistance	413,650	144,000	269,650	251,350	(18,300)	6.79
404-660	Catastrophic Health Expense Protection	3,000	3,000	-	-	-	0.00
404-680	Refugee Resettlement	300	-	300	300	-	0.00
404	*Income Maint (Subtotal)*	*769,650*	*1,309,655*	*(540,005)*	*(519,425)*	20,580	0.00
405-700	Social Services Administration	671,850	1,149,070	(477,220)	(2,229,214)	(1,751,994)	-367.13
405-701	Payroll - SSTS Time Study	-	1,838,350	(1,838,350)	-	1,838,350	100.00
405-710	Childrens Services	486,150	773,650	(287,500)	(301,200)	(13,700)	-4.77
405-720	Other Child Care	-	44,500	(44,500)	(44,450)	50	0.11
405-721	MFIP Training & Education	3,000	-	3,000	3,000	-	0.00
405-728	BSF Regular Payments	3,500	-	3,500	3,500	-	0.00
405-730	Chemical Dependency	38,000	77,000	(39,000)	(34,000)	5,000	12.82
405-740	Mental Health	364,450	550,950	(186,500)	(167,600)	18,900	10.13
405-750	Development Disabilities Services	240,400	144,500	95,900	81,300	(14,600)	15.22
405-760	Adult Services	294,900	98,500	196,400	175,600	(20,800)	10.59
405	*Social Services (Subtotal)*	*2,102,250*	*4,676,520*	*(2,574,270)*	*(2,513,064)*	*61,206*	
	Human Services Totals	**2,871,900**	**5,986,175**	**(3,114,275)**	**(3,032,489)**	**81,786**	**2.63**
	Levy and Aid Necessary to Balance			**3,114,275**	**3,032,489**	**81,786**	**2.70**
	Human Service Fund Levy			**3,050,525**	**3,063,400**		
	Human Services Levy Necessary to Balance			**63,750**	**(30,911)**	**94,661**	**-306.24**
	Surplus/(Spend Down)			**(63,750)**	**30,911**		**0.00**
	Human Services Levy			**-**	**-**	**-**	

Fund 35 - Debt Service		**Revenues**	**2021 Expenditures**	**Net**	**2020 Net**	**$Change**	**% Change**
898	2017A Bonding (Capital Improvement)	-	374,162	(374,162)	(375,312)	(1,150)	-0.31
899	2016A Bonding (Fed Tel)	524,765	524,765	-	-	-	0.00
	Debt Service Totals	**524,765**	**898,927**	**(374,162)**	**(375,312)**	**(1,150)**	**-0.31**
	Levy and Aid Necessary to Balance			**374,162**	**375,312**	**(1,150)**	**-0.31**
	Debt Service Fund LEVY			**365,932**	**367,139**		
	Debt Services Levy Necessary to Balance			**8,230**	**8,173**	**57**	**0.70**
	Surplus/(Spend Down)			**(8,230)**	**(8,173)**		**0.00**
	Debt Services Levy			**-**	**-**	**-**	

County Wide Summary	**2021**	**2020**	**$ Change**	**% Change**
Necessary County Levy to Balance	11,441,623	11,328,268	113,355	0.99
Anticipated County Program Aid	600,150	594,280	5,870	0.98
	12,041,773	11,922,548	119,225	0.99
Desired Surplus/(Spend Down)	(147,013)	(84,225)	(62,788)	42.71

2021 Budget with $600,00 Building Improv

	1 Gen Rev	2 SW	3 Hwy	11 HS	35 Bond	Gross Levy Total
2021 Net Levy @ .05%	6,595,677	65,000	1,905,027	3,050,525	365,932	11,982,161
Non-Levy Revenue	1,649,607	1,207,650	4,564,960	2,871,900	524,765	10,818,882
Total Revenue	8,245,284	1,272,650	6,469,987	5,922,425	890,697	22,801,043
Expenditures	8,481,465	1,247,197	6,393,904	5,986,175	898,927	23,007,668
Surplus/(Reserves Used)	**(236,181)**	**25,453**	**76,083**	**(63,750)**	**(8,230)**	**(206,625)**
2021 Net Levy @ 0.8%	6,631,444	65,000	1,905,027	3,050,525	365,932	12,017,928
Non-Levy Revenue	1,649,607	1,207,650	4,564,960	2,871,900	524,765	10,818,882
Total Revenue	8,281,051	1,272,650	6,469,987	5,922,425	890,697	22,836,810
Expenditures	8,481,465	1,247,197	6,393,904	5,986,175	898,927	23,007,668
Surplus/(Reserves Used)	**(200,414)**	**25,453**	**76,083**	**(63,750)**	**(8,230)**	**(170,858)**
2021 Net Levy @ 1%	6,655,289	65,000	1,905,027	3,050,525	365,932	12,041,773
Non-Levy Revenue	1,649,607	1,207,650	4,564,960	2,871,900	524,765	10,818,882
Total Revenue	8,304,896	1,272,650	6,469,987	5,922,425	890,697	22,860,655
Expenditures	8,481,465	1,247,197	6,393,904	5,986,175	898,927	23,007,668
Surplus/(Reserves Used)	**(176,569)**	**25,453**	**76,083**	**(63,750)**	**(8,230)**	**(147,013)**

($$) - using reserves
$$ adding to reserves