



**Notice & Agenda**  
**Swift County Board of Commissioners**  
**Tuesday, March 19, 2024**  
**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.

**Pledge of Allegiance**

**Call to Order and Roll Call**

1. **Citizens Comments**
2. **Approve Agenda**
3. **Consent Agenda**
  - (a.) Consider approving March 5, 2024, Commissioner Board Minutes.
  - (b.) Consider approving Resolution 24-03-24 Amending Resolution for Swift County SSTS Upgrades II Clean Water Partnership Project Loan Program
  - (c.) Consider approving updated 2024 Organizational Chart
  - (d.) Greater Minnesota Family Services Family Based Services Contract 2024
  - (e.) Consider approving Resolution No. 24-03-25 Appointing the Interim Director of Emergency Management.
4. **Consider Approval of Commissioner warrants and review Auditor warrants**
  - (a.) Consider approving Commissioner warrants.
  - (b.) Auditor Warrants paid on 3/11/2024.
5. **Regular Agenda**
  - (a.) Otter Tail Power BSSA Lines Update - Jason Weiers
  - (b.) Approval of Drafted Notice for Swift County Ditch No. 8 Re-Establishment of Records
  - (c.) Swift County's Wind Energy Ordinance and Swift County's Solar Power Ordinance
  - (d.) Consider approving Abdo Financial Solutions contract extension
6. **Commissioner and Board reports**
7. **County Administrator report**
8. **Other Business**
9. **Adjournment**



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Trista Nelson	REQUESTOR PHONE: 13203148368
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving March 5, 2024, Commissioner Board Minutes.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
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[3-05-2024 Draft.pdf](#)

# SWIFT COUNTY BOARD MINUTES

## March 5, 2024

Chairman P. Peterson called the meeting to order at 9:00 AM. The Pledge of Allegiance was recited.

All members were present.

Also present: County Administrator Tesa Tomaschett, Trista Nelson, Human Resource Coordinator Marlene Molden, County Engineer Tyler Baumchen, Parks, Drainage, and Wetland Supervisor Kody Fossum, and members of the public.

There were no citizen comments.

Chairman P. Peterson asked if there were any changes to the agenda, there were none.

Commissioner E. Pederson moved, and Commissioner Mahoney seconded to approve the agenda. The motion carried unanimously.

- Consider approving February 20, 2024, board minutes.
- Consider approving the February 6, 2024, amended board minutes.
- Consider approving the 2023 County Feedlot Officer Annual Report.
- Consider approving Resolution 24-03-23: Resolution Accepting Award from FEMA for Hazard Mitigation Assistance
- Consider Approving Letter of Support for the DEED Childcare Economic Development Grant

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve the Consent Agenda. The motion carried unanimously.

Commissioner Rudningen asked if the warrants report could be attached to the minutes to eliminate future errors. Trista reported that the process will be changed for future minutes.

Commissioner warrants are as follows:

County General Revenue	163,078.92
Solid Waste Fund	28,131.83
County Road & Bridge	742,223.93
Human Services	70.00
County Ditches Fund	11,405.22
County health insurance	1,064.85
State Fund	1,791.00

<u>Vendor Name</u>	<u>Amount</u>
Abdo Financial Solutions LLC	34,042.36
American Door Works	17,076.00
Catalis LLC	4,390.00
Central Specialties Inc	148,992.51
City Of Appleton	9,664.26
Country Pet Foods	6,145.65
Dooley Petroleum, Inc.	2,343.39
Houston Engineering Inc	5,345.25
John Deere Financial	12,467.93
Kandiyohi County Auditor Treasurer	10,005.22
Kerkhoven Banner	13,894.26
Pemberton Sorlie Rufer & Kershner PLLP	6,037.86
Rinke Noonan	18,661.00
Southwest Initiative Foundation	3,300.00
Swift County GROW	2,500.00
Tinjum Appraisal Company Inc	10,000.00
Titan Machinery	6,815.30
Treasurer, Appleton Township	27,574.48
Treasurer, Benson Township	34,535.54
Treasurer, Camp Lake Township	21,124.01
Treasurer, Cashel Township	25,326.69

Treasurer, Clontarf Township	13,155.26
Treasurer, Dublin Township	30,842.91
Treasurer, Edison Township	22,180.29
Treasurer, Fairfield Township	24,992.42
Treasurer, Hayes Township	34,170.71
Treasurer, Hegbert Township	19,915.62
Treasurer, Kerkhoven Township	32,599.15
Treasurer, Kildare Township	23,672.98
Treasurer, Marysland Township	21,224.99
Treasurer, Moyer Township	23,147.70
Treasurer, Pillsbury Township	37,557.16
Treasurer, Shible Township	20,817.16
Treasurer, Six Mile Grove Twp.	21,779.57
Treasurer, Swenoda Township	22,556.30
Treasurer, Tara Township	22,097.30
Treasurer, Torning Township	48,218.51
Treasurer, West Bank Township	28,596.25
Waste Management Of WI-MN	10,521.92
Widseth Smith Nolting & Assoc Inc	39,744.49
52 Payments less than \$2000	29,733.35
<b>Final Total:</b>	<b>947,765.75</b>

Commissioner Rudningen moved, and Commissioner E. Pederson seconded to approve the Commissioner Warrants. The motion carried unanimously.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to approve the review of February 29, 2024, paid Auditor Warrants. The motion carried unanimously.

HR Coordinator Marlene Molden reported that an offer has been made to fill the Auditor-Treasurer position contingent on approval of salary grade 21, step 4 which is \$46.94 an hour. Once the acceptance letter is signed then the name will be released.

Commissioner Rudningen moved, and Commissioner Mahoney seconded to approve grade 21, step 4 for the Auditor-Treasurer salary. The motion carried unanimously.

Commissioner P. Peterson opened and read aloud the four bids that were received for the rental of Swift County's agriculture land. This rental is for a three-year term.

- Arnold V. Pagel/Alan D. Pagel: \$205/acre at 56 acres for \$11,480.00/year
- Caleb Darrel Henry: \$222/acre at 56 acres for \$12,432.00/year
- Logan Golden: \$300/acre at 56 acres for \$16,800.00/year
- Ryan Jensen: \$152.50/acre at 56 acres for \$8540.00/year

The agreement was presented to the board for review. The County Attorney has already approved it as is.

Commissioner Hendrickx moved, and Commissioner Mahoney seconded to approve Logan Golden bid for \$300/acre at 56 acres for \$16,800.00/year for Swift County's agricultural land rental. The motion carried unanimously.

Swift County Soil and Water Conservation District Manager Andy Albertsen gave a Soil and Water Conservation update on projects that were completed last year in 2023 and also presented to the board the 2024 project plans. Albertsen requested approval from the board for the Upper Minnesota River Watershed Joint Powers Collaboration.

Commissioner Mahoney moved, and Commissioner Rudningen seconded to approve the Upper Minnesota River Watershed Joint Powers Collaboration. The motion carried unanimously.

Carrie Bendix shared with the board a presentation of Counties offering a Summer Internship Program and that there are many options on how that would look and what it all entails. The board decided to bring it to the ETO Committee to work on a program to fit Swift County's needs.

Vicky Holthaus and Annette Storm with Abdo Financial Solutions presented to the board the

Work Plan from the Process Evaluation for the County's Financial Department.

Kody Fossum reported on the Appleton Project/ OHV Park expansion. The appraisal has been completed on a 250-acre parcel from Larson Gravel & Land Co., Inc. The appraisal came in at \$575,100. Kody presented a purchase agreement between Larson Gravel & Land Co., Inc. and The Appleton Project to purchase 250 acres, Parcel ID: 01-0001-000, for the price of \$500,000. Grant in Aid, which is MN State funds, will pay for this purchase. More Grant in aid will be used for future development into an expansion of the OHV park. The Appleton Project will be the fiscal agent for the project.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to approve the Purchase Agreement between Larson Gravel & Land Co., Inc. and the Appleton Project. The motion carried unanimously.

County Engineer Tyler Baumchen requested approval from the board to purchase two Tandem Trucks that are budgeted for the 2024 and 2025 fiscal years from ISTATE Truck Center with the lowest bid. Baumchen received the following quotes.

- Nuss Truck & Equipment for \$282,116.53 with Towmaster delivered price and \$278,926.53 with J-Craft delivered price. These prices include the trade-in quote of \$60,000.
- ISTATE Truck Center for \$269,635.94 with Towmaster delivered price and \$266,445.94 with J-Craft delivered price. These prices include the trade-in quote of \$60,000.
- Truck Center Companies for \$293,507.54 with Towmaster delivered price and \$290,317.54 with J-Craft delivered price. These prices include the trade-in quote of \$42,000.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approve the 2024 Western Star Tandem Truck purchase from ISTATE Truck Center for \$269,635.94. Staff will assign the funds in highway reserves from the 2024 budget to the 2025 budget if the truck isn't delivered by year-end. The motion carried unanimously.

Commissioner Hendrickx moved, and Commissioner Rudningen seconded to approve the 2025 Western Star Tandem Truck purchase from ISTATE Truck Center for \$269,635.94 to be paid from Highway reserves unless approved in the 2025 budget. The motion carried unanimously.

County Engineer Baumchen brought to the board that they are in need of a new sign truck. They priced out a new one which is not affordable so are asking if they can purchase a used one off MinnBid which currently has two Sign Trucks available.

Commissioner Rudningen moved, and Commissioner Hendrickx seconded to approved to spend up to \$75,000 of Highway's reserves to bid on a used Sign Truck. The motion carried unanimously.

EMS Address Sign Installation bidding documents were presented. Bids will be accepted until March 27<sup>th</sup>, 2024 at 10:00 AM at the Office of the County Administrator. The anticipated award date is April 2<sup>nd</sup>, 2024 with a project completion date of October 31, 2024

Commissioner Rudningen moved, and Commissioner Mahoney seconded to approve the Advertising for Bid for EMS Address Sign Installation. The motion carried unanimously.

Commissioner Mahoney reported on the Personnel Committee, VSSA, and County Township Meetings. Commissioner E. Pederson reported on the Township and Historical Society Meetings. Commissioner Rudningen reported on the Prairie Lakes Youth Program, Extension, and Township Meetings. Commissioner Hendrickx reported on the Legislative Conference, Health & Human Services, AMC Board Meetings, and the work session with County Attorney Danielle Olson. Chairman P. Peterson reported on the work session, Prairie Five, HRA, and the Township meetings.

Administrator Tomaschett reported on Emergency Manager Bill McGeary retiring in April. The employee pizza party on March 19<sup>th</sup>. Abdo Financial Solution. Tomaschett also reported that during the meeting the Auditor-Treasurer candidate Katie Foley did sign the paperwork to accept the position.

There was no other business.

The board meeting adjourned at 10:58 AM.

WITNESSED:

\_\_\_\_\_  
Peter Peterson, Chair

ATTEST:

\_\_\_\_\_  
Tesa Tomaschett, County Administrator

DRAFT



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Swift County Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Resolution 24-03-24 amending the current Swift County SSTS Upgrades II Project	
AGENDA YOU ARE REQUESTING TIME ON: Swift County Board of Commissioners Consent Agenda - 3/19/24 Meeting	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Swift County provides a loan program to the residents of Swift County for upgrading their septic systems. This loan program is funded through the MPCA, Minnesota Clean Water Partnership Project. The loans are paid back through the resident's property taxes.	

### Budget Information

FUNDING: MPCA Clean Water Partnership
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[Resolution 24-03-24 amending SSTS upgrades II Clean Water Partnership.pdf](#)

[MPCA\\_loan\\_Swift\\_County\\_SRF0348\\_amend1.pdf](#)

RESOLUTION NO. 24-03-24  
AMENDING RESOLUTION SWIFT COUNTY SSTS UPGRADES II CLEAN WATER PARTNERSHIP  
PROJECT LOAN PROGRAM

BE IT RESOLVED by the Swift County Board of Commissioners that, as Project Sponsor and Loan Sponsor, on **May 3<sup>rd</sup>, 2022** the Board passed a Resolution to enter into the Minnesota Clean Water Partnership Project Implementation Loan Agreement along with the Minnesota Pollution Control Agency to conduct the Swift County SSTS Upgrades II Project.

BE IT FURTHER RESOLVED by the Swift County Board of Commissioners that the Director, Scott Collins was authorized by resolution of the Board, to serve as Project Representative and represent the County in all matters which, according to the conditions of the Minnesota Clean Water Partnership Project Implementation Loan Agreement, do not specifically require action by the Board.

BE IT FURTHER RESOLVED by the Swift County Board of Commissioners that the Director, Scott Collins was authorized by resolution to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

BE IT FURTHER RESOLVED by the Swift County Board of Commissioners that the Director, Scott Collins be authorized to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 1 for the above referenced Project on behalf of the Board, as Project and Loan Sponsor. This is retroactive to and amends the previous Resolution with respect to the SRF0348 Clean Water Partnership Project Implementation Loan Agreement.

WHEREUPON the above resolution was adopted at regular meeting of the Swift County Board of Commissioners this 19th day of March, 2024.

\_\_\_\_\_  
Peter Peterson, Chairman  
Swift County Board of Commissioners

\_\_\_\_\_  
Date

STATE OF MINNESOTA  
County of Swift

I, **Tesa Tomaschett**, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the **Swift County Board of Commissioners** of said **Swift County**, that I have compared the above resolution with the original passed and adopted by the **Swift County Board of Commissioners** of said **Swift County** at a **regular** meeting thereof held on the **19th** day of **March, 2024** at **Benson, MN**, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this **19<sup>th</sup> day of March, 2024, and have hereunto affixed the seal of Swift County.**

\_\_\_\_\_  
Tesa Tomaschett  
Swift County Administrator

**AMENDMENT NO. 1 TO LOAN AGREEMENT NO. SRF0348**

Loan Agreement Start Date: 04/27/2022	Total Loan Agreement Amount: \$700,000.00
Original Project Implementation Period Expiration Date: 04/27/2022	Original Loan Agreement Amount: \$350,000.00
Current Project Implementation Period Expiration Date: 04/27/2025	Previous Amendment(s) Total: \$0.00
Requested Project Implementation Period Expiration Date: 04/27/2026	Current Amendment: \$350,000.00
Original Loan Agreement Expiration Date: 06/15/2035	
Requested Loan Agreement Expiration Date: 06/15/2036	

This Amendment no. 1 to Loan Agreement no. SRF0348 is by and between the State of Minnesota, through its Minnesota Pollution Control Agency (MPCA) and Swift County (Project & Loan Sponsor).

**Recitals**

1. The MPCA has a Minnesota Clean Water Partnership Project Loan Agreement with Swift County (Project & Loan Sponsor) identified as Loan Agreement No. SRF0348 dated April 27, 2022 (Original Agreement), to provide funding to support Best Management Practices (BMPs) Swift County SSTS Upgrades II (Project).
2. Swift County requests additional funding and a one year extension to support additional BMP implementation activities within the project area.
3. The MPCA and the Swift County are willing to amend Original Agreement accordingly, as stated below.

**Agreement Amendment**

[Deletions are struck out and Additions are underlined.]

**REVISION 1. PURPOSE OF AGREEMENT/DESCRIPTION OF PROJECT** "Section B" is amended as follows:

1. The purpose of this Agreement is to provide funding for the Best Management Practices (BMPs) described in the approved Project Work Plan for the Swift County SSTS Upgrades II Project (Project).
2. Prior to execution of this Agreement, the *Project Sponsor* submitted to the MPCA a proposed Project Work Plan that describes the Project and its BMPs. The MPCA is in the process of reviewing the proposed Project Work Plan, but has not yet approved it. When approved in writing by the MPCA Commissioner, the approved Project Work Plan, including the budget for the Project, shall be incorporated by reference into this Agreement as **Attachment 1-A**. The proposed Project Work Plan is now available for reference at the offices of the MPCA, Watershed Division, 520 Lafayette Rd., St. Paul, Minnesota.
3. There are two types of BMPs that could be included in a Project Work Plan. A First-Tier BMP is an activity that is directly undertaken by *Project Sponsor* or *Loan Sponsor*. A Second-Tier BMP is an activity that is undertaken by a person other than the *Project Sponsor* or *Loan Sponsor*. Whether funds provided by the MPCA under this Agreement may be used for First-Tier or Second Tier BMPs, or both, depends on whether the activities are part of the approved Project Work Plan.

**REVISION 2. MPCA COMMITMENT** "Section C" is amended as follows:

1. The MPCA commits, subject to the conditions set forth in this Agreement, to loan ~~three hundred fifty thousand dollars (\$350,000)~~ seven hundred thousand dollars (\$700,000) to *Loan Sponsor* for the purpose of funding the BMPs described in the approved Project Work Plan. If there is a discrepancy in the total funding amount stated in the budget of the Project Work Plan and in this Part, the funding amount stated in this Part shall control.
2. The MPCA's commitment to disburse funds under this Agreement is specifically conditioned on the MPCA's first receiving from *Loan Sponsor* evidence that *Loan Sponsor* has secured the debt in this Agreement by issuance of a general obligation promissory note. At a minimum, this evidence must include the following: (a) copy of the Note; (b) certified copies of all resolutions or other authority by the appropriate governing body or bodies as shall legally authorize the execution and performance of the Note; and (c) an opinion from recognized bond counsel concluding that the Note and this Agreement are duly authorized, executed and delivered and will constitute valid, legal and binding agreements in accordance with their terms. For purposes of permitting issuance of the Note, the MPCA represents that it is a "board, department or agency" of the State within the meaning of Minn. Stat. § 475.60, subd. 2, clause (4).

**REVISION 3. INTEREST RATE AND TERM OF LOAN** "Section D" is amended as follows:

1. This is a **zero percent (0%)** interest loan, having no finance charge. However; if a repayment is late, interest shall accrue at two percent (2%) annum on the principal balance owed commencing on the date repayment is due according to the *Final repayment schedule* and continuing until the payment is received by the MPCA.

**AMENDMENT NO. 1 TO LOAN AGREEMENT NO. SRF0348**

2. Appended to this Agreement as **Attachment 2-A** is an Estimated Repayment Schedule, which establishes a loan term of **ten (10) years**. However, when the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired (whichever comes first), the MPCA shall review the Estimated Repayment Schedule to determine if the payment amounts, due date and term of this Agreement should be revised. Based on this review, the MPCA will establish a Final Repayment Schedule. The Final Repayment Schedule will be based upon interest accrued during the project implementation period through the first payment due date and actual amounts disbursed under this Agreement for activities actually implemented before the expiration of the Project Implementation Period. At the sole discretion of the MPCA, the Final Repayment Schedule may provide a shorter or longer term than is stated in the Estimated Repayment Schedule first appended to this Agreement as **Attachment 2-A**. The MPCA will promptly forward to *Loan Sponsor* any revisions to the Estimated Repayment Schedule. The revisions will then become an integral and enforceable part of this Agreement.

**REVISION 4. SECURITY FOR REPAYMENT OF THE LOAN** "Section h" is amended as follows

1. This loan is secured by the general obligation promissory note described in Part C.2.
2. The date to begin repaying this loan is deferred until the loan has been fully disbursed, the Project has been fully completed or the Project Implementation Period has expired, whichever comes first. The Project Implementation Period is defined as exactly ~~three (3)~~ four (4) years from the effective date of this agreement.
3. After the loan has been fully disbursed, the Project has been fully completed, or the Project Implementation Period has expired, whichever comes first, the repayment of this loan is as stated in the *Estimated repayment schedule* (Attachment 2).
4. Notwithstanding any other provision of this agreement, the semiannual payments of principal due on this loan shall be due not later than one year after the loan has been fully disbursed, the project has been fully completed or the Project Implementation Period has expired, whichever is first. Payments by Loan Sponsor shall be due every six months. The first payment shall be submitted on the closest date of either June 15 or December 15 (based on the execution date of this Agreement) and shall be due semiannually on June 15 and December 15 after the first payment. Additional payments may be made at any time without penalty.
5. Loan Sponsor may prepay this loan in whole or in part from any funds legally available to Loan Sponsor for this purpose. When Loan Sponsor elects to pay off the loan in full, it shall give written notice to the MPCA and the MPCA shall then prepare and provide to Loan Sponsor a payoff statement. The payoff statement shall include all principal, interest and late fees, if any, due and payable to the MPCA.

Except as amended herein, the terms and conditions of the Original Agreement and all previous amendments are hereby ratified and affirmed and remain in full force and effect.

The MPCA, Project and Loan Sponsor acknowledge their assent to this Amendment No. 1 and agree to be bound by its terms through their signatures entered below.

AI#: 11854 PRO20220001 SWIFT ID#: 210971 PO# 3000030297

**Attachment 1-A:** Project Work Plan (in accordance with Part B.2.)

**Attachment 2-A:** Estimated Repayment Schedule (in accordance with Part D.2., H.3., and H.4.)

**Attachment 2-A Estimated repayment schedule**

**Title: Swift County SSTS Upgrades II**

**Clean Water Partnership Project**

Principal amount	<del>\$ 350,000.00</del> <u>700,000.00</u>
Estimated interest accrued (during project implementation period)	\$ N/A
Total loan balance	<del>\$ 350,000.00</del> <u>700,000.00</u>
Term (years)	10
Annual percentage rate	0%
Number of payments	20
Payment amount	<del>\$ 17,500.00</del> <u>\$35,000.00</u>

Year (Semiannual payments)	Payment due date	Payment amount due	Principal amount	Interest N/A	Total loan balance
-	-	-	-	-	<del>\$ 350,000.00</del>
1	12/15/2025	<del>\$ 17,500.00</del>	<del>\$ 17,500.00</del>	<del>\$ —</del>	<del>\$ 332,500.00</del>
2	6/15/2026	<del>\$ 17,500.00</del>	<del>\$ 17,500.00</del>	<del>\$ —</del>	<del>\$ 315,000.00</del>
3	12/15/2026	<del>\$ 17,500.00</del>	<del>\$ 17,500.00</del>	<del>\$ —</del>	<del>\$ 297,500.00</del>

**AMENDMENT NO. 1 TO LOAN AGREEMENT NO. SRF0348**

4	6/15/2027	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 280,000.00
5	12/15/2027	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 262,500.00
6	6/15/2028	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 245,000.00
7	12/15/2028	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 227,500.00
8	6/15/2029	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 210,000.00
9	12/15/2029	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 192,500.00
10	6/15/2030	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 175,000.00
11	12/15/2030	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 157,500.00
12	6/15/2031	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 140,000.00
13	12/15/2031	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 122,500.00
14	6/15/2032	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 105,000.00
15	12/15/2032	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 87,500.00
16	6/15/2033	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 70,000.00
17	12/15/2033	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 52,500.00
18	6/15/2034	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 35,000.00
19	12/15/2034	\$ 17,500.00	\$ 17,500.00	\$ —	\$ 17,500.00
20	6/15/2035	\$ 17,500.00	\$ 17,500.00	\$ —	\$ —
<b>Totals</b>	-	<b>\$ 350,000.00</b>	<b>\$ 350,000.00</b>	<b>\$0.00</b>	<b>\$ —</b>

<u>Year</u> <u>(Semiannual</u> <u>payments )</u>	<u>-</u> <u>Payment</u> <u>due date</u>	<u>-</u> <u>Payment</u> <u>amount due</u>	<u>-</u> <u>Principal</u> <u>amount</u>	<u>-</u> <u>Interest</u> <u>N/A</u>	<u>-</u> <u>Total loan</u> <u>balance</u>
					<b>\$ 700,000.00</b>
<u>1</u>	<u>12/15/2026</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 665,000.00</u>
<u>2</u>	<u>6/15/2027</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 630,000.00</u>
<u>3</u>	<u>12/15/2027</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 595,000.00</u>
<u>4</u>	<u>6/15/2028</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 560,000.00</u>
<u>5</u>	<u>12/15/2028</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 525,000.00</u>
<u>6</u>	<u>6/15/2029</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 490,000.00</u>
<u>7</u>	<u>12/15/2029</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 455,000.00</u>
<u>8</u>	<u>6/15/2030</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 420,000.00</u>
<u>9</u>	<u>12/15/2030</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 385,000.00</u>
<u>10</u>	<u>6/15/2031</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 350,000.00</u>
<u>11</u>	<u>12/15/2031</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 315,000.00</u>
<u>12</u>	<u>6/15/2032</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 280,000.00</u>
<u>13</u>	<u>12/15/2032</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 245,000.00</u>
<u>14</u>	<u>6/15/2033</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 210,000.00</u>
<u>15</u>	<u>12/15/2033</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 175,000.00</u>
<u>16</u>	<u>6/15/2034</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 140,000.00</u>
<u>17</u>	<u>12/15/2034</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 105,000.00</u>
<u>18</u>	<u>6/15/2035</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 70,000.00</u>
<u>19</u>	<u>12/15/2035</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ 35,000.00</u>
<u>20</u>	<u>6/15/2036</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Totals</b>		<b>\$ 700,000.00</b>	<b>\$ 700,000.00</b>	<b>\$0.00</b>	<b>\$ -</b>

Signatures:

Encumbrance Verification

Swift County Environmental Services Director

DocuSigned by:

*Kurt Soular*

AAC2AB7A9D2A400...

March 4, 2024

DocuSigned by:

*Scott Collins*

609313BD957B472...

March 6, 2024



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
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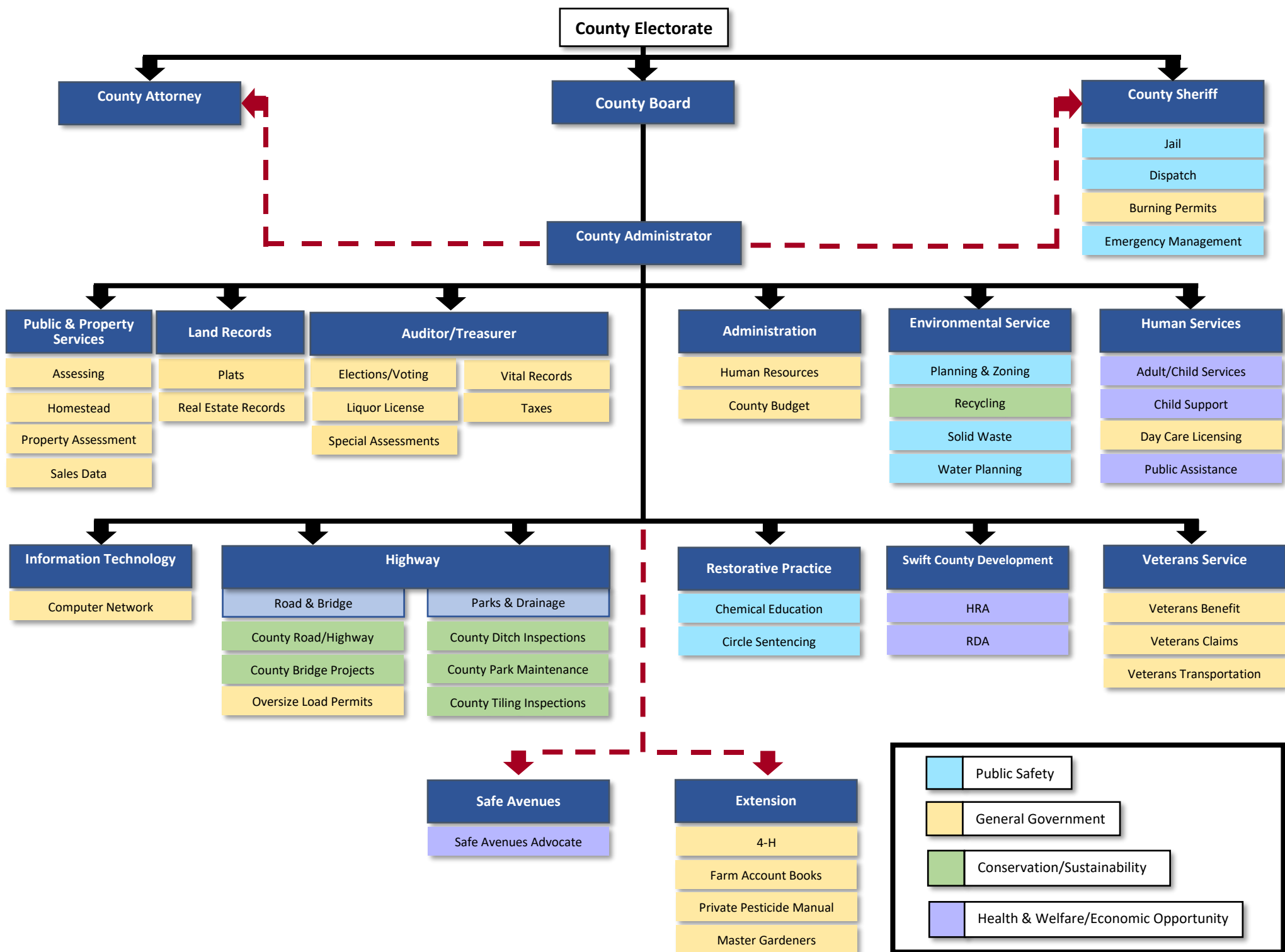
### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving updated 2024 Organizational Chart	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
----------

[2024 Organizational Chart.pdf](#)





# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

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

BRIEF DESCRIPTION OF YOUR REQUEST: Approve Greater Minnesota Family Services Family Based Services Contract 2024	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Annual Greater Minnesota Family Services Family Based Services Contract 2024 for in home services	

### Budget Information

FUNDING: Budgeted
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[2024 GreaterMN Family Services In Home.pdf](#)

**PURCHASE OF SERVICE AGREEMENT**  
**GREATER MINNESOTA FAMILY SERVICES**  
**AND**  
**SWIFT COUNTY HUMAN SERVICES**  
**FOR**  
**FAMILY BASED SERVICES**

**January 1, 2024 to December 31, 2024**

The Swift County Human Services, 410 21<sup>st</sup> St. S, Benson, MN 56215, hereafter referred to as “Department” and the Greater Minnesota Family Services, 2320 E Hwy 12, Suite 2, Willmar, Minnesota 56201, hereafter referred to as “Contractor”, enter into this agreement for the period from January 1, 2024, to December 31, 2024.

WITNESSETH

WHEREAS, the Contractor is an organization approved under Minnesota Department of Human Services MS 245i.20.

WHEREAS, the County wished to purchase such program services from the Contractor,

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the County and the Center agree as follows:

Purchase of Service:

As specified in the Federal Register of January 31, 1977, CFR 45 Part 28 and the Minnesota Comprehensive Annual Services Program Plan, the County agrees to purchase, and the Contractor agrees to furnish the following:

Counselor Services:

- Family and Individual Counseling
- Family and Individual Crisis Calls
- Family/Individual Travel
- Family/child case opening (3 hours maximum per new case)
- Referring Social Worker reports (1 hour maximum per case per quarter)
- Group skills sessions for youth in FBS program

Therapist Services:

- Diagnostic Evaluations and Treatment Plans required by Medical Assistance/PMAP’s (billed to insurances)

- Family and Individual therapy
- Family and Individual Crisis Calls
- Family/Individual Travel
- Family/child case opening (3 hours maximum per new case)
- Referring Social Worker reports (1 hour maximum per case per quarter)
- Group skills sessions for youth in FBS program

County and Insurance Funding Model Costs. Contractor will provide 1,962 hours of Family Based Services. These positions are serviced by a Counselor, 1.0 FTE and 0.5 FTE (50%) Therapist. The Counselor, (job title GMFS)-aka-Mental Health Practitioner (per DHS), is qualified to provide mental health practitioner services under the supervision of a Therapist and bill MA/PMAP reimbursable services. The Therapist, (job title GMFS)-aka-Qualified Mental Health Professional (per DHS) is also able to bill for MA/PMAP reimbursable services. For all non-insured client hours, GMFS will accept reimbursement as \$71.92 per hour for the Counselor, and \$101.56 for the therapist.

All client hours for Medical Assistance, Prepaid Medical Assistance Plan (PMAP), and commercial insurance eligible and severely emotionally disturbed and emotionally disturbed children will reduce Department total costs.

All other non-insured clients and services will be billed to the Department.

NOT TO EXCEED. For non-insured clients and services this contract shall not exceed \$35,000

**CO-PAYS AND DEDUCTIBLES**

**ELECTION:**

DEPARTMENT APPROVAL SIGNATURE: \_\_\_\_\_ This allows the Contractor to bill the County for any co-pays or deductibles required by a client’s 3rd party insurance; however, the County must approve such costs. If a co-pay or deductible becomes an issue in providing service to a youth, the Contractor will notify County staff and decisions as to next steps will be made on a case-by-case basis. The Contractor must check on the status of the client’s MA, managed care or private insurance coverage, once each month, when they meet with the client. This does not need to be done at every visit because, if coverage changes, it will be from month to month.

DEPARTMENT DISAPPROVAL SIGNATURE: \_\_\_\_\_ The Department does not select this option.

**Number of Client Cases per FTE Caseload:**

The Greater Minnesota Family Services Board of Directors has established the maximum number of case referrals from the Department, at any given time, shall be twelve client cases for 1.0 FTE. The range would be six to twelve cases for quality services to clients. The Contractor requests that if more cases need referral, the Department would refer these clients to other available FBS staff.

Eligibility for Services:

The parties understand and agree that the eligibility of the client to receive the Purchased Services to be purchased by the Department and furnished by the Contractor is to be determined according to the Department.

When the Department has determined that the client is no longer eligible to receive Purchased Services from the Contractor, the Department shall notify the Contractor within five (5) days of the determination.

Delivery of Care and Services:

Except as otherwise provided herein, the Contractor shall maintain in all respects its present control over and autonomy with respect to:

- a. The application of its intake procedures and requirements to clients.
- b. The methods, times, means, and personnel for furnishing Purchased Services to eligible clients.
- c. The determination of when to terminate the furnishing of Purchased Services to eligible clients.

Nothing in this agreement shall be construed as requiring the Contractor to provide or continue Purchased Services to or for any eligible clients.

Payment for Purchased Services:

- a. Certification of Expenditures: The Contractor shall, within (15) working days following the last day of each month, submit an invoice to the Department.
- b. Payment: The Department shall, within thirty (30) days of the date of the receipt of the invoice, make payment to the Contractor.

Audit and Record Disclosures:

The Contractor shall allow personnel of the Department, the Minnesota Department of Human Services and the Department of Health to access the Contractor's records at reasonable hours in order to exercise their responsibility to monitor the services. The Contractor will be compliant with National Standards, U.S. Department of Human Services under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA).

The Consultant agrees to provide assurances that it will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that IIHI will be:

- Appropriately safeguarded.
- Any misuse of IIHI will be reported.
- Secure satisfactory assurances from any subcontractor.
- Grant individual access and ability to amend their IIHI.

- Make available an accounting of disclosures and release applicable records if requested.
- Upon termination, return or destroy all IIII in accordance with conventional record retention/destruction practices.

Safeguard of Client Information:

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality or for any purpose not directly connected with the administration of the Department's or the Contractor's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, his/her attorney or his/her responsible guardian.

Equal Employment Opportunity, Civil Rights and Nondiscrimination:

- A. Contractor shall not discriminate in employment, facilities or in the rendering of work or services on the basis of race, color, religion, age, sex, disability, marital status, public assistance status, sexual orientation, creed, membership in a local commission or national origin.
- B. To the extent applicable, the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes Chapter 363A. Contractor shall provide, when applicable to the Contractor, their affirmative action plan and plan to remedy any known deficiencies.
- C. Contractor agrees that no funds received under the Agreement shall be used to provide religious training and/or services to any individual receiving contracted services.

Fair Hearing and Grievance Procedures:

The contractor agrees that a fair hearing and grievance procedure will be established in conformance with and in conjunction with the Fair Hearing and Grievance Procedures established, developed and provided by the Minnesota Department of Human Services.

Bonding, Indemnity and Insurance Clause:

- a. Bonding: The Contractor shall obtain and maintain at all times, during the terms of the agreement, a fidelity bond covering the activities of its personnel authorized to receive or distribute monies in the amount of \$500,000.
- b. Indemnity: The Contractor does hereby agree that it will at all times hereafter, during the existence of this agreement, indemnify and hold harmless the Department from any and all liability, loss, damages, costs or expenses which may be claimed against the Department or the Contractor (1) by reason of any service client's suffering personal injury, death or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this agreement or while on premises owned, leased or operated by

the Contractor or while being transported to or from said premises in any vehicle owned, operated, leased, chartered or otherwise contracted by the Contractor or any officer, agent or employee thereof; or (2) by reason of any service client's causing injury to, or damage to, property of another person during any time when the Contractor or any officer, agent or employee thereof has undertaken or is furnishing the care and services called for under this agreement.

c. Insurance: The Contractor does further agree that, in order to protect itself as well as the Department under the indemnity agreement provision hereinabove set forth, it will at all times during the term of this agreement have and keep in force a liability insurance policy in the amount of \$1,000,000 per individual incident and \$3,000,000 aggregate.

The Contractor certifies that the services to be provided under this agreement are not available without cost to eligible clients. The Contractor further certified that payment for Purchased Services will be in accordance with rates of payment, which do not exceed amounts reasonable and necessary to assure quality or service. (If services are being purchased from another public agency, the rate of payment shall be adjusted to the actual cost of the service.)

Conditions of the Parties' Obligation:

It is understood and agreed that in the event the reimbursement to the Department from the state and federal sources is not obtained and continued an aggregate level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be terminated.

a. This agreement may be cancelled by either party at any time, with or without cause, upon thirty (30) day notice, in writing, delivered by mail or in person.

b. Before the termination date specified in Section 1 of this agreement, the Department may evaluate the performance of the Contractor in regard to the terms of this agreement to determine whether such performance merits renewal of this agreement.

c. Any alterations, variations, modifications, or waivers of provision of this agreement shall be valid only when they have been reduced to writing duly signed and attached to the original of this agreement.

d. No claims for services furnished by the Contractor not specifically provided in this agreement will be allowed by the Department nor shall the Contractor do any work or furnish any material not covered by the agreement unless this is approved in writing by the Department. Such approval shall be considered to be a modification of the agreement.

e. In the event that there is a revision of federal regulations, which make this agreement ineligible for federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new federal regulations.

f. The Contractor agrees to establish written procedures for discharging a person or terminating services to a person. These written procedures shall include: notification

of the case manager, person to be discharged, the person's parent, or legal guardian prior to the termination of services, assistance in developing or securing alternative services and assuring a smooth transition to other services, the review and approval of the proposed action by the interdisciplinary team, and other procedures as agreed by the Contractor and the Agency.


Subcontracting:

The Contractor shall not enter into subcontracts for any of the work contemplated under this agreement without written approval of the Department. All subcontracts shall be subject to the requirements of this contract. The Contractor shall be responsible for the performance of any subcontractor.

Miscellaneous:

Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained herein; and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county family service department(s) relating to the subject matter hereof.

IN WITNESS WHEREOF, the Department and the Contractor have executed this agreement as of the day and year first above written.

Signature   
George Dubie, C.E.O.  
Greater Minnesota Family Services

February 15, 2024  
Date Signed

Signature \_\_\_\_\_  
Catherine Lee, Director  
Swift County Human Services

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Chairperson, County Board

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

APPROVED AS TO FORM AND EXECUTION

\_\_\_\_\_  
County Attorney

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name

An Equal Opportunity/Affirmative Action Employer



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Resolution No. 24-03-25 Appointing the Interim Director of Emergency Management.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
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[Resolution 24-03-25 Interim Emergency Management Director.pdf](#)

**SWIFT COUNTY RESOLUTION NO. 24-03-25**

**A RESOLUTION APPOINTING THE INTERIM DIRECTOR OF  
EMERGENCY MANAGEMENT**

**WHEREAS**, Minnesota Statute, Section 12.25 Subd. 2, requires that Swift County appoint one person as the local director of Emergency Management responsible for the organization, administration, and operation of the local organization for Emergency Management.

**WHEREAS**, the County Board shall appoint the Interim Director of Emergency Management.

**WHEREAS**, the current Director of Emergency Management is retiring and the Swift County Sheriff, John Holtz, shall be appointed as Interim Director effective March 29, 2024.

**ADOPTED** by the Swift County Board on March 19, 2024.

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Pete Peterson, Board Chair

**ATTEST:**

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Tesa Tomaschett, Board Clerk



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Trista Nelson	REQUESTOR PHONE:
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Commissioner warrants.	
AGENDA YOU ARE REQUESTING TIME ON: Consider approval of commissioner warrants and review Auditor warrants.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
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[240319 auditVoucher03\\_14\\_2024\\_08\\_50\\_42.pdf](#)  
[240319 auditVoucher03\\_14\\_2024\\_08\\_50\\_53.pdf](#)

\*\*\*\* **Swift County** \*\*\*\*

stacyw  
3/14/24

8:50AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**



Print List in Order By: 1 1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

**\*\*\*\* Swift County \*\*\*\***



stacyw  
3/14/24 8:50AM  
1 County General Revenue

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	<b>12267 Abdo Financial Solutions LLC</b> 01-040-000-0000-6226		6,728.68	FEBRUARY FINANCIAL SERVICES	484964	Miscellaneous	N
2	01-041-000-0000-6226		6,728.68	FEBRUARY FINANCIAL SERVICES	484964	Miscellaneous	N
	<b>12267 Abdo Financial Solutions LLC</b>		<b>13,457.36</b>	<b>2 Transactions</b>			
3	<b>10247 Advanced Correctional Healthcare Inc</b> 01-205-000-0000-6205		5,706.58	APRIL BILLING	138789	Medical	N
	<b>10247 Advanced Correctional Healthcare Inc</b>		<b>5,706.58</b>	<b>1 Transactions</b>			
5	<b>10000 American Solutions For Business</b> 01-042-000-0000-6232		619.50	VALUATION NOTICES	07224969	Printing And Publishing	N
	<b>10000 American Solutions For Business</b>		<b>619.50</b>	<b>1 Transactions</b>			
6	<b>11545 Amundson &amp; Johnson P.A.</b> 01-703-915-0000-6920		20.00	LEGAL FEES	76JV23195	Appropriation: Public Defender	Y
	<b>11545 Amundson &amp; Johnson P.A.</b>		<b>20.00</b>	<b>1 Transactions</b>			
10	<b>10171 Ascheman Oil</b> 01-200-000-0000-6323		62.44	204'S SQUAD REPAIR	90771	Squad Repair	N
	<b>10171 Ascheman Oil</b>		<b>62.44</b>	<b>1 Transactions</b>			
11	<b>10301 Ascheman Propane Inc</b> 01-200-000-0000-6251		500.20	PROPANE DANVERS	3-5	Utility Service	N
	<b>10301 Ascheman Propane Inc</b>		<b>500.20</b>	<b>1 Transactions</b>			
12	<b>11589 AT&amp;T Mobility</b> 01-200-000-0000-6203		52.63	AT & T	287293634901	Telephone	N
	<b>11589 AT&amp;T Mobility</b>		<b>52.63</b>	<b>1 Transactions</b>			
19	<b>11208 Backstreet Printing</b> 01-100-000-0000-6402		55.81	OFFICE SUPPLIES	1964&2388	Stationery,Forms And Etc	N
16	01-200-000-0000-6409		20.99	TAPE AND MEAD ENV	2218	Other Office Supplies	N
13	01-123-000-0000-6427		21.38	SUPPLIES	2354	Nrbg Grant Exepnses	N
15	01-089-000-0000-6420		122.49	ELECTION SUPPLIES	2368	Other General Operating Supplies	N
17	01-200-000-0000-6409		56.91	NOTARY STAMP; HIGHLIGHTERS	2422	Other Office Supplies	N
18	01-200-000-0000-6409		160.00	ENVELOPES	2475	Other Office Supplies	N
14	01-521-000-0000-6420		160.00	NOTICE/MAILING ENVELOPES	2585	Other General Operating Supplies	N
	<b>11208 Backstreet Printing</b>		<b>597.58</b>	<b>7 Transactions</b>			
	<b>11175 Benson Laundry</b>						

\*\*\*\* Swift County \*\*\*\*



stacyw  
3/14/24 8:50AM  
1 County General Revenue

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
20	01-110-000-0000-6425		84.09	RUGS	402334	Custodial Supplies/Service	N
	<b>11175 Benson Laundry</b>		<b>84.09</b>	1 Transactions			
22	01-090-000-0000-6365		278.00	LAWYER REG. REIMBURSEMENT		Schooling and Training	N
	<b>10968 Bertrand Reisdorfer/Samantha</b>		<b>278.00</b>	1 Transactions			
23	01-123-000-0000-6427		2,000.00	FEEDLOT OFFICER	0324	Nrbg Grant Exepnses	Y
	<b>11062 Bouwman/Barry</b>		<b>2,000.00</b>	1 Transactions			
26	01-200-000-0000-6409		181.92	TWO BATTERY BACKUPS	PV71907	Other Office Supplies	N
	<b>12253 CDW Government, Inc</b>		<b>181.92</b>	1 Transactions			
27	01-200-000-0000-6203		17.58	CENTURYLINK	612E161746 946	Telephone	N
	<b>30000 CenturyLink</b>		<b>17.58</b>	1 Transactions			
47	01-200-000-0000-6203		39.99	6W	175518101030124	Telephone	N
43	01-000-000-0000-1280		11.78	MONTHLY BILLING	175518301030124	Due From Other Governments	N
44	01-000-000-0000-1280		25.18	MONTHLY BILLING	175518301030124	Due From Other Governments	N
45	01-000-000-0000-1284		11.78	MONTHLY BILLING	175518301030124	Due from HRA	N
40	01-031-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
29	01-040-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
38	01-041-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
28	01-042-000-0000-6203		17.75	MONTHLY BILLING	175518301030124	Telephone	N
30	01-090-000-0000-6203		31.04	MONTHLY BILLING	175518301030124	Telephone	N
33	01-100-000-0000-6203		17.75	MONTHLY BILLING	175518301030124	Telephone	N
35	01-110-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
39	01-122-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
37	01-149-000-0000-6203		13.30	MONTHLY BILLING	175518301030124	Telephone	N
36	01-200-000-0000-6203		135.30	MONTHLY BILLING	175518301030124	Telephone	N
34	01-261-000-0000-6203		4.51	MONTHLY BILLING	175518301030124	Telephone	N
32	01-521-000-0000-6203		8.85	MONTHLY BILLING	175518301030124	Telephone	N
31	01-600-000-0000-6203		22.20	MONTHLY BILLING	175518301030124	Telephone	N
46	01-205-000-0000-6251		150.46	CHATTER	1775518001030124	Utility Service	N
	<b>12394 Charter Communications</b>		<b>534.14</b>	18 Transactions			

**\*\*\*\* Swift County \*\*\*\***



stacyw  
3/14/24 8:50AM  
1 County General Revenue

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>10339</b>	<b>Cigna Health and Life Insurance Company</b>						
48	01-003-000-0000-6902		507.84	MARCH HOSPITAL		Flex Pass Through	N
49	01-003-000-0000-6902		403.67	MARCH CI INSURANCE		Flex Pass Through	N
50	01-003-000-0000-6902		346.15	MARCH ACCIDENT INSURANCE		Flex Pass Through	N
<b>10339</b>	<b>Cigna Health and Life Insurance Company</b>		<b>1,257.66</b>	<b>3 Transactions</b>			
<b>12271</b>	<b>City of St Cloud/Cashier</b>						
51	01-200-000-0000-6805		5,592.27	ESB ANNUAL SUPPORT MAINT AMP	AR030591	800 Mhz Radio	N
<b>12271</b>	<b>City of St Cloud/Cashier</b>		<b>5,592.27</b>	<b>1 Transactions</b>			
<b>12415</b>	<b>CliftonLarsonAllen LLP</b>						
52	01-043-000-0000-6282		2,625.00	AUDIT SERVICES	L241095368	Miscellaneous Professional Services	Y
<b>12415</b>	<b>CliftonLarsonAllen LLP</b>		<b>2,625.00</b>	<b>1 Transactions</b>			
<b>12198</b>	<b>CORE PROFESSIONAL SERVICES, P.A.</b>						
53	01-090-000-0000-6282		240.00	EXPERT WITNESS TESTIMONY 02/26/2024 02/26/2024	6571	Miscellaneous Professional Services	Y
<b>12198</b>	<b>CORE PROFESSIONAL SERVICES, P.A.</b>		<b>240.00</b>	<b>1 Transactions</b>			
<b>11299</b>	<b>Counties Providing Technology</b>						
54	01-060-000-0000-6268		6,825.00	MONTHLY BILLING	1967	Programing And Support	N
<b>11299</b>	<b>Counties Providing Technology</b>		<b>6,825.00</b>	<b>1 Transactions</b>			
<b>12029</b>	<b>Craig's Inc</b>						
55	01-110-000-0000-6329		1,075.00	MONTHLY CHARGES	41903	Other Repair And Maintenance	N
<b>12029</b>	<b>Craig's Inc</b>		<b>1,075.00</b>	<b>1 Transactions</b>			
<b>12486</b>	<b>Culligan Ultrapure Inc</b>						
56	01-200-000-0000-6282		72.65	DRIESSEN	17233617	Miscellaenous Professional Services	N
57	01-090-000-0000-6226		44.00	MONTHLY CHARGES	17706075	Miscellaneous	N
<b>12486</b>	<b>Culligan Ultrapure Inc</b>		<b>116.65</b>	<b>2 Transactions</b>			
<b>11957</b>	<b>Dahlberg Sales Inc</b>						
58	01-521-000-0000-6603		527.31	SKIDLOADER TRAILER TAX	1	Furniture & Equipment Purchase	N
<b>11957</b>	<b>Dahlberg Sales Inc</b>		<b>527.31</b>	<b>1 Transactions</b>			
<b>13001</b>	<b>Darold's Super Valu</b>						
59	01-205-000-0000-6408		950.22	SUPERVALU	0175	Food Costs	N
<b>13001</b>	<b>Darold's Super Valu</b>		<b>950.22</b>	<b>1 Transactions</b>			

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63	<b>13040 Domat's Family Foods</b> 01-205-000-0000-6408		2,119.86	JAN & FEB 1963	JAN&FEB	Food Costs	N
64	01-205-000-0000-6408		480.80	JAN & FEB 1962	JAN&FEB24	Food Costs	N
	<b>13040 Domat's Family Foods</b>		<b>2,600.66</b>	2 Transactions			
65	<b>14109 Election Systems &amp; Software Inc</b> 01-089-000-0000-6420		296.24	MEDIA BURN	CD2078402	Other General Operating Supplies	N
	<b>14109 Election Systems &amp; Software Inc</b>		<b>296.24</b>	1 Transactions			
66	<b>11672 Employee Relations Inc</b> 01-031-000-0000-6282		432.66	EMPLOYEE BACKGROUND CHECKS	96771	Miscellaneous Professional Services	N
	<b>11672 Employee Relations Inc</b>		<b>432.66</b>	1 Transactions			
68	<b>22558 GIS Midwest</b> 01-123-000-0000-6427		250.00	WEBSITE MAINTENANCE FEE	24-017-GIS	Nrbg Grant Exepnses	N
	<b>22558 GIS Midwest</b>		<b>250.00</b>	1 Transactions			
70	<b>28009 Glacial Plains Cooperative</b> 01-200-000-0000-6323		275.00	CAR WASHES	34953061	Squad Repair	N
	<b>28009 Glacial Plains Cooperative</b>		<b>275.00</b>	1 Transactions			
71	<b>17313 H &amp; H Veterinary Service</b> 01-200-000-0000-6370		169.50	RED'S EXAM AND SHOTS	296962	K-9 Training/Expense	N
	<b>17313 H &amp; H Veterinary Service</b>		<b>169.50</b>	1 Transactions			
72	<b>17005 HP Inc</b> 01-042-000-0000-6409		34.65	WIRELESS KEYBOARD	9018327894	Other Office Supplies	N
	<b>17005 HP Inc</b>		<b>34.65</b>	1 Transactions			
73	<b>18208 Independent Emergency Services</b> 01-202-000-0000-6226		100.00	IES MONTHLY DUES	200-0276	911 Miscellaneous Charges For Servic	N
	<b>18208 Independent Emergency Services</b>		<b>100.00</b>	1 Transactions			
74	<b>20062 Kandiyohi County Sheriffs Dept</b> 01-090-000-0000-6420		70.00	DANCO ORDER	9906	Other General Operating Supplies	N
	01-205-000-0000-6361		2,915.00	FEB BOARDING	FEB24	Out Of County Boarding	N
	<b>20062 Kandiyohi County Sheriffs Dept</b>		<b>2,985.00</b>	2 Transactions			
76	<b>12388 Kennedy Auto</b> 01-200-000-0000-6323		102.45	210'S FRONT DIFFER & OIL	420	Squad Repair	N

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<b>12388</b>	<b>Kennedy Auto</b>		<b>102.45</b>		1 Transactions		
<b>20013</b>	<b>Kerkhoven Banner</b>						
79	01-005-000-0000-6232		597.55	LAND RENTAL NOTICE	1147	Printing And Publishing	N
77	01-521-801-0000-6282		21,417.56	RDOB GROUP 3 NOTICE	1149-1162	Miscellaneous Professional Services	N
81	01-089-000-0000-6232		682.10	ELECTION	1165	Printing And Publishing	N
80	01-089-000-0000-6232		61.75	ELECTION	1166	Printing And Publishing	N
78	01-005-000-0000-6232		783.00	01/16 MINUTES	1167	Printing And Publishing	N
<b>20013</b>	<b>Kerkhoven Banner</b>		<b>23,541.96</b>		5 Transactions		
<b>21197</b>	<b>Lee/Rob</b>						
82	01-149-000-0000-6338		62.98	FEBRUARY MILEAGE		Travel And Expense	N
<b>21197</b>	<b>Lee/Rob</b>		<b>62.98</b>		1 Transactions		
<b>10746</b>	<b>Lexipol LLC</b>						
83	01-200-000-0000-6245		2,500.24	ANNUAL DUES	INVLEX122350	Dues, Subscriptions And Books	N
<b>10746</b>	<b>Lexipol LLC</b>		<b>2,500.24</b>		1 Transactions		
<b>11572</b>	<b>Lincoln National Corporation</b>						
84	01-003-000-0000-6902		1,545.54	MARCH LTD		Flex Pass Through	N
85	01-003-000-0000-6902		1,487.46	MARCH STD		Flex Pass Through	N
<b>11572</b>	<b>Lincoln National Corporation</b>		<b>3,033.00</b>		2 Transactions		
<b>11316</b>	<b>Lottman/Rachelle</b>						
86	01-261-000-0000-6338		101.84	FEBRUARY MILEAGE		Travel And Expense	N
<b>11316</b>	<b>Lottman/Rachelle</b>		<b>101.84</b>		1 Transactions		
<b>12335</b>	<b>McKESSON Medical-Surgical</b>						
87	01-205-000-0000-6205		106.61	MEDS	21789746	Medical	N
88	01-205-000-0000-6205		21.96	SYRINGES	21825391	Medical	N
<b>12335</b>	<b>McKESSON Medical-Surgical</b>		<b>128.57</b>		2 Transactions		
<b>22408</b>	<b>MEI Total Elevator Solutions</b>						
89	01-110-000-0000-6282		531.02	ELEVATOR	1062217	Miscellaneous Professional Services	N
<b>22408</b>	<b>MEI Total Elevator Solutions</b>		<b>531.02</b>		1 Transactions		
<b>11822</b>	<b>Mid-Continent Communications</b>						
90	01-202-000-0000-6226		1,300.00	MONTHLY TOWER SITE	23022580113888	911 Miscellaneous Charges For Servic	N
<b>11822</b>	<b>Mid-Continent Communications</b>		<b>1,300.00</b>		1 Transactions		

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92	<b>10486 Midwest Monitoring &amp; Surveillance</b> 01-205-000-0000-6282		18.50	FEB BILLING	DT0224158	Miscellaneous Professional Services	6
	<b>10486 Midwest Monitoring &amp; Surveillance</b>		<b>18.50</b>	1 Transactions			
93	<b>12501 Minnesota County GIS Association</b> 01-100-000-0000-6245		250.00	MCGISA ANNUAL DUES	2401	Dues, Subscriptions And Books	N
	<b>12501 Minnesota County GIS Association</b>		<b>250.00</b>	1 Transactions			
94	<b>22415 Minnesota Life-34351</b> 01-003-000-0000-6902		205.30	MARCH AD&D		Flex Pass Through	N
	<b>22415 Minnesota Life-34351</b>		<b>205.30</b>	1 Transactions			
95	<b>22301 MN Counties Intergovernmental Trust</b> 01-200-000-0000-6351		165.00	MUD BOAT	10452	Insurance And Bonds	N
	<b>22301 MN Counties Intergovernmental Trust</b>		<b>165.00</b>	1 Transactions			
96	<b>22406 MN Dept Of Transportation</b> 01-202-000-0000-6226		11,144.56	SUAIL PLUS 2024 AGREEMENT	782975	911 Miscellaneous Charges For Servic	N
	<b>22406 MN Dept Of Transportation</b>		<b>11,144.56</b>	1 Transactions			
97	<b>22085 MN Sheriff's Association</b> 01-202-000-0000-6226		175.00	911 PSAP TRAINING CONFERENCE	305740	911 Miscellaneous Charges For Servic	N
	<b>22085 MN Sheriff's Association</b>		<b>175.00</b>	1 Transactions			
98	<b>22149 Morris Electronics</b> 01-148-000-0000-6604		1,950.00	RSA MFA SOFT TOKEN MAINTENANCE	7111	Technology & Software	N
	<b>22149 Morris Electronics</b>		<b>1,950.00</b>	1 Transactions			
99	<b>22578 Motorola</b> 01-200-000-0000-6603		11,975.04	2 NEW SQUAD RADIOS	8281771879	Furniture & Equipment Purchase	N
	<b>22578 Motorola</b>		<b>11,975.04</b>	1 Transactions			
100	<b>11203 Mueller Law Firm PA</b> 01-703-915-0000-6920		120.00	LEGAL FEES	76JV23165	Appropriation: Public Defender	Y
	<b>11203 Mueller Law Firm PA</b>		<b>120.00</b>	1 Transactions			
101	<b>23331 NCPERS Group Life Insurance</b> 01-003-000-0000-6902		224.00	APRIL INVOICE	APRIL	Flex Pass Through	N
	<b>23331 NCPERS Group Life Insurance</b>		<b>224.00</b>	1 Transactions			

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102	<b>25052 Pemberton Sorlie Rufer &amp; Kershner PLLP</b> 01-031-000-0000-6282		543.00	LEGAL ISSUES	170	Miscellaneous Professional Services	Y
	<b>25052 Pemberton Sorlie Rufer &amp; Kershner PLLP</b>		<b>543.00</b>	1 Transactions			
104	<b>10246 Pioneer Public Television</b> 01-202-000-0000-6226		1,255.19	TOWER LEASE FOR 911	1654	911 Miscellaneous Charges For Servic	N
	<b>10246 Pioneer Public Television</b>		<b>1,255.19</b>	1 Transactions			
105	<b>25201 Pioneerland Library System</b> 01-703-000-0000-6926		39,275.00	1ST QTR REQUEST	03012024	Appropriation: Pioneer Library	N
	<b>25201 Pioneerland Library System</b>		<b>39,275.00</b>	1 Transactions			
106	<b>25148 Plunkett's Pest Control</b> 01-205-000-0000-6282		35.31	PLUNKETS	8435754	Miscellaneous Professional Services	Y
	<b>25148 Plunkett's Pest Control</b>		<b>35.31</b>	1 Transactions			
107	<b>12494 Propio LS, LLC</b> 01-261-000-0000-6226		12.10	TRANSLATION SERVICES	0192720124	Miscellaneous	Y
	<b>12494 Propio LS, LLC</b>		<b>12.10</b>	1 Transactions			
155	<b>27284 Rudningen/Eric</b> 01-005-000-0000-6338		68.34	MILEAGE	FEB24	Travel And Expense	N
	<b>27284 Rudningen/Eric</b>		<b>68.34</b>	1 Transactions			
156	<b>27143 Runnings Supply, Inc.</b> 01-520-000-0000-6226		73.45	SUPPLIES FOR MAINTENANCE	3837180	Miscellaneous	N
157	01-520-000-0000-6226		13.98	MISC. MAINTENANCE SUPPLIES	3837237	Miscellaneous	N
159	01-520-000-0000-6226		8.48	MISC. SUPPLIES FOR MAINTENANCE	3837382	Miscellaneous	N
158	01-200-000-0000-6370		79.99	DOG FOOD	3837390	K-9 Training/Expense	N
161	01-200-000-0000-6323		33.98	TOW MOUNT	3838171	Squad Repair	N
162	01-520-000-0000-6226		13.98	MISC. PROJECT SUPPLIES	3838656	Miscellaneous	N
163	01-520-000-0000-6226		8.99	MISC. PROJECT SUPPLIES	3838719	Miscellaneous	N
164	01-110-000-0000-6601		85.97	SUPPLIES	3838999	Grounds Improvements	N
165	01-200-000-0000-6409		11.99	DRANO	3839282	Other Office Supplies	N
166	01-200-000-0000-6409		119.97	HOSE, BROOM, SQUEEGEE DANVERS	3839524	Other Office Supplies	N
	<b>27143 Runnings Supply, Inc.</b>		<b>450.78</b>	10 Transactions			
167	<b>28111 Safe Avenues</b> 01-703-908-0000-6920		3,250.00	1ST HALF OF 2024	340	Appropriation: Safe Avenues	N

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<b>28111</b>	<b>Safe Avenues</b>		<b>3,250.00</b>		1 Transactions		
<b>28443</b>	<b>Soil Conservation Office</b>						
168	01-602-000-0000-6282		1,125.00	AG INSPECTOR	0324	Miscellaneous Professional Services	N
169	01-521-000-0000-6477		500.00	RIPARIAN NEWLETTER	1020	Riparian Aid Expenses	N
<b>28443</b>	<b>Soil Conservation Office</b>		<b>1,625.00</b>		2 Transactions		
<b>28449</b>	<b>Southside Body Shop &amp; Glass</b>						
170	01-122-000-0000-6562		776.44	VAN WINDSHIELD	23656	Repair & Maint Supplies Vehicles	N
172	01-200-000-0000-6282		275.00	23669 TOW 1994 CHEY CUTAWAY	STMTFEB	Miscellaenous Professional Services	N
173	01-200-000-0000-6282		750.00	23646 TOW 2009 TAHOE 6 & 90TH	STMTFEB	Miscellaenous Professional Services	N
171	01-200-000-0000-6323		910.81	23713 210'S WINDSHIELD REPL	STMTFEB	Squad Repair	N
<b>28449</b>	<b>Southside Body Shop &amp; Glass</b>		<b>2,712.25</b>		4 Transactions		
<b>10277</b>	<b>Sun Life Financial-246468</b>						
174	01-003-000-0000-6902		2,369.33	MARCH LIFE INSURANCE		Flex Pass Through	N
<b>10277</b>	<b>Sun Life Financial-246468</b>		<b>2,369.33</b>		1 Transactions		
<b>11969</b>	<b>Swift County Sheriff's Office Petty Cash</b>						
176	01-200-000-0000-6338		8.55	201'S MEAL AT SWAT TRAINING	201-855	Travel And Expense	N
178	01-200-000-0000-6338		25.46	MILEAGE KERK SCHOOL NO SQUAD	214M	Travel And Expense	N
177	01-205-000-0000-6338		30.05	261'S TWO MEALS CCO TRAINING	261X2M	Travel And Expense	N
<b>11969</b>	<b>Swift County Sheriff's Office Petty Cash</b>		<b>64.06</b>		3 Transactions		
<b>29131</b>	<b>Tangen, Attorney/Neil</b>						
179	01-703-915-0000-6920		1,458.00	LEGAL FEES	76JV23453	Appropriation: Public Defender	Y
<b>29131</b>	<b>Tangen, Attorney/Neil</b>		<b>1,458.00</b>		1 Transactions		
<b>29099</b>	<b>Tds Telecom</b>						
180	01-200-000-0000-6203		134.42	TDS	3202645972	Telephone	N
<b>29099</b>	<b>Tds Telecom</b>		<b>134.42</b>		1 Transactions		
<b>32072</b>	<b>Thomson Reuters-West Payment Center</b>						
181	01-021-000-0000-6232		759.09	ONLINE/SOFTWARE SUBSCRIPTION	849796056	Printing And Publishing	N
<b>32072</b>	<b>Thomson Reuters-West Payment Center</b>		<b>759.09</b>		1 Transactions		
<b>29286</b>	<b>Thrifty White Pharmacy</b>						
182	01-205-000-0000-6205		156.03	THRIFTY	FEB STMT	Medical	N
<b>29286</b>	<b>Thrifty White Pharmacy</b>		<b>156.03</b>		1 Transactions		

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<b>29070 Toms Service</b>							
184	01-200-000-0000-6323		85.51	INV100379 210 BALANCE TIRES	FEBSTMT	Squad Repair	N
185	01-200-000-0000-6323		357.81	INV100469 210 TIE ROD ALIGNMEN	FEBSTMT	Squad Repair	N
186	01-200-000-0000-6323		1,123.70	INV100556 NEW TIRES 201	FEBSTMT	Squad Repair	N
	<b>29070 Toms Service</b>		<b>1,567.02</b>	<b>3 Transactions</b>			
<b>29182 Treasurer, Hayes Township</b>							
187	01-603-000-0000-6226		144.00	48 GOPHERS	0224	Miscellaneous Charges For Services	N
	<b>29182 Treasurer, Hayes Township</b>		<b>144.00</b>	<b>1 Transactions</b>			
<b>29300 Tyler Technologies, Inc</b>							
188	01-100-000-0000-6849		257.82	HISTORICAL INDEX MAINTENANCE 04/01/2024 03/31/2025	025-454999	TECHNOLOGY FUND EXPENSES	N
	<b>29300 Tyler Technologies, Inc</b>		<b>257.82</b>	<b>1 Transactions</b>			
<b>10500 Weber/Dawn</b>							
191	01-703-915-0000-6920		200.00	LEGAL FEES	76JV23165	Appropriation: Public Defender	Y
	<b>10500 Weber/Dawn</b>		<b>200.00</b>	<b>1 Transactions</b>			
<b>32184 West Central Communications</b>							
192	01-200-000-0000-6321		448.50	LOGGING OF EQUIPMENT	097726S	Radio Repair	N
193	01-200-000-0000-6321		518.00	CHANGED OUT RADIO IN DIPATCH	097776S	Radio Repair	N
	<b>32184 West Central Communications</b>		<b>966.50</b>	<b>2 Transactions</b>			
<b>12277 West Central Sanitation</b>							
198	01-110-000-0000-6251		337.14	MONTHLY BILLING	13051831	Utility Service	N
199	01-110-000-0000-6251		11.70	MONTHLY BILLING	13051831	Utility Service	N
196	01-111-000-0000-6251		11.70	MONTHLY BILLING	13051831	Utility Service	N
195	01-112-000-0000-6251		52.65	MONTHLY BILLING	13051831	Utility Service	N
197	01-115-000-0000-6251		23.70	MONTHLY BILLING	13051831	Utility Service	N
	<b>12277 West Central Sanitation</b>		<b>436.89</b>	<b>5 Transactions</b>			
<b>32115 Widseth Smith Nolting &amp; Assoc Inc</b>							
200	01-521-802-0000-6282		11,403.11	WIDSETH ENGINEERING	229122	Miscellaneous Professional Services	N
	<b>32115 Widseth Smith Nolting &amp; Assoc Inc</b>		<b>11,403.11</b>	<b>1 Transactions</b>			
<b>10724 Wold Architects &amp; Engineers</b>							
201	01-109-000-0000-6610		900.00	HS BUILDING	91736	Building Improvements	N
202	01-109-000-0000-6610		390.00	HS BUILDING	91909	Building Improvements	N

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Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
				Service Dates	Paid On Bhf #	On Behalf of Name	
<b>10724</b>	<b>Wold Architects &amp; Engineers</b>		<b>1,290.00</b>				
				2 Transactions			
<b>33000</b>	<b>Zosels True Value Hardware</b>						
203	01-110-000-0000-6420		92.45	SUPPLIES	3217	General Operating Supplies	N
204	01-205-000-0000-6329		18.98	TWO BULBS FOR EXIT LIGHTS	A	Maintenance And Repairs	N
<b>33000</b>	<b>Zosels True Value Hardware</b>		<b>111.43</b>				
				2 Transactions			
<b>1 Fund Total:</b>			<b>178,538.97</b>	<b>County General Revenue</b>		<b>76 Vendors</b>	<b>135 Transactions</b>

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2 Solid Waste Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
4	<b>10641 Albany Recycling Center</b> 02-390-000-0000-6426		2,613.76	ELECTRONIC RECYCLING	11695	Appliance Recycling	N
	<b>10641 Albany Recycling Center</b>		<b>2,613.76</b>	1 Transactions			
7	<b>12500 Andrew Bouta &amp; Thonvold Excavating, LLC</b> 02-390-107-0000-6801		16,930.00	SEPTIC SYSTEM LOAN	03062024	Refunds And Reimbursements	N
	<b>12500 Andrew Bouta &amp; Thonvold Excavating, LLC</b>		<b>16,930.00</b>	1 Transactions			
8	<b>12456 Apex Equipment, LLC</b> 02-390-000-0000-6325		98,704.00	FINAL BALER PAYMENT	3910	Fire Damage Expense	N
	<b>12456 Apex Equipment, LLC</b>		<b>98,704.00</b>	1 Transactions			
9	<b>10171 Ascheman Oil</b> 02-390-000-0000-6563		1,760.48	DIESEL	122987	Fuel And Lubrication	N
	<b>10171 Ascheman Oil</b>		<b>1,760.48</b>	1 Transactions			
21	<b>11175 Benson Laundry</b> 02-390-000-0000-6422		36.20	RUGS	402924	Score	N
	<b>11175 Benson Laundry</b>		<b>36.20</b>	1 Transactions			
25	<b>11271 Braness Pest Control Service</b> 02-390-000-0000-6422		65.00	PEST CONTROL	465	Score	N
24	<b>11271 Braness Pest Control Service</b> 02-390-000-0000-6422		65.00	PEST CONTROL	52478	Score	N
	<b>11271 Braness Pest Control Service</b>		<b>130.00</b>	2 Transactions			
62	<b>12310 DM Electric, LLC</b> 02-390-000-0000-6325		2,168.09	LIGHTS & DOOR	34642	Fire Damage Expense	N
61	<b>12310 DM Electric, LLC</b> 02-390-000-0000-6325		685.99	LIGHTS & DOOR	34656	Fire Damage Expense	N
60	<b>12310 DM Electric, LLC</b> 02-390-000-0000-6325		152.00	DOOR OPENER	34680	Fire Damage Expense	N
	<b>12310 DM Electric, LLC</b>		<b>3,006.08</b>	3 Transactions			
67	<b>16161 Geyer Recycling</b> 02-390-000-0000-6422		6,800.00	MONTHLY CHARGES	0324	Score	Y
	<b>16161 Geyer Recycling</b>		<b>6,800.00</b>	1 Transactions			
69	<b>28009 Glacial Plains Cooperative</b> 02-390-000-0000-6422		175.00	CAR WASHES	34944116	Score	N
	<b>28009 Glacial Plains Cooperative</b>		<b>175.00</b>	1 Transactions			
	<b>11182 Midwest Machinery Co</b>						

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

**2** Solid Waste Fund

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name	1099
91		02-390-000-0000-6599			699.83	TIRE REPAIR		9923647		Other Repair And Maintenance		N
	<b>11182</b>	<b>Midwest Machinery Co</b>			<b>699.83</b>		1 Transactions					
103		02-390-000-0000-6375			13,300.96	HAULING		8727		Waste Mgmt Non Processibles		N
	<b>25293</b>	<b>Pflipsen Trucking LLC</b>			<b>13,300.96</b>		1 Transactions					
108		02-390-107-0000-6801			5,800.00	SEPTIC SYSTEM LOAN		0324		Refunds And Reimbursements		N
	<b>12503</b>	<b>Riley Johnston &amp; Thonvold Excavating,LLC</b>			<b>5,800.00</b>		1 Transactions					
160		02-390-000-0000-6599			19.84	PARTS		3837696		Other Repair And Maintenance		N
	<b>27143</b>	<b>Runnings Supply, Inc.</b>			<b>19.84</b>		1 Transactions					
183		02-390-000-0000-6599			391.75	PARTS		PS0229506.1		Other Repair And Maintenance		N
	<b>10473</b>	<b>Titan Machinery</b>			<b>391.75</b>		1 Transactions					
190		02-390-000-0000-6375			7,316.84	NON-PROCESSIBLES		0004802-0010-4		Waste Mgmt Non Processibles		N
	<b>32173</b>	<b>Waste Management Of WI-MN</b>			<b>7,316.84</b>		1 Transactions					
194		02-390-000-0000-6325			327.07	RECYCLING COMPACTOR		13051763		Fire Damage Expense		N
	<b>12277</b>	<b>West Central Sanitation</b>			<b>327.07</b>		1 Transactions					
<b>2 Fund Total:</b>					<b>158,011.81</b>	<b>Solid Waste Fund</b>			<b>16 Vendors</b>		<b>19 Transactions</b>	

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

11 Human Services

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
41	12394 Charter Communications 11-404-600-0010-6203		48.95	MONTHLY BILLING	175518301030124	Telephone & Telegraph	N
42	11-405-700-0010-6203		117.54	MONTHLY BILLING	175518301030124	Telephone & Telegraph	N
	<b>12394 Charter Communications</b>		<b>166.49</b>	<b>2 Transactions</b>			
<b>11 Fund Total:</b>			<b>166.49</b>	<b>Human Services</b>	<b>1 Vendors</b>	<b>2 Transactions</b>	

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40 County Ditches Fund

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
<b>27218</b>	<b>Rinke Noonan</b>						
109	40-901-000-0000-6282		3.74	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
110	40-903-000-0000-6282		2.00	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
111	40-907-000-0000-6282		6.92	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
113	40-910-000-0000-6282		1.20	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
114	40-913-000-0000-6282		2.00	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
115	40-914-000-0000-6282		7.52	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
116	40-923-000-0000-6282		3.36	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
117	40-924-000-0000-6282		0.42	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
143	40-930-000-0000-6282		0.18	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
144	40-931-000-0000-6282		1.24	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
145	40-933-000-0000-6282		0.66	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
147	40-934-000-0000-6282		0.26	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
148	40-935-000-0000-6282		1.40	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
149	40-936-000-0000-6282		0.30	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
150	40-937-000-0000-6282		0.92	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
151	40-938-000-0000-6282		2.04	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
152	40-939-000-0000-6282		0.06	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
112	40-940-000-0000-6282		1.28	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
134	40-941-000-0000-6282		2.76	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
135	40-942-000-0000-6282		1.92	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
121	40-944-000-0000-6282		0.14	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
125	40-945-000-0000-6282		1.04	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
118	40-952-000-0000-6282		1.98	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
119	40-955-000-0000-6282		0.52	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
120	40-958-000-0000-6282		3.66	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
122	40-960-000-0000-6282		1.84	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
123	40-961-000-0000-6282		1.36	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
124	40-962-000-0000-6282		1.50	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
126	40-963-000-0000-6282		0.46	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
127	40-966-000-0000-6282		0.24	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
154	40-971-000-0000-6282		0.44	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
136	40-972-000-0000-6282		0.80	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
137	40-973-000-0000-6282		0.96	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
138	40-974-000-0000-6282		22.06	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
139	40-976-000-0000-6282		0.26	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
140	40-978-000-0000-6282		1.08	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
141	40-979-000-0000-6282		2.06	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
128	40-981-000-0000-6282		0.60	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y

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40 County Ditches Fund

\*\*\*\* **Swift County** \*\*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
129	40-983-000-0000-6282		5.72	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
142	40-988-000-0000-6282		35.56	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
146	40-989-000-0000-6282		32.96	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
153	40-991-000-0000-6282		0.42	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
130	40-992-000-0000-6282		0.32	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
131	40-995-000-0000-6282		21.78	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
132	40-997-000-0000-6282		1.74	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
133	40-998-000-0000-6282		20.32	PROFESSIONAL SERVICES	368686	Miscellaenous Professional Services	Y
<b>27218</b>	<b>Rinke Noonan</b>		<b>200.00</b>	<b>46 Transactions</b>			
<b>12504</b>	<b>VanHeuveln/Kirby</b>						
189	40-974-000-0000-6329		5,077.50	TREE DAM REMOVAL	512	Other Repair And Maintenance	N
<b>12504</b>	<b>VanHeuveln/Kirby</b>		<b>5,077.50</b>	<b>1 Transactions</b>			
<b>40 Fund Total:</b>			<b>5,277.50</b>	<b>County Ditches Fund</b>	<b>2 Vendors</b>	<b>47 Transactions</b>	

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 65 County health insurance

\*\*\*\* **Swift County** \*\*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
28234	Swift County 4-H Federation						
175	65-000-000-0000-6231		1,980.00	4H FRUIT SALES-WELL BEING	20240311	Well Being Expenses	N
28234	Swift County 4-H Federation		1,980.00	1 Transactions			
<b>65 Fund Total:</b>			<b>1,980.00</b>	<b>County health insurance</b>	<b>1 Vendors</b>	<b>1 Transactions</b>	
<b>Final Total:</b>			<b>343,974.77</b>	<b>96 Vendors</b>	<b>204 Transactions</b>		

# \*\*\*\* Swift County \*\*\*\*

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	1	178,538.97	County General Revenue
	2	158,011.81	Solid Waste Fund
	11	166.49	Human Services
	40	5,277.50	County Ditches Fund
	65	1,980.00	County health insurance
<b>All Funds</b>		<b>343,974.77</b>	<b>Total</b>

Approved by, .....

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\*\*\*\* **Swift County** \*\*\*\*

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Audit List for Board

**COMMISSIONER'S VOUCHERS ENTRIES**



Print List in Order By: 1 1 - Fund (Page Break by Fund)  
2 - Department (Totals by Dept)  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 County Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
24	<b>10167 American Welding &amp; Gas, Inc</b> 03-330-000-0000-6379		112.38	MISCELLANEOUS SHOP EXPENSES	9933863	Other Charges	N
25	03-330-000-0000-6379		302.80	MISCELLANEOUS SHOP EXPENSES	9954076	Other Charges	N
	<b>10167 American Welding &amp; Gas, Inc</b>		<b>415.18</b>	2 Transactions			
41	<b>11208 Backstreet Printing</b> 03-330-000-0000-6409		18.84	SHOP SUPPLIES - BENSON	1-2662	Other Office Supplies & Small Equipment	N
	<b>11208 Backstreet Printing</b>		<b>18.84</b>	1 Transactions			
35	<b>11175 Benson Laundry</b> 03-300-000-0000-6379		87.08	BLDG. MAINT./REPAIR - ADMIN. B	11019001	Other Charges	N
36	03-300-000-0000-6379		87.08	MISCELLANEOUS SHOP EXPENSES	11019001	Other Charges	N
	<b>11175 Benson Laundry</b>		<b>174.16</b>	2 Transactions			
22	<b>11696 Berge/Levi</b> 03-310-000-0000-6409		33.98	SAFETY SUPPLIES	RUNNINGS	Other Office Supplies & Small Equipment	N
	<b>11696 Berge/Levi</b>		<b>33.98</b>	1 Transactions			
37	<b>11299 Counties Providing Technology</b> 03-300-000-0000-6268		666.00	DATA PROCESSING	1983	Data Processing	N
	<b>11299 Counties Providing Technology</b>		<b>666.00</b>	1 Transactions			
27	<b>12486 Culligan Ultrapure Inc</b> 03-300-000-0000-6379		52.05	MISCELLANEOUS	17412294	Other Charges	N
28	03-300-000-0000-6379		52.05	MISCELLANEOUS SHOP EXPENSES	17412294	Other Charges	N
	<b>12486 Culligan Ultrapure Inc</b>		<b>104.10</b>	2 Transactions			
44	<b>16018 Fastenal Company</b> 03-330-000-0000-6409		161.39	MISC. SHOP SUPPLIES	MNWIL211807	Other Office Supplies & Small Equipment	N
	<b>16018 Fastenal Company</b>		<b>161.39</b>	1 Transactions			
29	<b>16180 Gopher State One Call</b> 03-310-000-0000-6379		12.15	MAINTENANCE SERVICES	4021493	Other Charges	N
	<b>16180 Gopher State One Call</b>		<b>12.15</b>	1 Transactions			
43	<b>20013 Kerkhoven Banner</b> 03-310-000-0000-6232		70.00	PRINTING/PUBLISHING	1169	Printing	N
	<b>20013 Kerkhoven Banner</b>		<b>70.00</b>	1 Transactions			
	<b>10285 Larson Gravel &amp; Construction Inc</b>						

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3 County Road & Bridge

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
No.	Account/Formula							Paid On Bhf #	On Behalf of Name	
19		03-310-000-0000-6409			666.00	SNOW REMOVAL SUPPLIES		4200	Other Office Supplies & Small Equipment N	
20		03-310-000-0000-6409			666.00	SNOW REMOVAL SUPPLIES		4200	Other Office Supplies & Small Equipment N	
21		03-310-000-0000-6409			666.00	SNOW REMOVAL SUPPLIES		4200	Other Office Supplies & Small Equipment N	
	<b>10285</b>	<b>Larson Gravel &amp; Construction Inc</b>			<b>1,998.00</b>		<b>3</b>		Transactions	
	<b>21184</b>	<b>Locators &amp; Supplies Inc</b>								
42		03-310-000-0000-6409			75.60	SAFETY SUPPLIES		0312554	Other Office Supplies & Small Equipment N	
	<b>21184</b>	<b>Locators &amp; Supplies Inc</b>			<b>75.60</b>		<b>1</b>		Transactions	
	<b>21190</b>	<b>Lorenz Manufacturing Company</b>								
31		03-330-000-0000-6564			204.28	REPAIR PARTS		55362	Parts	N
45		03-330-000-0000-6564			27.27	REPAIR PARTS		MN55382	Parts	N
46		03-330-000-0000-6564			58.92	REPAIR PARTS		MN55385	Parts	N
	<b>21190</b>	<b>Lorenz Manufacturing Company</b>			<b>290.47</b>		<b>3</b>		Transactions	
	<b>22467</b>	<b>Moser/Dale</b>								
23		03-310-000-0000-6409			134.95	SAFETY SUPPLIES		AMAZON	Other Office Supplies & Small Equipment N	
47		03-330-000-0000-6338			11.32	FOOD/LODGING		DQ	Travel	N
	<b>22467</b>	<b>Moser/Dale</b>			<b>146.27</b>		<b>2</b>		Transactions	
	<b>23350</b>	<b>Northern States Supply</b>								
33		03-330-000-0000-6566			45.64	SMALL SHOP TOOLS		1734581	Small Tools	N
34		03-310-000-0000-6409			166.66	MISC SIGN SUPPLIES		1734634	Other Office Supplies & Small Equipment N	
	<b>23350</b>	<b>Northern States Supply</b>			<b>212.30</b>		<b>2</b>		Transactions	
	<b>23354</b>	<b>Northside Automotive Supply</b>								
10		03-330-000-0000-6564			24.99	REPAIR PARTS			Parts	N
11		03-330-000-0000-6564			137.61	REPAIR PARTS			Parts	N
12		03-330-000-0000-6564			118.44	REPAIR PARTS			Parts	N
13		03-330-000-0000-6564			9.49	REPAIR PARTS			Parts	N
14		03-330-000-0000-6566			29.99	SMALL SHOP TOOLS			Small Tools	N
18		03-330-000-0000-6564			63.96	REPAIR PARTS		050090	Parts	N
	<b>23354</b>	<b>Northside Automotive Supply</b>			<b>384.48</b>		<b>6</b>		Transactions	
	<b>12260</b>	<b>Pomp's Tire Service</b>								
30		03-330-000-0000-6564			368.63	REPAIR PARTS		2440004652	Parts	N
	<b>12260</b>	<b>Pomp's Tire Service</b>			<b>368.63</b>		<b>1</b>		Transactions	
	<b>25236</b>	<b>Powerplan</b>								
17		03-330-000-0000-6564			1,286.00	REPAIR PARTS		W2477311	Parts	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
16	03-330-000-0000-6564		3,606.05	REPAIR PARTS	W2477411	Parts	N
15	03-330-000-0000-6564		990.50	REPAIR PARTS	W2488011	Parts	N
<b>25236</b>	<b>Powerplan</b>		<b>5,882.55</b>				
				3 Transactions			
<b>27143</b>	<b>Runnings Supply, Inc.</b>						
9	03-330-000-0000-6564		40.33	REPAIR PARTS	3832510	Parts	N
7	03-330-000-0000-6564		11.99	REPAIR PARTS	3833834	Parts	N
8	03-330-000-0000-6564		96.27	MISC. SHOP SUPPLIES	3833834	Parts	N
4	03-330-000-0000-6409		13.47	MISC. SHOP SUPPLIES	3833956	Other Office Supplies & Small Equipment	N
5	03-330-000-0000-6409		78.00	SAFETY SUPPLIES	3833956	Other Office Supplies & Small Equipment	N
6	03-330-000-0000-6564		31.43	REPAIR PARTS	3833956	Parts	N
2	03-330-000-0000-6409		10.99	MISC. SHOP SUPPLIES	3835957	Other Office Supplies & Small Equipment	N
3	03-330-000-0000-6409		19.98	SMALL SHOP TOOLS	3835957	Other Office Supplies & Small Equipment	N
1	03-330-000-0000-6409		81.93	MISC. SHOP SUPPLIES	3836300	Other Office Supplies & Small Equipment	N
<b>27143</b>	<b>Runnings Supply, Inc.</b>		<b>384.39</b>				
				9 Transactions			
<b>11626</b>	<b>Wallace Auto &amp; Collision</b>						
26	03-330-000-0000-6565		42.99	TIRES/TUBES/CHAINS	12724	Tires/Tubes	N
<b>11626</b>	<b>Wallace Auto &amp; Collision</b>		<b>42.99</b>				
				1 Transactions			
<b>35004</b>	<b>Ziegler Inc.</b>						
38	03-330-000-0000-6564		2,087.79	REPAIR PARTS	SI000453305	Parts	N
39	03-330-000-0000-6564		11,298.46	REPAIR PARTS	SI000453514	Parts	N
40	03-330-000-0000-6564		2,240.91	REPAIR PARTS	SI000454129	Parts	N
<b>35004</b>	<b>Ziegler Inc.</b>		<b>15,627.16</b>				
				3 Transactions			
<b>33000</b>	<b>Zosels True Value Hardware</b>						
32	03-330-000-0000-6409		22.99	SHOP SUPPLIES - MURDOCK	A368481	Other Office Supplies & Small Equipment	N
<b>33000</b>	<b>Zosels True Value Hardware</b>		<b>22.99</b>				
				1 Transactions			
<b>3 Fund Total:</b>			<b>27,091.63</b>	<b>County Road &amp; Bridge</b>		<b>21 Vendors</b>	<b>47 Transactions</b>
<b>Final Total:</b>			<b>27,091.63</b>	<b>21 Vendors</b>		<b>47 Transactions</b>	

# \*\*\*\* Swift County \*\*\*\*



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
3	27,091.63	County Road & Bridge
<b>All Funds</b>	<b>27,091.63</b>	<b>Total</b>

Approved by, .....

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# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Auditor Warrants paid on 3/11/2024.	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
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[240319 paid auditor warrants 240311 warrantRegister03\\_11\\_2024\\_08\\_06\\_44.pdf](#)  
[240319 Paid Auditor Warrants 240311 abbrWarrantReg03\\_11\\_2024\\_08\\_06\\_56.pdf](#)

**\*\*\*\* Swift County \*\*\*\***

**WARRANT REGISTER**  
**Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
11232	Benson Municipal Utilities	1,352.05	MONTHLY CHARGES			01-110-000-0000-6251	20100790001	0 N
11232		29.23	MONTHLY CHARGES			01-110-000-0000-6251	20100760001	0 N
11232		1,459.07	MONTHLY CHARGES			01-111-000-0000-6251	30600150001	0 N
11232		277.60	MONTHLY CHARGES			01-112-000-0000-6251	60101600001	0 N
11232		1,024.72	MONTHLY CHARGES			01-113-000-0000-6251	30502970001	0 N
11232		463.68	MONTHLY CHARGES			01-113-000-0000-6251	50100380003	0 N
11232		194.84	MONTHLY CHARGES			01-115-000-0000-6251	10100650002	0 N
11232		1,527.27	MONTHLY CHARGES			01-116-000-0000-6251	20100810001	0 N
11232		511.83	MONTHLY CHARGES			02-390-000-0000-6251	20301600001	0 N
11232		459.70	UTILITIES - ADMIN. BLDG.			03-300-000-0000-6251		N
11232		370.50	UTILITIES, ETC. - BENSON			03-330-000-0000-6251		N
	<b>Warrant # 221685</b>	<b>Total...</b>	<b>7,670.49</b>					
12401	Center Point Energy	228.18	MONTHLY BILLING			01-113-000-0000-6251	10739327-4	0 N
12401		100.98	MONTHLY BILLING			01-113-000-0000-6251	10739174-0	0 N
	<b>Warrant # 221686</b>	<b>Total...</b>	<b>329.16</b>					
12486	Culligan Ultrapure Inc	101.43	MONTHLY BILLING			01-110-000-0000-6226	55029491	0 N
	<b>Warrant # 221687</b>	<b>Total...</b>	<b>101.43</b>					
15123	Federated Telephone	71.06	TELEPHONE - HOLLOWAY			03-330-000-0000-6203		N
	<b>Warrant # 221688</b>	<b>Total...</b>	<b>71.06</b>					
24003	Ottertail Power Company	893.16	UTILITIES, ETC. - HOLLOWAY			03-330-000-0000-6251		N
24003		24.78	UTILITIES, ETC. - HOLLOWAY			03-330-000-0000-6251		N
	<b>Warrant # 221689</b>	<b>Total...</b>	<b>917.94</b>					
30034	U S Postal Service	1,136.56	POSTAGE			01-003-000-0000-6202	FEBRUARY 2024	0 N
30034		30.33	POSTAGE			01-031-000-0000-6202	FEBRUARY 2024	0 N
30034		134.35	POSTAGE			01-041-000-0000-6202	FEBRUARY 2024	0 N
30034		499.84	POSTAGE			01-042-000-0000-6202	FEBRUARY 2024	0 N
30034		2,090.33	POSTAGE			01-089-000-0000-6202	FEBRUARY 2024	0 N
30034		83.94	POSTAGE			01-100-000-0000-6202	FEBRUARY 2024	0 N
30034		1.92	POSTAGE			01-122-000-0000-6202	FEBRUARY 2024	0 N

**\*\*\*\* Swift County \*\*\*\***

**WARRANT REGISTER**  
**Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>From Date</u>	<u>PO # Tx</u>	<u>To Date</u>
30034	U S Postal Service	35.80	POSTAGE			01-200-000-0000-6202		FEBRUARY 2024	0	N
30034		11.61	POSTAGE			01-600-000-0000-6202		FEBRUARY 2024	0	N
30034		26.24	POSTAGE			40-908-000-0000-6232		FEBRUARY 2024	0	N
30034		0.64	POSTAGE			40-908-000-0000-6232		FEBRUARY 2024	0	N
30034		5.12	POSTAGE			40-909-000-0000-6232		FEBRUARY 2024	0	N
30034		90.88	POSTAGE			40-910-000-0000-6232		FEBRUARY 2024	0	N
30034		1.92	POSTAGE			40-910-000-0000-6232		FEBRUARY 2024	0	N
30034		22.40	POSTAGE			40-913-000-0000-6232		FEBRUARY 2024	0	N
30034		9.60	POSTAGE			40-916-000-0000-6232		FEBRUARY 2024	0	N
30034		5.76	POSTAGE			40-919-000-0000-6232		FEBRUARY 2024	0	N
30034		24.96	POSTAGE			40-923-000-0000-6232		FEBRUARY 2024	0	N
30034		0.64	POSTAGE			40-923-000-0000-6232		FEBRUARY 2024	0	N
30034		0.64	POSTAGE			40-923-000-0000-6232		FEBRUARY 2024	0	N
30034		11.52	POSTAGE			40-924-000-0000-6232		FEBRUARY 2024	0	N
30034		10.24	POSTAGE			40-944-000-0000-6232		FEBRUARY 2024	0	N
30034		0.88	POSTAGE			40-945-000-0000-6232		FEBRUARY 2024	0	N
30034		10.24	POSTAGE			40-945-000-0000-6232		FEBRUARY 2024	0	N
30034		19.84	POSTAGE			40-952-000-0000-6232		FEBRUARY 2024	0	N
30034		0.64	POSTAGE			40-955-000-0000-6232		FEBRUARY 2024	0	N
30034		43.52	POSTAGE			40-958-000-0000-6232		FEBRUARY 2024	0	N
30034		30.72	POSTAGE			40-960-000-0000-6232		FEBRUARY 2024	0	N
30034		38.40	POSTAGE			40-961-000-0000-6232		FEBRUARY 2024	0	N
30034		60.80	POSTAGE			40-962-000-0000-6232		FEBRUARY 2024	0	N
30034		3.52	POSTAGE			40-962-000-0000-6232		FEBRUARY 2024	0	N
30034		1.28	POSTAGE			40-962-000-0000-6232		FEBRUARY 2024	0	N
30034		187.76	POSTAGE			40-995-000-0000-6232		FEBRUARY 2024	0	N
30034		0.88	POSTAGE			40-995-000-0000-6232		FEBRUARY 2024	0	N
30034		1.28	POSTAGE			40-995-000-0000-6232		FEBRUARY 2024	0	N

**Warrant # 221690 Total... 4,635.00**

**Warrant Form WFXX Total... 13,725.08 52 Transactions**

stacyw  
03/11/2024

8:06AM  
Warrant Form **WFXX-ACH**  
Auditor's Warrants

**\*\*\*\* Swift County \*\*\*\***

**WARRANT REGISTER  
Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
12047	Comm of MMB, Treas Div	734.00	FEBRUARY 2024 VITALS	01-041-000-0000-6890	FEBRUARY 24 VITALS	0 N
	<b>Warrant # 64890</b>	<b>Total...</b>	<b>734.00</b>			
29175	Treasurer, City Of Holloway	45.81	UTILITIES, ETC. - HOLLOWAY	03-330-000-0000-6251		N
	<b>Warrant # 64891</b>	<b>Total...</b>	<b>45.81</b>			
29177	Treasurer, City Of Murdock	82.41	UTILITIES, ETC. - MURDOCK	03-330-000-0000-6251		N
	<b>Warrant # 64892</b>	<b>Total...</b>	<b>82.41</b>			
10378	WEX Bank	48.25	REBATE	01-003-000-0000-5989	95623190	0 N
10378		146.98	MONTHLY BILLING	01-110-000-0000-6329	95623190	0 N
10378		302.09	MONTHLY BILLING	01-122-000-0000-6563	95623190	0 N
10378		377.63	MONTHLY BILLING	01-123-000-0000-6563	95623190	0 N
10378		4,532.78	MONTHLY BILLING	01-200-000-0000-6563	95623190	0 N
10378		463.69	MONTHLY BILLING	01-520-000-0000-6227	95623190	0 N
	<b>Warrant # 64893</b>	<b>Total...</b>	<b>5,774.92</b>			
	<b>Warrant Form WFXX-ACH</b>	<b>Total...</b>	<b>6,637.14</b>	<b>9 Transactions</b>		
	<b>Final Total...</b>	<b>20,362.22</b>	<b>61 Transactions</b>			

stacyw  
03/11/2024

8:06AM  
Warrant Form **WFXX-ACH**  
Auditor's Warrants

\*\*\*\* **Swift County** \*\*\*\*

**WARRANT REGISTER**  
**Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024



<u>WARRANT RUN</u> <u>INFORMATION</u>		<u>WARRANT</u> <u>FORM</u>	<u>STARTING</u> <u>WARRANT NO.</u>	<u>ENDING</u> <u>WARRANT NO.</u>	<u>DATE OF</u> <u>PAYMENT</u>	<u>DATE OF</u> <u>APPROVAL</u>	<u>PPD</u> <u>COUNT</u>	<u>AMOUNT</u>	<u>CTX</u> <u>COUNT</u>	<u>AMOUNT</u>
6	13,725.08	WFXX	221685	221690	03/11/2024	03/11/2024				
4	6,637.14	WFXX-ACH	64890	64893	03/11/2024	03/11/2024	0		4	6,637.14
	20,362.22	TOTAL								

**\*\*\*\* Swift County \*\*\*\***

**WARRANT REGISTER  
Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024



RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>	<u>ACH AMOUNT</u>	<u>NON-ACH AMOUNT</u>
1	17,292.65	County General Revenue	6,508.92	10,783.73
2	511.83	Solid Waste Fund	-	511.83
3	1,947.42	County Road & Bridge	128.22	1,819.20
40	610.32	County Ditches Fund	-	610.32
	20,362.22	TOTAL	6,637.14	13,725.08
			TOTAL ACH	TOTAL NON-ACH

stacyw  
3/11/24

8:06AM

\*\*\*\* **Swift County** \*\*\*\*



**ABBREVIATED WARRANT REGISTER**  
**Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024

<u>Vendor #</u>	<u>Vendor Name</u>	<u>AMOUNT</u>	<u>Warr #</u>
11232	Benson Municipal Utilities	7,670.49	221685
12401	Center Point Energy	329.16	221686
12047	Comm of MMB, Treas Div	734.00	64890
12486	Culligan Ultrapure Inc	101.43	221687
15123	Federated Telephone	71.06	221688
24003	Ottertail Power Company	917.94	221689
29175	Treasurer, City Of Holloway	45.81	64891
29177	Treasurer, City Of Murdock	82.41	64892
30034	U S Postal Service	4,635.00	221690
10378	WEX Bank	5,774.92	64893
<b>Total . . .</b>		<b>20,362.22</b>	<b>10 Warrants</b>

**Auditor Warrants**

stacyw  
3/11/24

8:06AM

# \*\*\*\* Swift County \*\*\*\*



## ABBREVIATED WARRANT REGISTER Auditor Warrants

Approved 03/11/2024  
Pay Date 03/11/2024

WARRANT RUN INFORMATION	WARRANT FORM	<u>Vendor # Vendor Name</u>		DATE OF PAYMENT	DATE OF APPROVAL	<u>AMOUNT</u>		PPD COUNT	<u>Warr #</u>	
		<u>STARTING WARRANT NO.</u>	<u>ENDING WARRANT NO.</u>			COUNT	AMOUNT		COUNT	AMOUNT
6	13,725.08	WFXX	221685	221690	03/11/2024	03/11/2024				
4	6,637.14	WFXX-ACH	64890	64893	03/11/2024	03/11/2024	0		4	6,637.14
	20,362.22	TOTAL								

\*\*\*\* **Swift County** \*\*\*\*



**ABBREVIATED WARRANT REGISTER**  
**Auditor Warrants**

Approved 03/11/2024  
Pay Date 03/11/2024

Vendor # Vendor Name AMOUNT Warr #

Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	<u>ACH Amount</u>	<u>Non-ACH Amount</u>
1	17,292.65	County General Revenue	6,508.92	10,783.73
2	511.83	Solid Waste Fund	-	511.83
3	1,947.42	County Road & Bridge	128.22	1,819.20
40	610.32	County Ditches Fund	-	610.32
<b>All Funds</b>	<b>20,362.22</b>	<b>Total</b>	<b>6,637.14</b> <b>Total ACH</b>	<b>13,725.08</b> <b>Total Non-ACH</b>



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Trista Nelson	REQUESTOR PHONE: 13203148368
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Otter Tail Power BSSA Lines Update - Jason Weiers	
AGENDA YOU ARE REQUESTING TIME ON: Regular	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
----------

[BSSA Presentation.pdf](#)

# Big Stone South to Alexandria (BSSA)

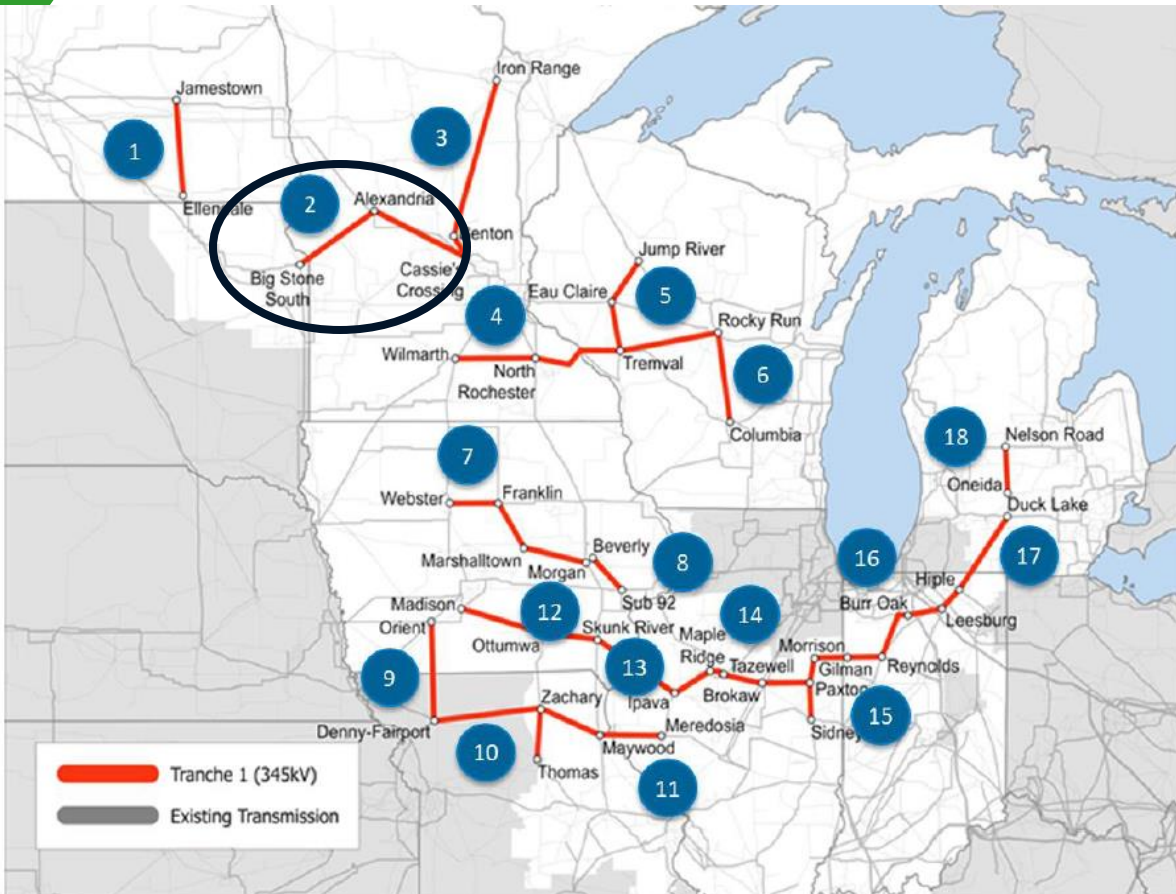
345-kV Transmission Line



# Midcontinent Independent System Operator (MISO) Long Range Transmission Plan

MISO has approved 18 new transmission projects throughout the Upper Midwest that are needed to ensure a **reliable** and **resilient** transmission system in the future.

- BSSA is the western segment of Project #2

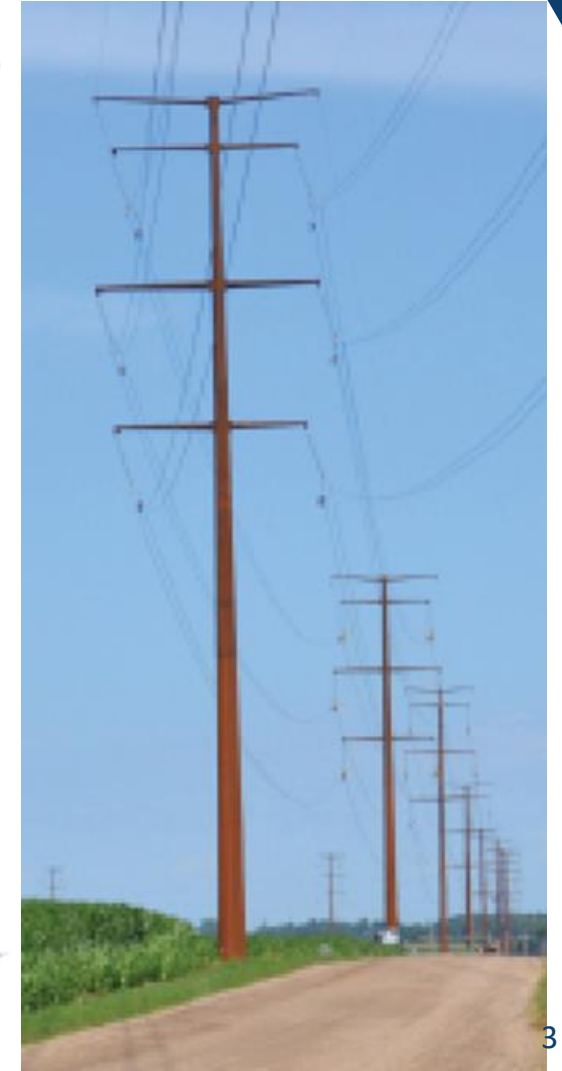
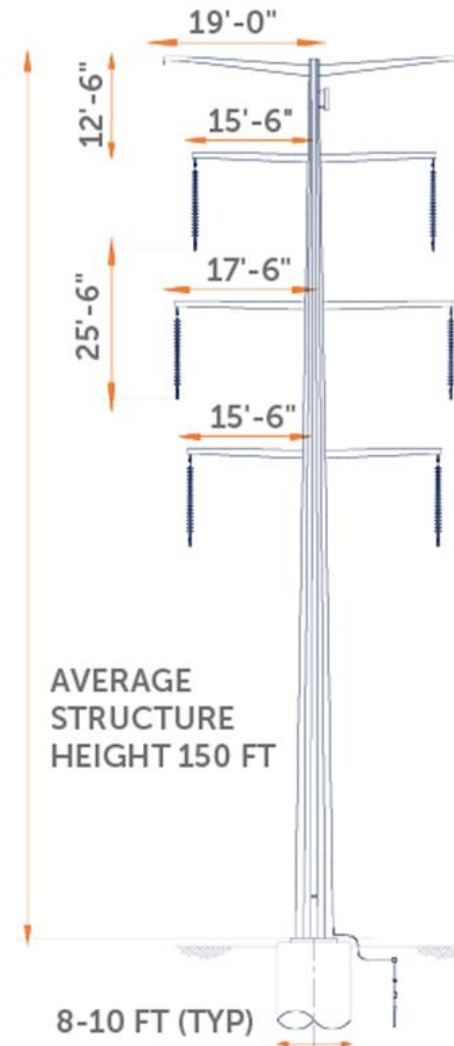


Project Component	Owner(s)
<b>Big Stone South – Alexandria (BSSA) Project</b>	
Big Stone South 345-kV Substation	OTP
BSS – Alexandria 345-kV Line	OTP, WMMPA*
Alexandria 345-kV Substation	WMMPA
<b>Alexandria – Big Oaks (ABO) Project</b>	
Alexandria – Big Oaks 2 <sup>nd</sup> Circuit	XCEL, GRE, MP, OTP, WMMPA*
Big Oaks 345-kV Substation	XCEL

\* Missouri River Energy Services (MRES) is the administrative agent for Western Minnesota Municipal Power Agency (WMMPA)

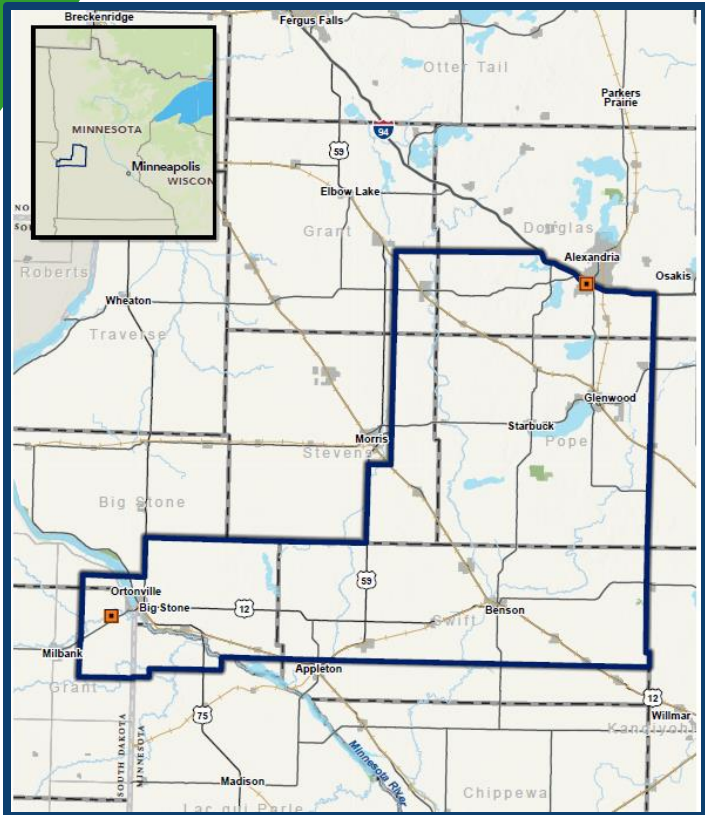
# BSSA Project Details

- 95-105 miles in length
- Anticipated Typical Structure
  - Double circuit capable (1 circuit initially)
  - Steel monopole
  - Self-weathering
  - Self-supporting
  - Concrete foundations
    - 8-10' Diameter
    - ~ 50' Depth
  - 150' in height
  - 4-6 Structures per mile (Average)

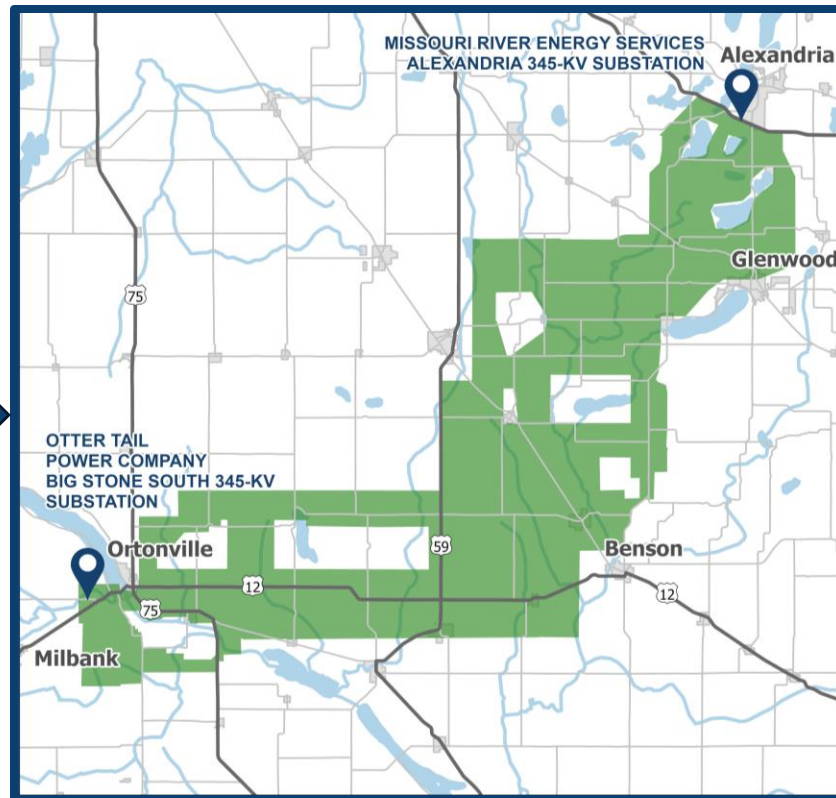


# BSSA Corridor Refinement

Study Area – April 2023



Project Corridors – October 2023



Route Corridors – February 2024

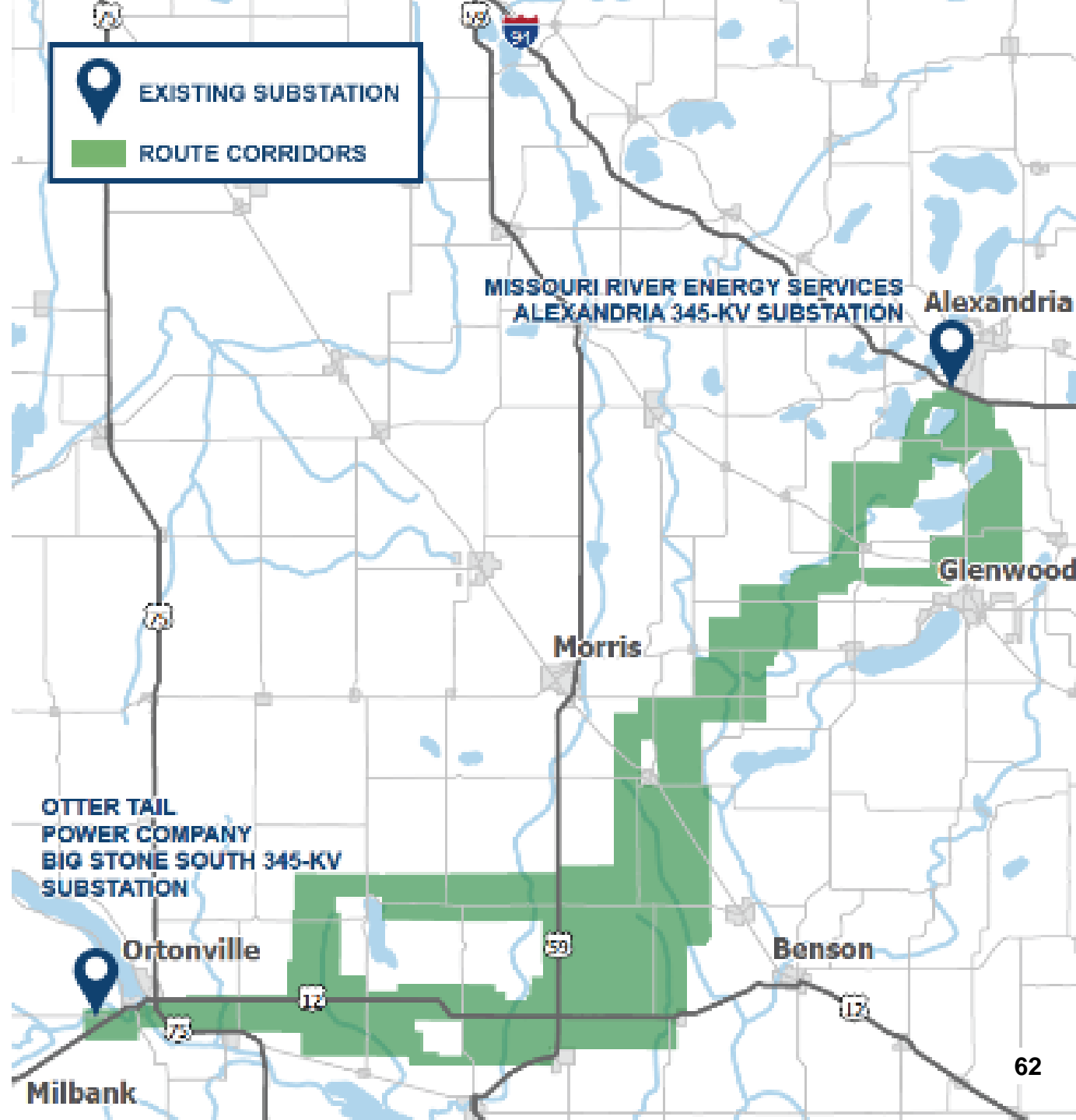


# Route Corridors

## Public Meetings held in February:

- February 12: Ortonville
- February 13: Alexandria (Holiday Inn)
- February 20: Glenwood (Central Square)
- February 21: Big Stone City (American Legion)
- February 22: Benson (McKinney's)
- Total Attendees ~300

Route corridors will be further defined and shared with landowners during another round of public meetings this Summer.



# Preliminary BSSA Project Schedule



**2023**

- ▶ Public engagement
- ▶ CON filing
- ▶ Routing efforts



**2025**

- ▶ Public hearings



**2027**

- ▶ Construction



**2024**

- ▶ Public engagement
- ▶ SD route permit
- ▶ CON decision
- ▶ Preliminary engineering
- ▶ Route permit filing



**2026**

- ▶ Land acquisition
- ▶ Field surveys
- ▶ Final engineering

**2030-2031**

- ▶ In-service date



*Schedule is subject to change.*

# Next Steps

- Process information gathered from February public meetings
- Continue to further define route corridors
- Continue to engage stakeholders:
  - Project Website
  - Project Hotline
  - Emails
  - Landowners
  - State Legislators
  - State and Federal Agencies
  - County Commissioners and Township Officials
- Hold another round of public meetings this Summer
- File MN Route permit application in Q4 2024
  - Two route corridors are required for MN Route permit application
    - MN routing process may introduce alternative routes

**Website:** [www.BigStoneSouthtoAlexandria.com](http://www.BigStoneSouthtoAlexandria.com)  
**Email:** connect@bigstonesouthtoalexandria.com  
**Hotline:** (800)598-5587

Questions?



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Parks, Drainage & Wetlands	REQUESTOR: Kody Fossum	REQUESTOR PHONE: 320.843.5341
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of Draft Notice	
AGENDA YOU ARE REQUESTING TIME ON: Regular	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: 103E Drainage Law
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING: N/A
-----------------

[Notice of Hearing \(Final Hearing\) Reestablishment of Records \(CD 8\).pdf](#)  
[Script for Approving Final Hearing Drafts.pdf](#)

**STATE OF MINNESOTA  
SWIFT COUNTY BOARD OF COMMISSIONERS  
SEATED AS DRAINAGE AUTHORITY UNDER MINNESOTA STATUTES CHAPTER 103E  
FOR THE REESTABLISHMENT OF RECORDS FOR SWIFT COUNTY DITCH 8**

**NOTICE OF PUBLIC HEARING**

**Please Take Notice:** The Swift County Board of Commissioners, Drainage Authority for Swift County Ditch 8 (“CD 8”), will hold a public hearing pursuant to Minn. Stat. § 103E.101, subd. 4a on the engineer’s report of findings on the alignment; cross-section; profile; hydraulic structure locations; materials; dimensions and elevations; and right-of-way of the CD 8 drainage system as originally constructed or subsequently improved. The purpose of the hearing is to receive evidence and public comment related to the reestablishment of records for CD 8, to include the alignment; cross-section; profile; hydraulic structure locations, materials, dimensions, and elevations; and right-of-way of the drainage system.

The hearing will be held on April 16<sup>th</sup>, 2024, at 10:00 a.m. in the Commissioners’ Room at the Swift County Courthouse, 301 14<sup>th</sup> Street North, Benson, Minnesota 56215, or thereafter as the agenda allows. Members of the public are welcome to attend.

The engineer’s report and records describing the drainage system are available for inspection by contacting Kody Fossum by email or phone (kody.fossum@co.swift.mn.us or (320) 843-5341). Written comments may be directed to Kody Fossum by email or by U.S. Mail to Swift County Parks, Attn: Kody Fossum, 1635 Hoban Ave, Benson, MN 56215.

At the final hearing, the Drainage Authority will accept public comment regarding the engineer’s report. Any party having an interest in the proceedings may appear and provide comment per the instructions above. Written comments will be received through 3:30 p.m. on April 12<sup>th</sup>, 2024, by email or by U.S. Mail to Kody Fossum (kody.fossum@co.swift.mn.us or Swift County Parks, Attn: Kody Fossum, 1635 Hoban Ave, Benson, MN 56215).

Dated: March 19, 2024

SWIFT COUNTY BOARD OF COMMISSIONERS    SWIFT COUNTY ADMINISTRATOR  
CD 8 DRAINAGE AUTHORITY

/s/ Pete Peterson, Chairperson

/s/ Tesa Tomaschett

Script for Approving Final Hearing Drafts

“Mr. Chairman Peterson, I (Commissioner) move to approve the draft final hearing notices for County Ditch No. 8, Re-Establishment of Records, and direct the county administrator and drainage inspector to coordinate to issue the final hearing notices consistent with the requirements of Statutes, chapter 103E.”

“I (Commissioner) second the motion.”



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT: Swift County Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Discussion on our current Wind Energy and Solar Power Ordinances as questions have come up from the public.	
AGENDA YOU ARE REQUESTING TIME ON: March 19, 2024 Swift County Board of Commissioner's meeting	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: N/A
BACKGROUND/JUSTIFICATION: Discussion on our current Wind Energy and Solar Power Ordinances as questions have come up from the public.	

### Budget Information

FUNDING: N/A
-----------------

[WIND ENERGY ORD.pdf](#)  
[Solar Power Ordinance.docx](#)

Notice of Adoption

# SWIFT COUNTY WIND ENERGY ORDINANCE



227048

OFFICE OF COUNTY  
RECORDER  
COUNTY OF SWIFT, MINN.

I hereby certify that the within instrument  
 filed in this office for record on the  
 25th day of June  
 2008 at 1 o'clock P.M.  
 was duly recorded in Book 12  
 Misc. on page 402

*Alma Lilliberg*  
 County Recorder  
*Carol Roberts*

June 2008

Doc. No. 6468

Office of Registrar of Titles  
COUNTY OF SWIFT, MINN.

I hereby certify that the within instrument  
 was filed in this office on the 25th  
 day of June A.D.  
 2008 at 1 o'clock P.M.,  
 Book Misc. File # 1

*Donna Tillibey* Registrar of Titles  
 By *Mary Anderson* Deputy

227048

## TABLE OF CONTENTS

### SECTION 1 DEFINITIONS

### SECTION 2 WIND ENERGY CONVERSION SYSTEMS

Subsection A: Purpose

Subsection B: Procedures

Subsection C: Aggregated Projects and Procedures

Subsection D: District Regulations

Subsection E: Setbacks – Wind Turbines and Meteorological Towers

Subsection F: Requirements and Standards

Subsection G: Other Applicable Standards

Subsection H: Avoidance and Mitigation of Damages to  
Infrastructure

## SECTION 1: DEFINITIONS

227048

**Aggregated Project:** Aggregated projects are those which are developed and operated in a coordinated fashion, but which have multiple entities separately owning one or more of the individual WECS within the larger project. Associated infrastructure such as power lines and transformers that service the facility may be owned by a separate entity but are also included as part of the aggregated project.

**Agricultural Building or Structure:** For the purposes of this Ordinance, an "agricultural building or structure" shall imply any building or structure existing or erected on land used principally for agricultural purposes, with the exception of dwelling units.

**Bluff:** "Bluff" means a topographic feature such as a hill, cliff, or embankment having the following characteristics (an area with an average slope of less than 18 percent over a distance for 50 feet or more shall not be considered part of the bluff).

**Building, Agricultural:** All buildings, other than dwellings, which are incidental to a farming operation.

**Commissioner:** Minnesota Commissioner of Natural Resources.

**Community Water and Sewer Systems:** Utilities systems serving a group of buildings, lot, or an area of the county, with the design and construction of such utility systems as approved by the County and the State of Minnesota.

**Conditions:** Guarantees upon the conditional use permit deemed necessary for the protection of the public interest.

**County:** Swift County, Minnesota

**Crop Land:** The use of land for the production for commercial purposes and on the farm use of, but not limited to, adopted row or close sown crops, fruits and nuts.

**Disposal System:** A system for disposing of sewage, industrial waste and other wastes, includes sewer systems and treatment works.

**District:** A section of the County for which the regulations governing the height, area, use of buildings and premises are the same.

**Drainage-Way:** Any natural or artificial water course, including but not limited to; streams, rivers, creeks, ditches, channels, canals, conduits, culverts, streams, waterways, gullies, ravines, or washes in which, waters flow in a definite direction or course, either continually or intermittently; and including any area adjacent thereto which is subject to inundation by reason of overflow or floodwater.

**Easement:** A grant by a property owner for the use of a strip of land for the purpose of constructing and maintaining utilities, including, but not limited to, sanitary sewers, water mains, electric lines, telephone lines, storm sewer or storm drainage ways, and gas lines.

**Equal Degree of Encroachment:** A method of determining the location of encroachment lines so that hydraulic capacity of flood plain lands on each side of a stream are increased by an equal amount when calculating the increases in flood stages due to flood plain encroachments.

**Erosion:** The process by which the ground surface is worn away by action of wind or water.

**Essential Services:** Overhead or underground electrical, gas, steam or water transmission or distribution systems and structures, or collection, communication supply or disposal systems and structures used by public utilities or governmental departments or

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commissions or as required for protection of the public health, safety, or general welfare, including towers, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, and accessories in connection therewith, but not including buildings. For the purpose of this Ordinance the word "building" does not include "structures" for essential services.

**Fall Zone:** The area, defined as the furthest distance from the tower base, in which a guyed tower will collapse in the event of a structural failure. This area is less than the total height of the structure.

**Feeder Line:** Any power line that carries electrical power from one or more wind turbines or individual transformers associated with individual wind turbines to the point of interconnection with the electric power grid, in the case of interconnection with the high voltage transmission systems the point of interconnection shall be the substation serving the WECS.

**Highway:** Any public thoroughfare or vehicular right-of-way with a Federal or State numerical route designation; any public thoroughfare or vehicular right-of-way with a Swift County numerical route designation.

**Land Use:** All activities, occupations, practices, and utilization of land space, including water, subsurface and air space.

**Metes and Bounds:** A method of property description by means of their direction and distance from an easily identifiable point.

**Metes and Bounds Description:** A description of a tract of land by starting at a given point, running so many feet in a certain direction, so many feet another direction, etc., back to the point of beginning.

**Meteorological Tower:** For the purposes of this Wind Energy Conversation System Ordinance, meteorological towers are those towers which are erected primarily to measure wind speed and directions plus other data relevant to siting WECS. Meteorological towers do not include towers and equipment used by airports, the Minnesota Department of Transportation, or other similar applications to monitor weather conditions.

**Owner:** Any individual, firm, association, syndicate, partnership, corporation, trust or other legal entity having sufficient property interest in a property to commence and maintain proceedings under this Ordinance, or the owner of record.

**Persons:** Any individual, firm, partnership, corporation, company, association, joint stock association or body politic, includes any trustee, receiver, assignee, or other similar representative thereof.

**Plot:** A tract of land other than one unit of a recorded plat or subdivision and occupied and used or intended to be occupied and used as an individual site and improved or intended to be improved by the erection thereon of buildings and including as a minimum such open spaces as required under this Ordinance.

**Premises:** The property conveyed in a deed; hence, a piece of land or real estate; sometimes, a building.

**Property Line:** The boundary line of the area over which the entity applying for a WECS permit has legal control for the purposes of installation of a WECS. This control may be attained through fee title ownership, easement, or other appropriate contractual relationship between the project developer and landowner.

**Public Conservation Lands:** Land owned in fee title by State or Federal agencies and managed specifically for [grassland] conservation purposes, including but not limited to State Wildlife Management Areas, State Parks, State Scientific and Natural Areas, federal Wildlife Refuges and Waterfowl Production Areas. For the purposes of this section public conservation lands will also include lands owned in fee title by non-profit conservation organizations. Public conservation lands do not include private lands upon which conservation easements have been sold to public agencies or non-profit conservation organizations.

**Rotor Diameter:** The diameter of the circle described by the moving rotor blades.

**Substations:** Any electrical facility designed to convert electricity produced by wind turbines to a voltage greater than 35,000 (35,000 KV) for interconnection with high voltage transmission lines shall be located outside of the road right of way.

**Total Height:** The highest point, above ground level, reached by a rotor tip or any other part of the WECS.

**Tower:** Towers include vertical structures that support the electrical generator, rotor blades, or meteorological equipment.

**Tower Height:** The total height of the WECS exclusive of the rotor blades.

**Transmission Line:** Those electrical power lines that carry voltages of at least 69,000 volts (69 KV) and are primarily used to carry electric energy over medium to long distances rather than directly interconnecting and supplying electric energy to retail customers.

**Wind Turbine:** A wind turbine is any piece of electrical generating equipment that converts the kinetic energy of blowing wind into electrical energy through the use of airfoils or similar devices to capture the wind.

**WECS - Wind Energy Conversion System:** An electrical generating facility comprised of one or more wind turbines and accessory facilities, including but not limited to: power lines, transformers, substations and metrological towers, that operate by converting the kinetic energy of wind into electrical energy. The energy maybe used on-site or distributed into the electrical grid.

**Large WECS:** A WECS of equal to or greater than 100 kW in total name plate generating capacity.

**Small Scale WECS:** A WECS of less than 100 kW in total name plate generating Capacity.

June 2008

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## SECTION 2: WIND ENERGY CONVERSION SYSTEMS

### ***Subsection A: Purpose***

This section established to regulate the installation and operation of Wind Energy Conversion Systems (WECS) within Swift County not otherwise subject to siting and oversight by the State of Minnesota under the Minnesota Power Plant Siting Act (MS 116C.51-116C.697.).

### ***Subsection B: Procedures***

1. Land Use Permits, Conditional Use Permits and Variances shall be applied for and reviewed under the procedures established in the Swift County Zoning Ordinance.
2. The application for all WECS shall include the following information:
  - a) The name of project applicant.
  - b) The name of the project owner.
  - c) The legal description and address of the project.
  - d) A description of the project including: Number, type, name plate generating capacity, tower height, rotor diameter, and total height of all wind turbines and means of interconnecting with the electrical grid.
  - e) Site layout, including the location of property lines, wind turbines, electrical wires, interconnection points with the electrical grid, and all related accessory structures. The site layout shall include distances and be drawn to scale.
  - f) Engineer's certification.
  - g) Documentation of land ownership or legal control of the property.
3. The application for Large WECS shall also include:
  - a) The latitude and longitude of individual wind turbines.
  - b) A USGS topographical map, or map with similar data, of the property and surrounding area, including any other WECS within 10 rotor diameters of the proposed WECS.
  - c) Location of wetlands, scenic, and natural areas including bluffs within 1,320 feet of the proposed WECS.

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d) FAA Permit Application.

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e) Location of all known Communications Towers within 2 miles of the proposed WECS.

f) Decommissioning Plan.

g) Description of potential impacts on nearby WECS and wind resources on adjacent properties.

**Subsection C: Aggregated Projects – Procedures**

Aggregated Projects may jointly submit a single application and be reviewed under joint proceedings, including notices, hearings, reviews and as appropriate approvals. Permits will be issued and recorded separately. Joint applications will be assessed fees as one project. [Aggregated projects having a combined capacity equal to or greater than the threshold for State oversight as set forth in MS Statute 116C.691 through 116C.697 shall be regulated by the State of Minnesota.]

**Subsection D: District Regulations**

WECS will be permitted, conditionally permitted or not permitted based on the generating capacity and land use district as established in the table below:

District	Non-Commercial*	Commercial	Meteorological Tower[*]
Agriculture Preservation Dist. #1	Permitted	Conditional	Permitted
Agriculture Preservation Dist. #2	Conditional	Conditional	Permitted
Agriculture Preservation Dist. #3	Conditional	Conditional	Permitted
Agriculture Preservation Dist. #4	Conditional	Conditional	Permitted
Urban Development Dist.	Conditional	Conditional	Permitted
Flood Plain Management Dist.	Conditional	Not permitted	Not permitted
Shoreland Management Dist.	Conditional	Not permitted	Not permitted

\* Small Scale WECS and Meteorological towers shall require a conditional use permit if over 125 feet in height.

**Subsection E: Setbacks – Wind Turbines and Meteorological Towers**

1. All towers shall adhere to the setbacks established in the following table:

<b>Wind Turbine – Small Scale WECS</b>	<b>Wind Turbine - Large WECS</b>		<b>Meteorological Towers</b>
<b><i>Property Lines</i></b>	1.1 times the total height or in Agricultural or Industrial Land Use Districts only. the distance of the fall zone, as certified by a professional engineer + 10 feet	1.1 times the total height	The fall zone, as certified by a professional engineer + 10 feet or 1.1 times the total height.
<b><i>Neighboring Dwellings*</i></b>	750 feet		The fall zone, as certified by a professional engineer + 10 feet or 1.1 times the total height.
<b><i>Road Rights-of-Way **</i></b>	The distance of the fall zone, as certified by a professional engineer + 10 feet or 1 times the total height.	1 times the height, may be reduced for minimum maintenance roads or a road with an Average Daily Traffic Count of less than 10.	The fall zone, as certified by a professional engineer + 10 feet or 1 times the total height.
<b><i>Other Rights-of-Way (Railroads, power lines, etc)</i></b>	The lesser of 1 times the total height or the distance of the fall zone, as certified by a professional engineer + 10 feet.	To be considered by the planning commission	The fall zone, as certified by a professional engineer + 10 feet or 1 times the total height.
<b><i>Public conservation lands managed as grasslands</i></b>	NA	600 feet	600 feet
<b><i>Wetlands, USFW Types III, IV and V</i></b>	NA	600 feet	600 feet
<b><i>Other Structures</i></b>		To be considered	

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<b>Other Existing WECS***</b>	NA	To be considered based on: - Relative size of the existing and proposed WECS; alignment of the WECS relative to the predominant winds; topography; extent of wake interference impacts on existing WECS; property line setback of existing WECS; Other setbacks required.
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\* The setback for dwellings shall be reciprocal in that no dwelling shall be constructed within 750 feet of a large wind turbine.

\*\* The setback shall be measured from future rights-of-way if a planned changed or expanded right-of-way is known.

\*\*\* Waived for internal setbacks in multiple turbine projects, including aggregated projects.

2. Substations and Accessory Facilities - Minimum setback standards for substations and feeder lines shall determined in the permitted process, based upon the site's unique circumstances and consistent with Appendix A.

### **Subsection F: Requirements and Standards**

1. Engineering Certification – For all WECS, the manufacture's engineer or another qualified engineer shall certify that the turbine, foundation and tower design of the WECS is within accepted professional standards, given local soil and climate conditions.

2. Clearance – Rotor blades or airfoils must maintain at least 12 feet of clearance between their lowest point and the ground.

3. Warnings:

- a) For all Large WECS, a sign or signs shall be posted on the tower, transformer and substation warning of high voltage. [Signs with emergency contact information shall also be posted on the turbine or at another suitable point.]
- b) For all guyed towers, visible and reflective objects, such as plastic sleeves, reflectors or tape, shall be placed on the guy wire anchor points and along the outer and innermost guy wires up to a height of 8 feet above the ground. Visible fencing may be required around anchor points of guy wires.

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4. Total height – Small Scale WECS shall have a total height of less than 200 feet.
5. Tower configuration:
  - a) All wind turbines, which are part of a large WECS, shall be installed with a tubular, monopole type tower.
  - b) Meteorological towers may be guyed.
6. Color and Finish – All wind turbines and towers that are part of a large WECS shall be white, gray or another non-obtrusive color. Blades may be black in order to facilitate deicing. Finishes shall be matt or non-reflective. International blade markings are acceptable.
7. Lighting – Lighting, including lighting intensity and frequency of strobe, shall adhere to but not exceed requirements established by Federal Aviation Administration permits and regulations. Red strobe lights are preferred for night-time illumination to reduce impacts on migrating birds. Red pulsating incandescent lights should be avoided.
8. Other Signage – The manufacturer's or owner's company name and/or logo may be placed upon the nacelle, compartment containing the electrical generator, of the WECS.
9. Feeder Lines – All communications and feeder lines, equal to or less than 34.5 kV in capacity, installed as part of a WECS shall be buried where reasonably feasible. Feeder lines installed as part of a WECS shall not be considered an essential service. This standard applies to all feeder lines subject to Swift County authority.
10. Waste Disposal – Solid and Hazardous wastes, including but not limited to crates, packaging materials, damaged or worn parts, as well as used oils and lubricants, shall be removed from the site promptly and disposed of in accordance with all applicable local, state and federal regulations.
11. Discontinuation and Decommissioning - A WECS shall be considered a discontinued use after 1 year without energy production, unless a plan is developed and submitted to the Swift County Zoning Administrator outlining the steps and schedule for returning the WECS to service. All WECS and accessory facilities shall be removed to four feet below ground level within 90 days of the discontinuation of use.

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12. Each Large WECS shall have a Decommissioning plan outlining the anticipated means and cost of removing WECS at the end of their serviceable life or upon becoming a discontinued use. The cost estimates shall be made by a competent party; such as a Professional Engineer, a contractor capable of decommissioning or a person with suitable expertise or experience with decommissioning. The plan shall also identify the financial resources that will be available to pay for the decommissioning and removal of the WECS and accessory facilities.
13. Orderly Development – Upon issuance of a conditional use permit, all Large WECS shall notify the Environmental Quality Board Power Plant Siting Act program Staff of the project location and details on the survey form specified by the Environmental Quality Board.

***Subsection G: Other Applicable Standards***

1. Noise – All WECS shall comply with Minnesota Rules 7030 governing noise.
2. Electrical codes and standards – All WECS and accessory equipment and facilities shall comply with the National Electrical Code and other applicable standards.
3. Federal Aviation Administration– All WECS shall comply with FAA standards and permits.
4. Uniform Building Code – All WECS shall comply with the Uniform Building Code adopted by the State of Minnesota.
5. Interference – The applicant shall minimize or mitigate interference with electromagnetic communications, such as radio, telephone, microwaves, or television signals cause by any WECS. The applicant shall notify all communication tower operators within five miles of the proposed WECS location upon application to the county for permits. No WECS shall be constructed so as to interfere with County or Minnesota Department of Transportation microwave transmissions.

***Subsection H: Avoidance and Mitigation of Damages to Public Infrastructure***

1. Roads – Applicants shall:
  - a) Identify all county, city or township roads to be used for the purpose of transporting WECS, substation parts, cement, and/or equipment for construction, operation or maintenance of the WECS and obtain applicable weight and size permits from the impacted road authority(ies) prior to construction.
  - b) Conduct a pre-construction survey, in coordination with the impacted local road authority(ies) to determine existing road conditions. The survey shall

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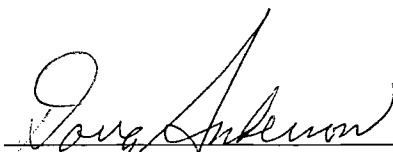
- include photographs and a written agreement to document the condition of the public facility.
- c) Be responsible for restoring or paying damages as agreed to by the applicable road authority(ies) sufficient to restore the road(s) and bridges to preconstruction conditions.
2. Drainage System – The Applicant shall be responsible for immediate repair of damage to public drainage systems stemming from construction, operation or maintenance of the WECS.

Amended Swift County Wind Energy Ordinance approved and adopted by the Swift County Board of Commissioners this 3<sup>rd</sup> day of June, 2008.

Amends Book 11 of Miscellaneous, page 433 and Torrens Document #6101.

County of Swift, Minnesota

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By:   
Doug Anderson, Chair  
Swift County Board of Commissioners

Attest:   
Byron Giese, Swift County Auditor

Approved as to Form and Execution:

  
Robin Finke, Swift County Attorney

**SWIFT COUNTY LAND AND RELATED  
RESOURCE MANAGEMENT ORDINANCE**

**SOLAR POWER  
MANAGEMENT**

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**SUBDIVISION 1. TITLE**

The title of this ordinance is the Swift County Solar Power Management Ordinance, and will be referred to herein as “this Ordinance”.

**SUBDIVISION 2. PURPOSE**

This ordinance is established to set forth processes for permitting solar energy systems and to regulate the installation and operation of solar energy systems within Swift County pursuant to Minnesota Statutes Chapters 216C.25, 500.30, and Minnesota Rules Chapter 1325.1100, as amended, in order to promote the health, safety, and general welfare of the citizens of Swift County.

**SUBDIVISION 3. JURISDICTION**

The regulations of this Ordinance shall apply to all the area of Swift County outside the incorporated limits of municipalities.

**SUBDIVISION 4. INTERPRETATION**

In interpreting and applying the provisions of this Ordinance, they shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare. Where the provisions of this Ordinance impose greater restriction than those of any statute, other ordinance or regulations, the provisions of this Ordinance shall be controlling. Where the provisions of any statute, other ordinance or regulation impose greater restrictions than this Ordinance, the provisions of such statute, other ordinance or regulation shall be controlling.

**SUBDIVISION 5. EXEMPTIONS**

Solar arrays with a generator nameplate capacity under one (1) kilowatt, and solar thermal systems with a solar collector surface under fifty (50) square feet in area, are exempt from the requirements of this ordinance.

**SUBDIVISION 6. DEFINITIONS**

The following words and phrases shall have the meanings ascribed to them in this Ordinance. If not specifically defined in this Section or in Section 22 of the Swift County Zoning Ordinance, terms used in this Ordinance shall have the same meaning as provided in the standards adopted by reference. Words or phrases that are not defined here or in the standards adopted by reference shall have common usage meaning. For purposes of this Ordinance, the words “must” and “shall” are mandatory and the words “may” and “should” are permissive.

1. Array (Solar). Any number of solar photovoltaic modules or panels connected together to provide a single electrical output, or solar thermal collectors connected together to provide a single output.
2. Generator nameplate capacity. The maximum rated output of electrical power production of a generator under specific conditions designated by the manufacturer with a nameplate physically attached to the generator.
3. Ground Mounted Solar Energy System. Freestanding solar panels mounted to the ground by use of stabilizers or similar apparatus.
4. Large Solar Energy System. A solar array designed for wholesale production and sale of

power where the primary land use of the parcel is for a solar energy system.

5. Module (Solar). A number of individual solar cells connected together in an environmentally protected housing producing a standard output voltage and power. Multiple modules/panels can be assembled into an array for increased power and/or voltage.
6. Photovoltaic Array. A group of solar photovoltaic modules connected together to increase voltage and/or power to the level required for a given system.
7. Photovoltaic Device. A system of components that generates electricity from incident sunlight by means of the photovoltaic effect, whether or not the device is able to store the energy produced for later use.
8. Power Purchase Agreement. A legally enforceable agreement between two or more persons where one or more of the signatories agrees to provide electrical power and one or more of the signatories agrees to purchase the power.
9. Roof or Building Mounted Solar Energy System. A solar energy system that is mounted to the roof or building using brackets, stands or other apparatus.
10. Small Solar Energy System. A solar array that is an accessory use in which the energy produced is first used on-site before any excess energy produced is sold back to the operator's regular electrical service provider. Small solar energy systems include solar thermal systems that are designed to provide heat or energy on-site.
11. Solar cell. The basic unit of a photovoltaic solar panel.
12. Solar Collector. A device, structure, or part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.
13. Solar Easement. A right, whether or not stated in the form of a restriction, easement, covenant, or condition, in any deed, will, or other instrument executed by or on behalf of any owner of land or solar skyspace for the purpose of ensuring adequate exposure of a solar energy system as defined in Section 216C.06, Subdivision 17, to solar energy. Required contents of a Solar Easement are defined in Minnesota Statute Section 500.30.
14. Solar energy system. A device or set of devices, a substantial purpose of which is to provide for the collection, storage and distribution of sunlight for space heating or cooling, generation of electricity, or water heating.
15. Solar Thermal System. A system that includes a solar collector and a heat exchanger that heats or preheats water or air for building heating systems or other heat or hot water needs.
16. Tracking Solar Array. A solar array that follows the path of the sun during the day to maximize the solar radiation it receives.

## **SUBDIVISION 7. PERMIT REQUIRED**

Land Use Permits, Conditional Use Permits, and Variances shall be applied for and reviewed under the procedures established by Swift County Ordinance and Minnesota Statutes Chapter 394. A Land Use Permit must be obtained from the Zoning Administrator by the landowner prior to construction or installation of any solar energy system that is subject to this Ordinance.

1. An application for a permit under this section for a solar energy system is not complete unless it contains the following:
  - a. Address, Township, Section, and legal description of the property on which the solar energy system is proposed to be installed.
  - b. General description of the solar energy system, including type, size (area) of the array, generator nameplate capacity, and total height.
  - c. Setbacks from property lines, public ditches and tile lines, road rights-of-way, neighboring dwellings, and natural waterways.
  - d. A site plan showing the existing property lines, existing buildings, and the proposed location of the Solar energy system on the parcel.
  
2. In addition to the permit application requirements in part 1 above, an application for a permit under this section for a Large Solar energy system is not complete unless it contains the following:
  - a. A site plan of existing conditions showing the following:
    - i. The names of the adjacent property owners and current use of those properties.
    - ii. Existing public and private roads, showing widths of the roads and any associated easements.
    - iii. Location and size of any abandoned wells, sewage treatment systems and dumps.
    - iv. Topography at 2' intervals (or less) and source of contour interval.
    - v. Existing vegetation (list type and percent of coverage; i.e. grassland, plowed field, wooded areas, etc.)
    - vi. Waterways, watercourses, lakes and public water wetlands.
    - vii. Delineated wetland boundaries.
    - viii. The 100-year flood elevation and Regulatory Flood Protection Elevation, if

available. Floodway, flood fringe, and/or general flood plain district boundary, if applicable.

- ix. The shoreland district boundary, the ordinary high water level and the highest known water level, and the toe and top of any bluffs within the project boundaries, if any portion of the project is located in a shoreland district.
  - x. Surface water drainage patterns.
- b. A site plan of proposed conditions showing the following:
- i. Approximate location and spacing of solar panels.
  - ii. Location of access roads.
  - iii. Proposed location of underground or overhead electric lines connecting the solar farm to the building, substation or other electric load.
  - iv. New electrical equipment other than at the existing building or substation that is the connection point for the Large Solar energy system.
  - v. Proposed erosion and sediment control measures.
  - vi. Proposed storm water management measures.
- c. Proposed specifications and recommended installation methods for all major equipment, including solar panels, mounting systems and foundations for poles or racks, if known.
- d. A description of the method of connecting the array to a substation.
- e. A decommissioning plan ensuring that facilities are properly removed in the event they are not in use for 12 consecutive months. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan ensuring financial resources will be available to fully decommission the site. If necessary, the Board may require the posting of a bond, letter of credit or the establishment of an escrow account to ensure proper decommissioning.

**SUBDIVISION 8. DISTRICT REGULATIONS**

Solar energy systems will be permitted, conditionally permitted or not permitted based on the generating capacity and land use district as established in the table below (P=Permitted, C=Conditionally Permitted, NP=Not Permitted):

District	Small Solar Energy System	1 & Less Megawatt	1.1 to 5 Megawatts	5.1 & Over Megawatts
Agricultural	P	P	C	C
Urban Expansion	P	P	C	NP
Floodplain- flood fringe	P	C	NP	NP
Floodplain- floodway/wetlands	NP	NP	NP	NP
Shoreland	P	C	NP	NP
Scenic River	P	P	NP	NP

Nothing herein shall be construed to exempt a solar energy system from the regulations, requirements, and standards of the District in which it is located.

**SUBDIVISION 9. SETBACKS AND STANDARDS**

1. Solar energy systems shall be subject to the structure setbacks set forth in each respective Zoning District in respect to property lines, road right-of-way lines, County tile lines, and County and Judicial Ditches.
2. Any ground mounted solar energy system larger than .25 acres in area must be located away from a dwelling according to the following chart: (Other than the project owner’s dwelling(s)).

## Solar Energy Systems Setbacks - Feet

District	Small Solar Energy System	1 & Less Megawatt	1.1 to 5 Megawatts	5.1 & Over Megawatts
Agricultural	100	200	250	350
Urban Expansion	100	200	300	NA
Floodplain- flood fringe	100	200	200	200
Floodplain- floodway/wetland	NA	NA	NA	NA
Shoreland	100	250	NA	NA
Scenic River	100	NA	NA	NA

**Setbacks shall be measured from foundation of neighboring dwelling to closest point of solar panel except where noted above.**

3. Standards for all Solar Energy Systems.
  - a. Height. Solar energy systems are subject to the following height requirements:
    - i. Building or roof-mounted solar energy systems shall not exceed the maximum allowed height for structures in the zoning district in which the system is being installed, and shall not extend more than 10 feet above the building or roof on which they are mounted.
    - ii. Ground or pole-mounted solar energy systems shall not exceed 20 feet in height when oriented at maximum tilt.
  - b. Location within Lot. Solar energy systems must meet the accessory structure setback for the zoning district.
    - i. Roof-mounted Solar Energy Systems. In addition to the building setback, the collector surface and mounting devices for roof-mounted solar energy systems that are parallel to the roof surface shall not extend beyond the exterior perimeter of the building on which the system is mounted or built. The collector and racking for roof-mounted systems that have a greater pitch than the roof surface shall be set back from all roof edges by at least 2 feet. Exterior piping for solar thermal systems shall be allowed to extend beyond the perimeter of the building on a side yard exposure.
    - ii. Ground-mounted Solar Energy Systems.

- A. Ground-mounted solar energy systems may not extend into the side-yard, rear, or road right-of-way setback when oriented at minimum design tilt.
  - B. Ground-mounted solar energy systems that result in the creation of one or more acres of impervious surface, must comply with the MPCA Construction Stormwater Permit Requirements.
  - c. **Approved Solar Components.** Electric solar energy system components must have an Underwriters Laboratory (UL) listing.
  - d. **Compliance with State Electric Code.** All photovoltaic systems shall comply with the Minnesota State Electric Code.
  - e. **Utility Notification.** No grid-intertie photovoltaic system shall be installed until evidence has been given to the Department that the owner has notified the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
  - f. **Vegetative screening or buffering of the solar energy system** may be required as part of the conditions of approval. Screening or buffering shall be based on the proximity of the system to residential buildings and to abutting public rights-of-way.
4. **Standards for Large Solar Energy Systems.**
- a. **Stormwater Management and Erosion and Sediment Control** shall meet the requirements of the MPCA Construction Stormwater Permit requirements.
  - b. **Foundations.** The manufacturer's engineer or another qualified engineer shall certify that the foundation and design of the solar panels is within accepted professional standards, given local soil and climate conditions.
  - c. **Other standards and codes.** All Large Solar Energy Systems shall be in compliance with any applicable local, state and federal regulatory standards, including the State of Minnesota Uniform Building Code, as amended; and the National Electric Code, as amended.
  - d. **Power and communication lines.** Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground, to the extent practicable.

**SUBDIVISION 10. DECOMMISSIONING**

In the event that a solar energy system is unused or abandoned for a period of 12 consecutive

months, the solar energy system must be removed by the system owner or landowner.

1. All structures and foundations must be completely removed and the soil and vegetation restored.
2. Removal must occur within 90 days of a determination that the solar energy system is unused or abandoned, unless a plan is developed and submitted to the Zoning Administrator outlining the steps and schedule for returning the system to service.
3. Disposal of structures, foundations, and any other equipment or material must conform to Federal, State, and local laws, rules, and ordinances.

Passed by the Swift County Board of Commissioners on October 20, 2020

(Seal)

---

Gary Hendrickx, Chair  
Swift County Board of Commissioners

Attest: \_\_\_\_\_  
Kelsey Baker, Administrator  
Swift County

Approved as to Form and Execution:

---

Danielle Olson  
Swift County Attorney



# Request for Board Action

## Commissioner's Report

BOARD MEETING DATE:  
March 19, 2024

### Department Information

ORIGINATING DEPARTMENT:	REQUESTOR:	REQUESTOR PHONE:
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### Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approving Abdo Financial Solutions contract extension	
AGENDA YOU ARE REQUESTING TIME ON:	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION:	

### Budget Information

FUNDING:
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[Accounting Services Proposal - Swift County.pdf](#)



SERVICE PROPOSAL FOR

# Swift County

301 14th St N, Benson, Minnesota 56215

Not yet submitted

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ



Proposed by

Victoria Holthaus, CPA

Partner | Abdo

[victoria.holthaus@abdofs.com](mailto:victoria.holthaus@abdofs.com)

P 952.715.3069



Tesa Tomaschett, County Administrator  
Swift County  
301 14th St N  
Benson, Minnesota 56215

Not yet submitted

Dear Tesa,

Thank you for the opportunity to submit this proposal to Swift County, Minnesota (the County, for accounting services. Based on our past experience with clients of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), will provide the County with excellent financial services.

We believe our solution will result in the County receiving high-level information, continual improvement of processes, and allow the County to keep overall costs stable. Our proposal is based on the needs of the County as laid out in the request for proposal and the experiences we have had working with other clients. This proposal outlines the scope of services we believe will address the needs of the County.

The following are a few ways in which our Financial Solutions professionals can support the County during this transition:

- Your new Finance Manager will start late March and you indicated that transition services will be helpful to ensure a successful start for this key employee
- Our team will provide training and coaching for the New Finance manager during the first several weeks in their new role
- In addition to support for the new Finance Manager, our team will assist with continued progress meetings on the work plan developed as a result of the process evaluation that was finalized in December

The term of this contract shall be from April 1, 2024 through August 31, 2024.

An Abdo FS representative will be in the County offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely as necessary.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the County as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the County has retained an independent registered municipal advisor (IRMA) to assist and advise the County in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the County will rely on advice from their IRMA. Abdo FS will have no recourse against the County or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the County for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

**Abdo Financial Solutions**



**Victoria Holthaus, CPA**

Partner | Abdo

# The Abdo Difference

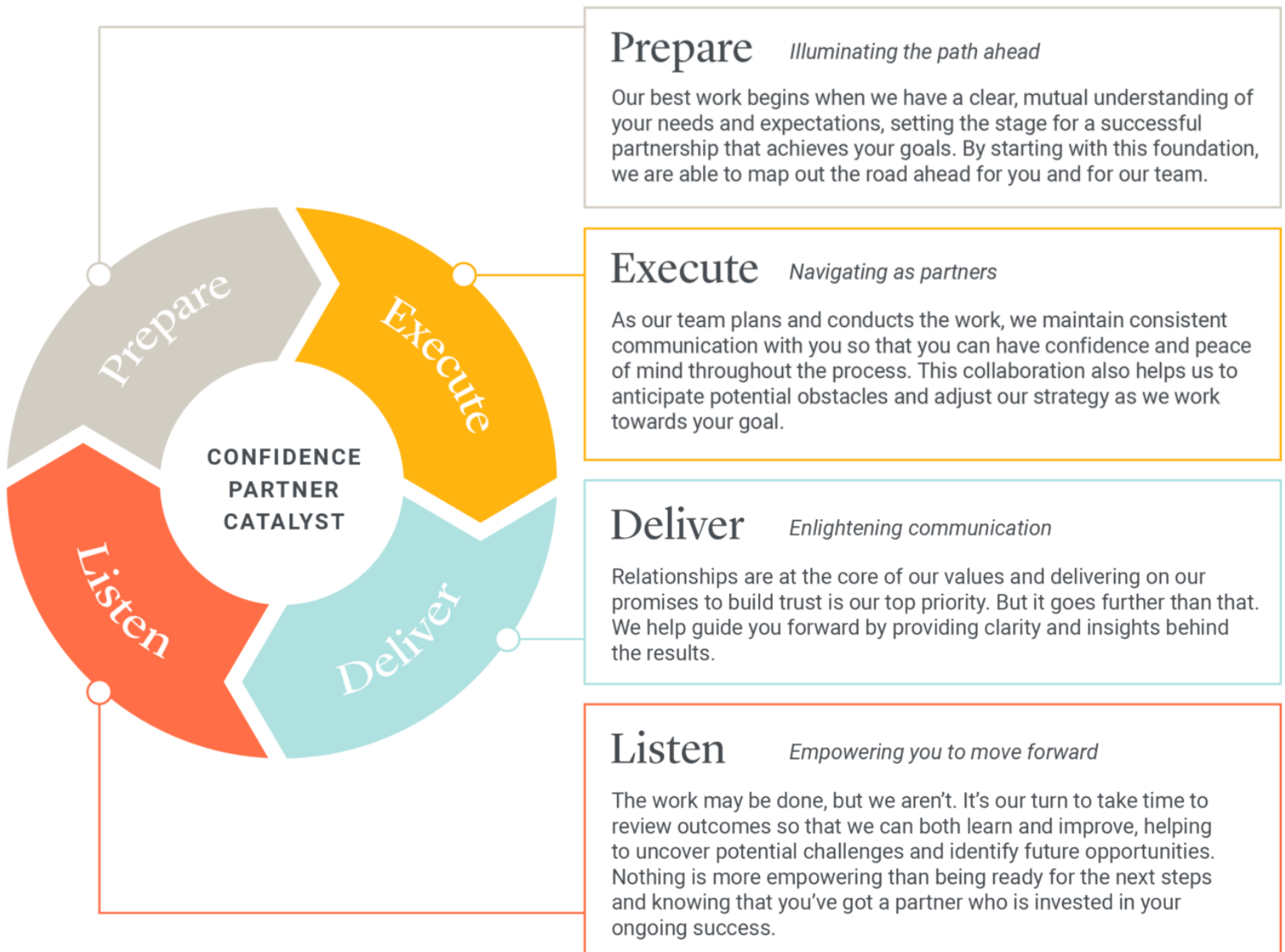
At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



# Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your county.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



**VICTORIA HOLTHAUS, CPA**

**Partner**  
*victoria.holthaus@abdofs.com*  
**P** 952.715.3069



**ANNETTE STORM**

**Manager**  
*annette.storm@abdofs.com*  
**P** 952.449.6224





# Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served clients just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in county consulting and auditing. Out of our 180-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving clients across Minnesota, we have become experts in the nuances of how to best support your county. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

## PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your county and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your county mitigate costs and boost efficiency.

## FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

## OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

**OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:**

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



# Value

We at Abdo FS help clients achieve their financial goals.

Our fees range from \$180 - \$480 per hour based upon the experience and level of the individuals to be assigned to perform your work. Fees are also based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

STAFF LEVEL	HOURLY RATES
Partner	\$480
Senior Manager	\$350
Manager	\$290
Senior Associate	\$225 - \$240
Associate/Accounting Specialist	\$180 - \$200

We understand there is a large variance in our proposed rates. However, we'd like to assure you our top priority is delivering the highest value at the most economical cost to you. Our experienced project management team is committed to judiciously allocating tasks and resources to ensure the majority of the work will be executed at the lowest available rate, without compromising on the quality of the deliverables. We believe that with this approach, we can achieve a balance between cost-efficiency and excellence in execution.

This quote is valid for thirty (30) days.

Initial invoice will be sent within 10 days of the execution of this agreement. Service fees will be invoiced monthly throughout the remainder of this contract.

# Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your county may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your county's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

## IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

# Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your county. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at [www.abdosolutions.com](http://www.abdosolutions.com).

## ENTERPRISE RESOURCE PLANNING (ERP) ANALYSIS & IMPLEMENTATION

When choosing an ERP system, the options are seemingly endless. How do you know which ERP system is best for your county? Abdo Financial Solutions can help. We can partner with you to design and implement an ERP system that fits your needs by:

- Assisting with the RFP Process - We'll define the technical specifications to include in your RFP and provide support through the ERP vendor selection process.
- Facilitating a Seamless Implementation - If needed, we can manage the organization-wide implementation of your ERP system in accordance with your budget and schedule.
- Communicating Change - We'll communicate with staff members to explain the "why" behind ERP and demonstrate how it will make their lives easier. To help staff members navigate new processes, we'll provide training as needed.

## HR & PAYROLL SERVICES

**We help employers better support their most valuable resource...their people.** Having clear and consistent HR practices that best suit the individuality of your county is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help clients with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation



# *An ongoing quest to be better, together*

## **OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION**

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



**61%**

*of our employees  
are female*



**51%**

*of our  
management level  
employees are  
female*



**23%**

*of our interns this  
year were people  
of color*

## ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



# DEI Initiatives



## PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



## GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

## CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



## YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



## COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

*"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."*

-- Steve McDonald, CPA | Managing Partner



# Appendix A

AGREEMENT FOR FINANCIAL SERVICES

# Agreement for Financial Services

THIS AGREEMENT, is made and entered into on Not yet submitted by and between the Swift County, Minnesota (hereinafter referred to as the "Client"), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and will remain in effect until August 31, 2024 unless earlier terminated as provided in Sections 2 and 3.

**Section 2 Client's Termination Rights:** The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the County Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable.

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

## ARTICLE IV - CONTINUED

### GENERAL (CONTINUED)

**Section 5 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 6 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 7 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

**Section 8 Client Employment of Contractor's Employees:** The Client acknowledges and agrees that Contractor's workforce, including employees assigned to staff the engagement provided for under this Agreement, constitutes an important and vital aspect of Contractor's business. In recognition of the foregoing and the harm that Contractor will suffer in the event of the loss of one or more of its employees, the Client agrees that during the Term of this Agreement and for a period of six (6) months following the termination of this Agreement for any reason (the "Restrictive Time Period") the Client shall not, directly or indirectly, on behalf of itself or any person, firm, corporation, association or other entity, (a) recruit, solicit, or assist anyone else in the recruitment or solicitation of, any of Contractor's employees to terminate their employment with Contractor and to become employed by or otherwise engaged with or by the Client in any capacity independent of Contractor; (b) hire or engage any Contractor employee; or (c) otherwise encourage or induce any of Contractor's employees to terminate their employment with Contractor (collectively the "Contractor Employee Restrictive Covenant").

Notwithstanding the foregoing, Contractor may (but shall not be obligated to) consent to the Client's recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph provided that (a) the Client discloses to Contractor in writing its desire to recruit, solicit, employ or otherwise engage the Contractor employee independent of Contractor before engaging with the Contractor employee regarding any such potential relationship; (b) the Client agrees to pay Contractor a Restrictive Covenant Exception Fee (as hereafter defined) in the event the Contractor employee becomes employed by or otherwise engaged with the Client independent of Contractor; and (c) Contractor provides written consent to the Client to engage with the Contractor employee regarding any such relationship. For purposes of this Agreement, the Restrictive Covenant Exception Fee shall be the greater of: (i) 200% of the annual contracted cost of Contractor's services under this Agreement in addition to the annual contracted cost paid or due Contractor hereunder; or (ii) 200% of the fees paid or due Contractor for services provided under this Agreement during the twelve (12) month period immediately prior to the termination of this Agreement or, in the event the Agreement has not been terminated, during the twelve (12) month period immediately prior to Contractor's provision of written consent to the Client to engage in the recruitment, solicitation, employment or other engagement of a Contractor employee otherwise prohibited by this paragraph.

## ARTICLE IV - CONTINUED

### GENERAL - CONTINUED

**Section 8 Client Employment of Contractor's Employees (Continued):** In the event Contractor is unwilling to consent to the Client's recruitment, solicitation, employment, or other engagement of a Contractor employee otherwise prohibited by this paragraph and/or agree on the Client's payment of a Restrictive Covenant Exception Fee, then the Contractor Employee Restrictive Covenant shall remain in full force and effect. If the Client breaches or threatens to breach the Contractor Employee Restrictive Covenant, Contractor shall be entitled to injunctive and other equitable relief from a court of competent jurisdiction restraining the Client's breach of said covenant in addition to such other remedies as may be available to Contractor in law and equity, as well as the recovery from Client of Contractor's reasonable attorneys' fees and costs incurred in any such legal action. The Client also acknowledges, understands, and agrees that although the harm Contractor will suffer as a result of the Client's breach of the Contractor Employee Restrictive Covenant cannot be or is very difficult to accurately estimate, the sum which is the greater of (i) 200% of the average annual fees paid by the Client to Contractor for services under this Agreement during the three-year period preceding the breach, or (b) 200% of the employee's average annual compensation during the three-year period preceding the breach represents and constitutes a reasonable estimation of the damages to Contractor caused by Client's breach (the "Liquidated Damages Amount"). Therefore, at its sole election, Contractor may elect to enforce and compel the Client's compliance with the Contractor Employee Restrictive Covenant or to seek an award from Client of the Liquidated Damages Amount, together with the reasonable attorneys' fees and costs incurred by Contractor in connection with any legal action to obtain such relief.

**Section 9 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

**Section 10 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 11 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 12 Municipal Advisor:** Abdo FS acknowledges the Client has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.



# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES

# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

**Swift County**

301 14th St N

Benson, Minnesota 56215



SIGNATURE

Tesa Tomaschett

**Abdo Financial Solutions, LLC**

5201 Eden Avenue, Suite 250

Edina, Minnesota 55436

A handwritten signature in black ink that reads "Victoria Holthaus".

**Victoria Holthaus, CPA**

Partner | Abdo

*Not yet submitted*



# Appendix C

TEAM BIOS



# Victoria Holthaus

## CPA, MPA

Partner | Abdo Financial Solutions

Municipal Advisor Representative (Series 50)

Municipal Advisor Principal (Series 54)

victoria.holthaus@abdofs.com

**P** 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with constituents and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues local governments often face. Prior to joining the firm, she served Minnesota municipalities and joint ventures in various finance and administrative roles.

### EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Minnesota Certified Municipal Clerk
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Clerks and Finance Officers Association
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association

### AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

### QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on automation, long-term planning and process improvements





# Annette Storm

Manager | Abdo Financial Solutions

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**P** 952.449.6224

Annette joined the Firm in 2022 as a Manager in the Financial Solutions group. Prior to joining Abdo, Annette spent three years as the Director of Administrative Services and two years as the Assistant Finance Director for the City of Marshall and three years as an Accountant for Lyon County. She has a wealth of knowledge and experience in all aspects of governmental finance, including, but not limited to: budgeting, financial reviews, monthly and annual reporting, cash flow projects, economic development and software implementation.

## EDUCATION

- Bachelor of Science in Accounting and Finance, Southwest Minnesota State University
- Continuing professional education

## PROFESSIONAL MEMBERSHIPS

- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States
- Marshall, MN Young Professionals

## QUALIFICATIONS

- Over 10 years experience working with local governments
- Experience in a variety of roles within local government, including, but not limited to: monthly and annual reporting, audit preparation and review, budget development and control, training and supervising staff, cash flow projections, long-range planning, and utility rate studies
- Experience in policy and procedures development, including process evaluations to ensure efficiency in the finance department
- Leadership skills having managed finance teams/departments, participation in leadership meetings, and preparation of Council reports and attendance at City Council meetings
- Proficient in Tyler Technologies Incode 9 and 10 software; including software conversion from version 9 to 10 along with account restructure
- Proficient in AS400 County Tax Program, IFS Financial Software, Banyon and BS&A