

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA
May 25, 2021**

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District

Larry Hindt – Third District

Randy Dahl – Second District

Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person / virtual meetings so that the public can participate in the meeting by phone or virtually if they choose.**

**To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code 187 728 7986; to participate virtually go to [www.webex.com](http://www.webex.com), click on “join meeting” in top right corner of your screen; then enter the Meeting ID 187 728 7986, may need password 6MMhp7QRcQ7.**

9:00 a.m. Pledge of Allegiance  
Approve agenda

Approve Consent Agenda:

1. May 11, 2021 County Board minutes
2. Chatfield Western Days fireworks application

Approve Commissioners’ Warrants  
Review Finance Warrants

9:05 a.m. Brandon Schad, DNR

1. Consider resolution to purchase land for Pheasants Forever (Tri County chapter) for addition to the Beaver Creek Wildlife Management Area

9:15 a.m. Jason McCaslin, County Assessor

1. Consider request to purchase updated GIS tool from Pro-West & Associates

9:30 a.m. Citizens Input

9:35 a.m. Jessica Erickson, Director of Nursing

1. Consider request to purchase sit-stand desks with grant funds
2. Consider request to purchase ergonomic office chairs with grant funds

9:45 a.m. Ron Gregg, Highway

1. Consider Approval of CRRSA Grant by federal reimbursement
2. Consider Approval of WO #3 with SEH for T Hangar construction administration

9:55 a.m. Kristina Kohn, Human Resources

1. Consider first reading of draft changes to ID Card Policy
2. Consider first reading of draft changes to Purchasing by Credit Card policy
3. Consider first reading of draft changes to Reimbursed Expenses policy
4. Consider request to hire Brooke Harmening as a replacement Accounting Technician effective 6/1/2021 at Grade 7/Step 1 at \$21.55 per hour as recommended by the hiring committee

FILLMORE COUNTY BOARD OF COMMISSIONERS

May 25, 2021 Meeting Agenda

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5. Consider request to transfer Sarah Kohn from Property Appraiser to Accounting Technician in A/T Department effective 6/7/2021 at Grade 7/Step 1 at \$21.55 per hour as recommended by the hiring committee
6. Consider request to advertise for replacement Property Appraiser as requested by the Assessor and recommended by the Personnel Committee
7. Consider request to transfer Gretchen Schwichtenberg from OSS, Sr. to Child Support Officer effective 6/1/2021 at Grade 9/Step 1 at \$23.50 per hour as recommended by the hiring committee
8. Consider request to advertise internally and externally simultaneously for replacement Office Support Specialist, Sr. as requested by the Social Services Manager and recommended by the Personnel Committee
9. Consider request to extend Phased Retirement Agreement with Deb Jeffers, Paralegal effective 6/1/2021 for one (1) year as requested by the County Attorney

10:15 a.m. Bobbie Hillery, Administrator

1. Consider resolution for Snowmobile Trail Agreements with Minnesota DNR
2. Update regarding Feedlot Officer/ Zoning Technician/ GIS position
3. Review of Website Changes for EDA

Calendar review, Committee Reports and Announcements

Fillmore/Houston Joint Board of Health at 1pm virtually

**Meetings: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)**

|                                 |            |                          |                         |
|---------------------------------|------------|--------------------------|-------------------------|
| Thursday, May 27 <sup>th</sup>  | 4:30 p.m.  | EDA                      | Lentz, Hindt            |
| Tuesday, June 1 <sup>st</sup>   | 9:00 a.m.  | Board Meeting, Boardroom | ALL                     |
| Tuesday, June 8 <sup>th</sup>   | 8:00 a.m.  | Facilities               | Dahl, Hindt             |
|                                 | 9:00 a.m.  | Board Meeting, Boardroom | ALL                     |
| Wednesday, June 9 <sup>th</sup> | 12:00 p.m. | DFO Joint Powers Board   | Bakke, Prestby, Hillery |
| Thursday, June 10 <sup>th</sup> | 10:30 a.m. | Workforce                | Lentz                   |
| Monday, June 14 <sup>th</sup>   | 6:00 p.m.  | DAC                      | Lentz                   |
|                                 | 6:30 p.m.  | SEMCAC (St. Charles)     | Dahl                    |
| Tuesday, June 15 <sup>th</sup>  | 8:00 a.m.  | Law Enforcement          | Prestby, Lentz          |
|                                 | 9:00 a.m.  | Technology               | Prestby, Lentz          |

**COMMITTEE OPENINGS:**

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon |
| Community Corrections Task Force – District 1 |                         |
| Community Corrections Task Force – At Large   |                         |
| Extension – District 2                        | meets quarterly         |
| Extension – District 5                        |                         |

This is a preliminary draft of the May 11, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in regular session this 11<sup>th</sup> day of May, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk; Brett Corson, Attorney's Office; Ron Gregg, Highway; Brent Kohn, Highway; Kristina Kohn, Human Resources; and Karen Reisner, Fillmore County Journal.

Also, present via WebEx: Laura Christenson, SWCD; Anne Koliha, SWCD; Andrew Hatzenbihler, Solid Waste; Cristal Adkins, Zoning; Jason Marquardt, Veterans Services Officer; Lori Affeldt, Finance; Kristi Ruesink, Accounting Technician; Lindsie Engle, Accounting Technician and Tom Kaase.

The Pledge of Allegiance was recited.

On a motion from Lentz and seconded by Hindt, the Board unanimously approved the Agenda.

On a motion from Hindt and seconded by Prestby, the Board unanimously approved the following Consent Agenda:

1. May 4, 2021 County Board minutes
2. Preston Golf Club Gambling Application
3. Eagle Cliff Campground Fireworks Application
4. Preston Servicemen's Club Memorial Day Service in West Parking Lot

On a motion from Bakke and seconded by Lentz, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Laura Christenson, SWCD was present.

She presented an informative power point regarding the One Watershed, One Plan.

Andrew Hatzenbihler, Solid Waste Administrator was present.

On a motion from Prestby and seconded by Hindt, the Board unanimously approved the request to consider agreement with Dynamic Lifecycle Innovations for E-waste Recycling.

The Citizen's Input portion of the meeting opened and closed at 9:30 a.m.

Ron Gregg, Highway Engineer and Brent Kohn, Highway Maintenance Supervisor were present.

Discussion ensued regarding the fuel tank repair request, noting that another option would be to purchase above ground tanks. It was consensus of the Board to bring back the request with costs associated to proceed with Fuel Tank Repair needs and change over to above ground tank costs at the Highway Department Office location.

The Highway Engineer was asked by Commissioner Lentz to bring the Fillmore County Livestock Pass Policy back at a later time so that further review could be done.

The Chair recessed the meeting at 10:06 a.m. and resumed back in session at 10:16 a.m.

Kristina Kohn, Human Resources was present.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved the second reading as the final version of the Conferences & Seminars policy.

On a motion from Hindt and seconded by Prestby, the Board unanimously approved the second reading as the final version of the General Provisions policy.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved the second reading as the final version of the Discipline policy.

On a motion from Hindt and seconded by Bakke, the Board unanimously approved the request to hire Bryant Bollman, Grade 3/Step 1, at \$13.25 per hour as summer help for Sanitation/Building Maintenance department effective 5/12/2021.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the resignation of Blake Lea, Feedlot Officer/Zoning Technician/GIS, effective 5/21/21 and thanked him for his one year of service.

The Board Chair requested Commissioner Bakke and Commissioner Lentz work with Zoning Administrator Adkins and County Administrator Hillery regarding options for the Feedlot Officer/Zoning Technician/GIS position, noting that the services could be temporarily contracted out.

A motion was made by Hindt and seconded by Bakke, to close advertising for the Auditor/Treasurer position. The Chair called for a vote: Commissioners voting "aye": Lentz, Bakke, Hindt and Dahl. Commissioners' voting "nay": Prestby. The motion prevailed.

A motion was made by Hindt and seconded by Bakke, to hire an additional Accounting Technician from current hire process. The Chair called for a vote: Commissioners voting "aye": Lentz, Bakke, Hindt and Dahl. Commissioners' voting "nay": Prestby. The motion prevailed.

A review of the calendar was done with the following committee reports and announcements given: Prestby/Hindt- Safety and Emergency Management, Lentz- DAC and Jail Assessment.

On a motion from Lentz and seconded by Hindt, the Chair adjourned the meeting at 11:13 a.m.

APPLICATION FOR DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS

Applicant instructions:

- 1. This application must be completed and returned at least 15 days prior to date of display.
2. Fee upon application is \$20.00 and must be payable to FILLMORE COUNTY TREASURER

Name of applicant (Sponsoring Organization): Chatfield Western Days Inc
Address of applicant: 21 Second St SE, Chatfield, MN 55923
Name of authorized agent of applicant: J & N displays Inc
Address of agent: 18064 170th Ave Jenmouth, IA 52660
Telephone number of agent:

Date of display: Aug 15, 2021 Time of display

Location of display: Opat Hill

Manner and place of storage of fireworks/pyrotechnic special effects prior to display
They will bring with, day of show

Type & number of fireworks/pyrotechnic special effects to be discharged:

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Certificate No.:

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority, and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant (or agent): Susan L Kester Date of application:

\* Required attachments. The following attachments must be included with this application:

- 1. Proof of a bond or certificate of insurance in amount of at least \$
2. A diagram of the grounds, or facilities (for indoor displays), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants what will be participating in the display.

The discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any:

Signature of fire chief/county sheriff: Date

Signature of issuing authority: Date:

Signature of County Attorney Date:



# DISPLAY INFORMATION

Please complete the following information printed in **RED**:

Display Date: August 15, 2021

Rain Date: August 14

Time of Display: 9:45 pm

Name of **Organization Purchasing Display**: Chatfield Western Days

Billing Address: 21 - 2nd St SE

City, State, Zip: Chatfield, MN 55923

Telephone: 507 251-7735 Fax: 507 867-9093 E-mail: nanaemt@yahoo.com

Name of **Contact Person**: Sue Kester

Contact Address: 1725 Third St SW

City, State, Zip: Chatfield, MN 55923

Telephone: 507 251-7735 Fax: 507 867-9093 E-mail: nanaemt@yahoo.com

Send **Invoice** to: Chatfield Western Days

Billing Address: 21 - 2nd St SE

City, State, Zip: Chatfield, MN 55923

Telephone: 507 251-7735 Fax: 507 867-9093 E-mail: nanaemt@yahoo.com

### FOR SALES REPRESENTATIVE

J&M Fired  1.4G  1.3G  PROXIMATE  HAND FIRE  FLAME

Sales Representative: \_\_\_\_\_ Insurance Extension:  YES or  NO

Delivery Information: Customer Pick Up At: \_\_\_\_\_ On-Site Delivery:

Driver Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Delivery Address to Shoot Site: \_\_\_\_\_

Delivery to Bunker:  Location: \_\_\_\_\_

Shooter Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

NOTES: \_\_\_\_\_

Proposal # \_\_\_\_\_ Final Show \$: \_\_\_\_\_

Bonuses: \_\_\_\_\_ Prepayment \_\_\_\_\_ Multiple Year Agreement \_\_\_\_\_ Pick Up Mileage: \_\_\_\_\_ (by air miles)

OFFICE USE ONLY O# \_\_\_\_\_ C# \_\_\_\_\_ Customer PO# \_\_\_\_\_

|                                                          |                                             |                                       |                                       |
|----------------------------------------------------------|---------------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> tax exempt certificate received | <input type="checkbox"/> Agreement received | <input type="checkbox"/> Full payment | <input type="checkbox"/> Down payment |
| <input type="checkbox"/> permit received                 | <input type="checkbox"/> IQ received        | \$ _____                              | \$ _____                              |
| <input type="checkbox"/> ATF permit Exp. _____           | <input type="checkbox"/> S/P _____          | Date _____ Check# _____               | Date: _____ Check# _____              |

# FIREWORKS LIABILITY EXTENSION QUESTIONNAIRE

Return to: [dianah@jandmdisplays.com](mailto:dianah@jandmdisplays.com), fax 267-392-3890 or  
mail to J & M Displays, Inc., 18064 170<sup>th</sup> Avenue, Yarmouth, IA 52660

- show work comp
- special instructions

CERTIFICATE HOLDER: Chatfield Western Days  
ADDRESS: 21 - 2nd St. SE  
CITY: Chatfield STATE: MN ZIP: 55923  
PHONE: 507-867-4446 FAX: 867-9093  
EMAIL: skester@ci.chatfield.mn.us  
EFFECTIVE DATE(S): August 12 RAIN DATE: August 18? 15

## ADDITIONAL NAMED INSURED:

1. NAME / ADDRESS / E-MAIL: City of Chatfield  
INTEREST IN EVENT: \_\_\_\_\_
2. NAME / ADDRESS / E-MAIL: Opat  
INTEREST IN EVENT: property owner
3. NAME / ADDRESS / E-MAIL: \_\_\_\_\_  
INTEREST IN EVENT: \_\_\_\_\_
4. NAME / ADDRESS / E-MAIL: \_\_\_\_\_  
INTEREST IN EVENT: \_\_\_\_\_

TYPE OF SHOW: (Check all that apply.)  INDOOR  PROXIMATE  OUTDOOR  1.4G CONSUMER  1.3G DISPLAY  1.1G DISPLAY (12" & 16")

LOCATION OF EVENT: Opat property

DRAW A DIAGRAM on the back of this application or attach a map of the shooting area showing:

1) mortar placement; 2) planned direction of shooting; 3) distances. (REQUIRED)

Distance to nearest exposure 420+ ft. Distance to spectators 420+ ft.  
Distance to nearest vehicle 420+ ft.

Are there fallout spotters?  YES  NO

Size of largest shell being shot: 6 inches

Name of designated Pyrotechnician: Jeff Witter

## FIREWORKS WARRANTY:

1. Fireworks will be displayed not less than required by NFPA standards away from spectators, vehicles and other exposures with a minimum of 300 feet for 1.3G shows.
2. All displays will be aimed away from spectators.
3. A test shell will be shot into the air at least one hour before scheduled display.
4. Fireworks that have been wet at any time prior to display will not be used.
5. All fireworks have been purchased only from J & M Displays, Inc. Merchandise from other companies and/or home-made products are not covered under this liability extension.
6. Firing area will be policed for all debris upon completion of firing display and inspected by the shoot team.
7. Firing area will be inspected by the sponsoring organization at first light the following day.
8. Pyrotechnicians are specifically excluded from all liability coverage.
9. Any claims must be reported to the Yarmouth, Iowa office in writing within 72 hours of the incident.



# FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this 28 day of April, 2021, by and between J & M Displays, Inc., an Iowa corporation, having its principal place of business at Yarmouth, Iowa, including its employees, owners, and agents, hereinafter referred to as "Seller", and Chatfield Western Days, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer one (1) fireworks display, as per the \$5000.00 program submitted and accepted by the Buyer, and which by reference is made a part hereof as Exhibit "A". The display is to take place on the evening of August 15 2021 at approximately 9 : 45 pm, weather permitting.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

**1. Firing of Display (check one of the below options):**

- Seller agrees to furnish all necessary fireworks display material and personnel for a fireworks display in accordance with the program approved by the parties. Seller agrees to comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks.
- Buyer waives the services of Seller's technician. Buyer is a municipality or has a valid permit from the Bureau of Alcohol, Tobacco, Firearms & Explosives and will be firing the display.

**2. Payment. The Buyer shall pay to the Seller (check one of the below options):**

- the sum of \$ \_\_\_\_\_ as a down payment upon execution of this Agreement. The balance of \$ \_\_\_\_\_ shall be due and payable in full within fifteen (15) days after the date of the fireworks display. A service charge of one and one-half percent (1 1/2%) per month shall be added to the unpaid balance if the account is not paid in full within the fifteen (15) days from the date of the show. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.
- \$5000.00 in full by June 7, 2021 (70 days prior to event date).  
The Buyer will receive the 8% prepayment bonus product in this fireworks display.
- \$ \_\_\_\_\_ in full by \_\_\_\_\_ (30 days prior to event date).  
The Buyer will receive the 5% prepayment bonus product in this fireworks display.

**3. Postponement/Cancellation.** Displays postponed to an alternate date will be charged an additional 15% of the total contract price for additional expenses incurred in presenting the display on an alternate date. This does not apply to COVID-19 related postponements.

In the event the display is cancelled and not re-scheduled, J&M Displays, Inc. shall be entitled to 20% of the contract price for out of pocket expenses incurred in preparation for the show. This does not apply to COVID-19 related cancellations.

**4. Rain Date.** Should inclement weather prevent the firing of the display on the date mentioned herein, the parties agree to a mutually convenient rain date of August 16, 2021 or another date as agreed to by both parties. Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the AHJ, Seller, and the lead pyrotechnician.

**5. Insurance.** If Seller is firing the show, Seller agrees to provide, at its expense, general liability insurance coverage, in an amount not less than \$10,000,000, and within two (2) weeks prior to the date of the fireworks display, shall submit to the Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify and hold harmless the Buyer and its agents and employees from and against all claims, costs, judgments, damages and expenses, including reasonable attorney fees that may or shall arise out of any negligent or wrongful act or omission by the Seller related to the performance of the fireworks by the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demands.

**6. Buyer agrees to provide:**

- (a) Sufficient area for the display, including a minimum spectator set back as determined by Seller.
- (b) Protection of the display area by roping off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Dry, clean sand, if needed, for firing.
- (e) Persons to assist in the inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light in the morning following the display for anything that may have been missed at the night search.
- (f) Necessary local permits.

**7.** No representation of affirmation of fact, including but not limited to statement regarding capacity, suitability for use, or performance of equipment or products shall be, or deemed to be a warranty by the Seller for any purpose, nor give rise to any liability or obligation of the Seller whatsoever, except for acts of Seller's negligence as above stated.

**8.** It is further understood and agreed that nothing in this Agreement shall be construed or interpreted to mean a partnership. Both parties hereto being responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement. The Agreement shall not be construed to have been drafted, authored, or written by any specific Party. Rather, the Agreement shall be construed as co-drafted, co-authored, or co-written by the Parties. Therefore, the Agreement shall not be construed against any Party on the claim or basis the Agreement was drafted, written, or authored by any specific Party.

**9.** The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement. This document shall be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

**10. Excluded Damages and Limitation of Liability.** Except for claims covered by Seller's applicable general liability insurance, notwithstanding any provision to the contrary in this Agreement:

(a) In no event shall Seller be liable to Buyer or any third party for any loss of use, revenue or profit or for any consequential, incidental, indirect, exemplary, special, or punitive damages whether arising out of breach of contract, tort (including negligence), or otherwise, regardless of whether such damage was foreseeable and whether or not such party has been advised of the possibility of such damages.

(b) In no event shall Seller's liability arising out of or related to this Agreement, whether arising out of or related to breach of contract, tort (including negligence), or otherwise, exceed the aggregate amount paid or payable to Seller pursuant to this Agreement.

**11. Choice of Law, Jurisdiction and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa without regard to conflict-of-law principles, except as otherwise specifically required for the storing and displaying of fireworks as provided in paragraph one above. Notwithstanding, the Parties must bring any legal or equitable action or proceeding arising under or related to this Agreement exclusively in the Iowa District Court in and for Des Moines County, Iowa. The Iowa District Court in and for Des Moines County, Iowa shall have exclusive jurisdiction to decide any disputes arising out of or related to this Agreement. Each Party knowingly and voluntarily consents to and expressly waives any objection or defense to personal jurisdiction, improper or inconvenient venue, or inconvenient forum in the Iowa District Court in and for Des Moines County, Iowa.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

BY:   
J & M Displays, Inc.  
SELLER

BY:   
BUYER

Please include the **DISPLAY INFORMATION FORM** with this Agreement so your order is processed accurately.



**STATE OF MINNESOTA**

**Department of Public Safety  
State Fire Marshal Division**

445 Minnesota Street, Suite 145  
St Paul, MN 55101 - 5145

**Explosives License # 200039**

This license is granted to:

**J & M Displays Inc.**

18064 170th Ave  
Yarmouth, IA 52660

for the purposes of manufacturing, assembling, sales, or storing  
explosives, blasting agents, or powder.

Note: Each use of Explosive or blasting agents requires a permit from the applicable  
police department or county sheriff. Law enforcement agencies shall be notified prior  
to the use of explosives or blasting agents. The applicant agrees to comply with all  
applicable federal, state, and local laws and rules concerning explosives and blasting  
agents. This license can be revoked by the Minnesota State Fire Marshal for due  
cause. The applicant agrees to surrender this license upon the request of the  
Minnesota State Fire Marshal.

This license was issued on 8/1/2020 and expires on  
8/1/2021.

*[Signature]*

Bob Rexeisen, Deputy State Fire  
Marshal

*[Signature]*

Bruce West, State Fire Marshal



# Chatfield, MN

Shoot site for Chatfield

## Legend

-  Fallout Area
-  Feet
-  Shoot Site - Chatfield



2 316 St. SW

Root River St SW

Prasant St SW

Prospect

Google Earth

© 2020 Google



800 ft

smensink  
5/20/21 1:05PM  
1 County Revenue Fund

\*\*\* Fillmore 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 Descripti On Behalf of Name | 1099 |
|------------|----------------------|----------|----------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 3          | DEPT 82132           |          |          | Board Of Commissioners            |                         |                                             |      |
|            | Fillmore Co Journal  |          |          |                                   |                         |                                             |      |
|            | 01-003-000-0000-6233 |          | 103.41   | Board Mtg Minutes - 04/13/21      | 122052                  | Publications                                | N    |
|            |                      |          |          | 05/03/2021 05/03/2021             |                         |                                             |      |
|            | 01-003-000-0000-6233 |          | 183.84   | Board Mtg Minutes - 04/27/21      | 122063                  | Publications                                | N    |
|            |                      |          |          | 05/10/2021 05/10/2021             |                         |                                             |      |
|            | 82132                |          | 287.25   | 2 Transactions                    |                         |                                             |      |
| 3          | DEPT Total:          |          | 287.25   | Board Of Commissioners            | 1 Vendors               | 2 Transactions                              |      |
| 11         | DEPT 6529            |          |          | District Court                    |                         |                                             |      |
|            | Larson Vagts Law     |          |          |                                   |                         |                                             |      |
|            | 01-011-000-0000-6261 |          | 40.00    | Court Appointed Attorney          | 23-PR-20-512            | Court Appointed Attorneys                   | Y    |
|            |                      |          |          | 04/08/2021 04/09/2021             |                         |                                             |      |
|            | 01-011-000-0000-6261 |          | 220.00   | Court Appointed Attorney          | 23-PR-20-616            | Court Appointed Attorneys                   | Y    |
|            |                      |          |          | 02/12/2021 03/25/2021             |                         |                                             |      |
|            | 01-011-000-0000-6261 |          | 1,180.00 | Court Appointed Attorney          | 23-PR-21-150            | Court Appointed Attorneys                   | Y    |
|            |                      |          |          | 04/01/2021 04/21/2021             |                         |                                             |      |
|            | 6529                 |          | 1,440.00 | 3 Transactions                    |                         |                                             |      |
| 11         | DEPT Total:          |          | 1,440.00 | District Court                    | 1 Vendors               | 3 Transactions                              |      |
| 34         | DEPT 6081            |          |          | Policy Coordinator                |                         |                                             |      |
|            | AMC/MCHRMA           |          |          |                                   |                         |                                             |      |
|            | 01-034-000-0000-6242 |          | 75.00    | Spring Conference - KK            | 58489                   | Membership Dues                             | N    |
|            |                      |          |          | 05/06/2021 05/06/2021             |                         |                                             |      |
|            | 6081                 |          | 75.00    | 1 Transactions                    |                         |                                             |      |
| 34         | DEPT Total:          |          | 75.00    | Policy Coordinator                | 1 Vendors               | 1 Transactions                              |      |
| 41         | DEPT 82132           |          |          | Auditor/Treasurer                 |                         |                                             |      |
|            | Fillmore Co Journal  |          |          |                                   |                         |                                             |      |
|            | 01-041-000-0000-6241 |          | 163.36   | Account Technician Ad             | 120798                  | Advertising                                 | N    |
|            |                      |          |          | 04/12/2021 04/12/2021             |                         |                                             |      |
|            | 01-041-000-0000-6241 |          | 147.02   | Account Technician Ad             | 120987                  | Advertising                                 | N    |
|            |                      |          |          | 04/19/2021 04/19/2021             |                         |                                             |      |
|            | 82132                |          | 310.38   | 2 Transactions                    |                         |                                             |      |

smensink  
 5/20/21 1:05PM  
 1 County Revenue Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                      | Rpt  | Warrant Description | Invoice #                        | Account/Formula Descripti | 1099                              |
|----------------------------------|------|---------------------|----------------------------------|---------------------------|-----------------------------------|
| No. Account/Formula              | Accr | Amount              | Service Dates                    | On Behalf of Name         |                                   |
|                                  |      |                     | Paid On Bhf #                    |                           |                                   |
| 41 DEPT Total:                   |      | 310.38              | Auditor/Treasurer                | 1 Vendors                 | 2 Transactions                    |
| 60 DEPT                          |      |                     | Information Systems              |                           |                                   |
| 6677 CPS Technologies            |      | 1,895.00            | June Hosting Fee                 | 380307                    | Equipment Purchased N             |
|                                  |      |                     | 06/01/2021 06/30/2021            |                           |                                   |
| 6677 CPS Technologies            |      | 1,895.00            |                                  | 1 Transactions            |                                   |
| 60 DEPT Total:                   |      | 1,895.00            | Information Systems              | 1 Vendors                 | 1 Transactions                    |
| 91 DEPT                          |      |                     | County Attorney                  |                           |                                   |
| 81188 Civil Process Specialists  |      | 95.00               | Personal Service- Mast Witness   | CP- 19- 0914              | Fees And Service Charges Y        |
|                                  |      |                     | 05/15/2021 05/15/2021            |                           |                                   |
| 81188 Civil Process Specialists  |      | 95.00               |                                  | 1 Transactions            |                                   |
| 83550 Kelly Printing & Signs LLC |      | 80.66               | Return Address Envelopes         | 27304                     | Fees And Service Charges N        |
|                                  |      |                     | 04/28/2021 04/28/2021            |                           |                                   |
| 83550 Kelly Printing & Signs LLC |      | 80.66               |                                  | 1 Transactions            |                                   |
| 85012 Office Depot               |      | 41.41               | Pens, Sticky Notes, Disinfectant | 170390711001              | Other Office Supplies N           |
|                                  |      |                     | 04/27/2021 04/27/2021            |                           |                                   |
| 85012 Office Depot               |      | 41.41               |                                  | 1 Transactions            |                                   |
| 2 The Sweet Stop, LLC            |      | 114.09              | April Sexual Assault Awaremess   |                           | Forfeitures Y                     |
|                                  |      |                     | 05/10/2021 05/10/2021            |                           |                                   |
| 2 The Sweet Stop, LLC            |      | 114.09              |                                  | 1 Transactions            |                                   |
| 91 DEPT Total:                   |      | 331.16              | County Attorney                  | 4 Vendors                 | 4 Transactions                    |
| 102 DEPT                         |      |                     | Surveyor                         |                           |                                   |
| 106 Fillmore Co Treasurer        |      | 68.78               | April 2021 Fuel - Surveyor       |                           | Gasoline Diesel And Other Fuels N |
|                                  |      |                     | 04/08/2021 04/08/2021            |                           |                                   |

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                                                            | Rpt         | Warrant Description | Invoice #                                              | Account/Formula Descripti | 1099                                 |
|------------------------------------------------------------------------|-------------|---------------------|--------------------------------------------------------|---------------------------|--------------------------------------|
| <u>No.</u> <u>Account/Formula</u>                                      | <u>Accr</u> | <u>Amount</u>       | <u>Service Dates</u>                                   | <u>Paid On Bhf #</u>      | <u>On Behalf of Name</u>             |
| 106 Fillmore Co Treasurer                                              |             | 68.78               | 1 Transactions                                         |                           |                                      |
| 102 DEPT Total:                                                        |             | 68.78               | Surveyor                                               | 1 Vendors                 | 1 Transactions                       |
| 104 DEPT                                                               |             |                     | Gis                                                    |                           |                                      |
| 272 Newman Signs<br>01- 104- 000- 0000- 6514                           |             | 83.46               | Three Address Signs<br>04/22/2021 04/22/2021           | TRFINV030587              | Address Signs N                      |
| 272 Newman Signs                                                       |             | 83.46               | 1 Transactions                                         |                           |                                      |
| 104 DEPT Total:                                                        |             | 83.46               | Gis                                                    | 1 Vendors                 | 1 Transactions                       |
| 105 DEPT                                                               |             |                     | Planning And Zoning                                    |                           |                                      |
| 7003 Olmsted County<br>01- 105- 000- 0000- 6459                        |             | 457.60              | Water Test Kits<br>05/10/2021 05/10/2021               | 340                       | Water Kits N                         |
| 7003 Olmsted County                                                    |             | 457.60              | 1 Transactions                                         |                           |                                      |
| 105 DEPT Total:                                                        |             | 457.60              | Planning And Zoning                                    | 1 Vendors                 | 1 Transactions                       |
| 111 DEPT                                                               |             |                     | Facilites Mtce                                         |                           |                                      |
| 6978 Aramark Uniform & Career Apparal Grou<br>01- 111- 000- 0000- 6377 |             | 65.71               | Dust Mop Supplies<br>05/05/2021 05/05/2021             | 2801286181                | Fees And Service Charges N           |
| 6978 Aramark Uniform & Career Apparal Grou                             |             | 65.71               | 1 Transactions                                         |                           |                                      |
| 5751 Fastenal Company<br>01- 111- 000- 0000- 6580                      |             | 26.38               | Paint - Parking Lot Lines<br>05/13/2021 05/13/2021     | MNPRE88523                | Other Repair And Maintenance Suppl N |
| 5751 Fastenal Company                                                  |             | 26.38               | 1 Transactions                                         |                           |                                      |
| 106 Fillmore Co Treasurer<br>01- 111- 000- 0000- 6561                  |             | 24.29               | April 2021 Fuel - Maintenance<br>04/09/2021 04/09/2021 |                           | Gasoline Diesel And Other Fuels N    |
| 106 Fillmore Co Treasurer                                              |             | 24.29               | 1 Transactions                                         |                           |                                      |
| 5988 Preston Auto Parts<br>01- 111- 000- 0000- 6316                    |             | 14.99               | Weed & Feed Fertilizer                                 | 671951                    | Grounds Maintenance N                |

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name<br>Account/Formula          | Rpt<br>Accr | Amount   | Warrant Description<br>Service Dates                    | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|----------------------------------|-------------|----------|---------------------------------------------------------|----------------------------|------------------------------------------------|------|
|            | 01-111-000-0000-6580             |             | 11.99    | 05/07/2021 05/07/2021<br>Parts for Weed Sprayer         | 672802                     | Other Repair And Maintenance Suppl             | N    |
|            | 01-111-000-0000-6580             |             | 26.99    | 05/13/2021 05/13/2021<br>Ortho Weed Control             | 673473                     | Other Repair And Maintenance Suppl             | N    |
| 5988       | Preston Auto Parts               |             | 53.97    | 05/18/2021 05/18/2021<br>3 Transactions                 |                            |                                                |      |
| 303        | Preston Equipment Company        |             |          |                                                         |                            |                                                |      |
|            | 01-111-000-0000-6316             |             | 31.16    | 04/27/2021 04/27/2021<br>Weed Trimmer Tune Up           | 01-109191                  | Grounds Maintenance                            | N    |
| 303        | Preston Equipment Company        |             | 31.16    | 04/27/2021 04/27/2021<br>1 Transactions                 |                            |                                                |      |
| 111        | DEPT Total:                      |             | 201.51   | Facilites Mtce                                          | 5 Vendors                  | 7 Transactions                                 |      |
| 149        | DEPT                             |             |          | Other General Government                                |                            |                                                |      |
| 4928       | 1 Source                         |             |          |                                                         |                            |                                                |      |
|            | 01-149-000-0000-6408             |             | 2,589.65 | 05/04/2021 05/04/2021<br>Sit- Stand Stations - PH       | 265261-0                   | County Shared Office Supplies                  | Y    |
|            | 01-149-000-0000-6408             |             | 109.06   | 05/10/2021 05/10/2021<br>County Shared Office Supplies  | 265506-0                   | County Shared Office Supplies                  | Y    |
|            | 01-149-000-0000-6404             |             | 878.34   | 05/10/2021 05/10/2021<br>County Shared Custodial Supply | 265508-0                   | County Shared Cleaning Supplies                | Y    |
|            | 01-149-000-0000-6404             |             | 104.32   | 05/10/2021 05/10/2021<br>County Shared Custodial Supply | 265508-1                   | County Shared Cleaning Supplies                | Y    |
| 4928       | 1 Source                         |             | 3,681.37 | 05/11/2021 05/11/2021<br>4 Transactions                 |                            |                                                |      |
| 80445      | Beckley's Office Products, Inc.  |             |          |                                                         |                            |                                                |      |
|            | 01-149-000-0000-6285             |             | 740.00   | 05/10/2021 05/10/2021<br>Mobile Shredder                | 71673                      | Professional Fees                              | N    |
| 80445      | Beckley's Office Products, Inc.  |             | 740.00   | 05/10/2021 05/10/2021<br>1 Transactions                 |                            |                                                |      |
| 6157       | Further                          |             |          |                                                         |                            |                                                |      |
|            | 01-149-000-0000-6289             |             | 445.50   | 05/01/2021 05/31/2021<br>May Participation Fee          | 15691325                   | Select Account Adm.                            | N    |
| 6157       | Further                          |             | 445.50   | 05/01/2021 05/31/2021<br>1 Transactions                 |                            |                                                |      |
| 6829       | Gallagher Benefit Services, Inc. |             |          |                                                         |                            |                                                |      |
|            | 01-149-000-0000-6285             |             | 1,643.21 | 05/01/2021 05/31/2021<br>May 2021 Consulting            | 229214                     | Professional Fees                              | N    |

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\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                                   | Rpt  | Amount   | Warrant Description           | Invoice #        | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|-------------------------------|------------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                 | Paid On Bhf #    | On Behalf of Name                |      |
| 6829   | Gallagher Benefit Services, Inc.       |      | 1,643.21 |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 149    | DEPT Total:                            |      | 6,510.08 | Other General Government      | 4 Vendors        | 7 Transactions                   |      |
| 201    | DEPT                                   |      |          | Enhanced 911 System           |                  |                                  |      |
| 3689   | MN Dept of Transportation              |      |          |                               |                  |                                  |      |
|        | 01- 201- 000- 0000- 6310               |      | 4,274.81 | 2021 ARMER Motorola Contract  | 655391           | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 01/01/2021 12/31/2021         |                  |                                  |      |
| 3689   | MN Dept of Transportation              |      | 4,274.81 |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 6816   | Schneider Geospatial, LLC              |      |          |                               |                  |                                  |      |
|        | 01- 201- 000- 0000- 6310               |      | 864.00   | 911 Consulting - 1st Qtr 2021 | INV- 8494        | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 01/01/2021 03/31/2021         |                  |                                  |      |
| 6816   | Schneider Geospatial, LLC              |      | 864.00   |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 201    | DEPT Total:                            |      | 5,138.81 | Enhanced 911 System           | 2 Vendors        | 2 Transactions                   |      |
| 202    | DEPT                                   |      |          | Sheriff                       |                  |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      |          |                               |                  |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 623.99   | #2309 Squad Repair            | 8924             | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 04/12/2021 04/12/2021         |                  |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      | 623.99   |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 5826   | Culligan Water                         |      |          |                               |                  |                                  |      |
|        | 01- 202- 000- 0000- 6377               |      | 10.95    | Water Cooler                  | 588- 09387283- 0 | Fees And Service Charges         | N    |
|        |                                        |      |          | 04/30/2021 04/30/2021         |                  |                                  |      |
| 5826   | Culligan Water                         |      | 10.95    |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      |          |                               |                  |                                  |      |
|        | 01- 202- 000- 0000- 6561               |      | 3,170.75 | April 2021 Fuel - Sheriff     |                  | Gasoline Diesel And Other Fuels  | N    |
|        |                                        |      |          | 04/01/2021 04/30/2021         |                  |                                  |      |
| 82133  | Fillmore Co Auditor- Treasurer         |      | 3,170.75 |                               |                  |                                  |      |
|        |                                        |      |          | 1 Transactions                |                  |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                               |                  |                                  |      |
|        | 01- 202- 000- 0000- 6357               |      | 145.05   | Training Expenses             | 5542,9399        | Peace Officer Training Expense   | N    |
|        |                                        |      |          | 04/06/2021 04/06/2021         |                  |                                  |      |
|        | 01- 202- 000- 0000- 6408               |      | 57.71    | Office Supplies               | 5942             | Other Office Supplies            | N    |
|        |                                        |      |          | 03/26/2021 03/26/2021         |                  |                                  |      |

\*\*\* Fillmore 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 Descripti         | 1099 On Behalf of Name |
|------------|---------------------------------|----------------------|----------|----------|--------------------------------|-----------------------|------------|---------------|-----------------------------------|------------------------|
|            |                                 | 01-202-000-0000-6205 |          | 45.85    | Postage                        | 04/22/2021 04/22/2021 | 9402       |               | Postage And Postal Box Rent       | N                      |
|            |                                 | 01-202-000-0000-6652 |          | 665.23   | Data Lines                     | 04/02/2021 05/01/2021 | 9878893343 |               | Squad Car Equipment Purchased and | N                      |
| 111        | Fillmore Co Treasurer-          | Credit Card/ACH      |          | 913.84   |                                | 4 Transactions        |            |               |                                   |                        |
| 83550      | Kelly Printing & Signs LLC      | 01-202-000-0000-6650 |          | 485.00   | Squad Vinyl                    | 04/09/2021 04/09/2021 | 39444      |               | Enterprise Vehicle Payments       | N                      |
| 83550      | Kelly Printing & Signs LLC      |                      |          | 485.00   |                                | 1 Transactions        |            |               |                                   |                        |
| 3500       | Severson Oil Company            | 01-202-000-0000-6561 |          | 693.84   | April 2021 Fuel                | 04/02/2021 04/30/2021 |            |               | Gasoline Diesel And Other Fuels   | N                      |
| 3500       | Severson Oil Company            |                      |          | 693.84   |                                | 1 Transactions        |            |               |                                   |                        |
| 202        | DEPT Total:                     |                      |          | 5,898.37 | Sheriff                        |                       | 6 Vendors  |               | 9 Transactions                    |                        |
| 205        | DEPT                            |                      |          |          | Sheriff Contingent Funds       |                       |            |               |                                   |                        |
| 7275       | Gav's Towing                    | 01-205-000-0000-6382 |          | 245.00   | Vehicle Forfeiture #21003106   | 05/15/2021 05/15/2021 | 353620     |               | Vehicle Forfeiture Exp Ms169A.63  | N                      |
| 7275       | Gav's Towing                    |                      |          | 245.00   |                                | 1 Transactions        |            |               |                                   |                        |
| 205        | DEPT Total:                     |                      |          | 245.00   | Sheriff Contingent Funds       |                       | 1 Vendors  |               | 1 Transactions                    |                        |
| 251        | DEPT                            |                      |          |          | County Jail                    |                       |            |               |                                   |                        |
| 6978       | Aramark Uniform & Career Appara | 01-251-000-0000-6377 |          | 126.99   | Jail Laundry                   | 05/12/2021 05/12/2021 | 2801288657 |               | Fees And Service Charges          | N                      |
| 6978       | Aramark Uniform & Career Appara |                      |          | 126.99   |                                | 1 Transactions        |            |               |                                   |                        |
| 111        | Fillmore Co Treasurer-          | Credit Card/ACH      |          | 21.98    | Jail TV                        | 04/08/2021 04/08/2021 | 4899       |               | Fees And Service Charges          | N                      |
|            |                                 | 01-251-000-0000-6310 |          | 221.23   | Maintenance Tester/Jail Supply | 04/01/2021 04/22/2021 | 5942       |               | Contract Repairs And Maintenance  | N                      |
|            |                                 | 01-251-000-0000-6408 |          | 359.00   | Jail iPad                      |                       | 5942       |               | Other Office Supplies             | N                      |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name<br>Account/Formula                                            | Rpt<br>Accr | Amount | Warrant Description<br>Service Dates                    | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|--------------------------------------------------------------------|-------------|--------|---------------------------------------------------------|----------------------------|------------------------------------------------|------|
| 111        | Fillmore Co Treasurer- Credit Card/ACH                             |             | 602.21 | 04/23/2021 04/23/2021<br>3 Transactions                 |                            |                                                |      |
| 83550      | Kelly Printing & Signs LLC<br>01- 251- 000- 0000- 6402             |             | 25.54  | Jail Forms<br>04/12/2021 04/12/2021                     | 39461                      | Stationary And Forms                           | N    |
|            | 01- 251- 000- 0000- 6402                                           |             | 37.05  | Jail Forms<br>04/12/2021 04/12/2021                     | 39462                      | Stationary And Forms                           | N    |
| 83550      | Kelly Printing & Signs LLC                                         |             | 62.59  | 2 Transactions                                          |                            |                                                |      |
| 251        | DEPT Total:                                                        |             | 791.79 | County Jail                                             | 3 Vendors                  | 6 Transactions                                 |      |
| 281        | DEPT                                                               |             |        | Emergency Mgmt Services                                 |                            |                                                |      |
| 111        | Fillmore Co Treasurer- Credit Card/ACH<br>01- 281- 000- 0000- 6203 |             | 70.02  | Data Lines<br>04/02/2021 05/01/2021                     | 9878893343                 | Telephone                                      | N    |
|            | 111 Fillmore Co Treasurer- Credit Card/ACH                         |             | 70.02  | 1 Transactions                                          |                            |                                                |      |
| 281        | DEPT Total:                                                        |             | 70.02  | Emergency Mgmt Services                                 | 1 Vendors                  | 1 Transactions                                 |      |
| 441        | DEPT                                                               |             |        | Public Health                                           |                            |                                                |      |
| 6674       | Draper/Erica<br>01- 441- 000- 0000- 6054                           |             | 16.80  | Immunization Coop Agreement #2<br>04/05/2021 04/29/2021 |                            | Immunization Cooperative Agreeemer             | N    |
|            | 01- 441- 000- 0000- 6437                                           |             | 29.12  | C & TC Mileage April 2021<br>04/05/2021 04/29/2021      |                            | CTC Expenses                                   | N    |
| 6674       | Draper/Erica                                                       |             | 45.92  | 2 Transactions                                          |                            |                                                |      |
| 111        | Fillmore Co Treasurer- Credit Card/ACH<br>01- 441- 000- 0000- 6054 |             | 13.80  | Covid Vacc Record Card Labels<br>03/31/2021 03/31/2021  | 1334648                    | Immunization Cooperative Agreeemer             | N    |
|            | 01- 441- 000- 0000- 6054                                           |             | 26.30  | Covid Record Card Labels<br>04/20/2021 04/20/2021       | 5942                       | Immunization Cooperative Agreeemer             | N    |
|            | 01- 441- 000- 0000- 6449                                           |             | 98.76  | PHEP Supplies<br>04/01/2021 04/12/2021                  | 5942                       | Preparedness Grant                             | N    |
|            | 01- 441- 000- 0000- 6054                                           |             | 608.56 | Imm Coop Agmt II, Covid Supply<br>04/09/2021 04/12/2021 | 8897836                    | Immunization Cooperative Agreeemer             | N    |
|            | 01- 441- 000- 0000- 6448                                           |             | 53.72  | SHIP Cell                                               | 9878922099                 | Ship Grant Expenses                            | N    |

\*\*\* Fillmore County \*\*\*

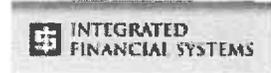


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name<br>Account/Formula                                            | Rpt<br>Accr | Amount   | Warrant Description<br>Service Dates                   | Invoice #<br>Paid On Bhf #    | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|--------------------------------------------------------------------|-------------|----------|--------------------------------------------------------|-------------------------------|------------------------------------------------|------|
| 111        | Fillmore Co Treasurer- Credit Card/ACH                             |             | 801.14   | 04/03/2021 05/02/2021                                  | 5 Transactions                |                                                |      |
| 7139       | Johnson/Dakota<br>01- 441- 000- 0000- 6437                         |             | 113.68   | C & TC Mileage April 2021<br>04/09/2021 04/23/2021     | 1 Transactions                | CTC Expenses                                   | N    |
| 7139       | Johnson/Dakota                                                     |             | 113.68   |                                                        | 1 Transactions                |                                                |      |
| 4752       | Logsdon/Linda<br>01- 441- 000- 0000- 6054                          |             | 92.40    | Imm Coop Agmt II April 2021<br>04/01/2021 04/30/2021   | 1 Transactions                | Immunization Cooperative Agreeemer             | N    |
| 4752       | Logsdon/Linda                                                      |             | 92.40    |                                                        | 1 Transactions                |                                                |      |
| 3499       | Midwest Special Instruments<br>01- 441- 000- 0000- 6447            |             | 534.00   | Calibration - Audio Equipment<br>04/23/2021 04/23/2021 | 2104450- IN<br>1 Transactions | LPHA Grant Expenses                            | N    |
| 3499       | Midwest Special Instruments                                        |             | 534.00   |                                                        | 1 Transactions                |                                                |      |
| 6884       | Rodger/Aimee<br>01- 441- 000- 0000- 6445                           |             | 31.36    | TANF Mileage April 2021<br>04/02/2021 04/13/2021       | 1 Transactions                | TANF Expenses                                  | N    |
| 6884       | Rodger/Aimee                                                       |             | 31.36    |                                                        | 1 Transactions                |                                                |      |
| 441        | DEPT Total:                                                        |             | 1,618.50 | Public Health                                          | 6 Vendors                     | 11 Transactions                                |      |
| 442        | DEPT                                                               |             |          | Wic Program                                            |                               |                                                |      |
| 4534       | ENRIGHT/CARRIE<br>01- 442- 000- 0000- 6424                         |             | 4.48     | WIC PBFS - February 2021<br>02/09/2021 02/18/2021      |                               | WIC- Peer Breastfeeding Support Grar           | N    |
|            | 01- 442- 000- 0000- 6424                                           |             | 2.24     | WIC PBFS - April 2021<br>04/02/2021 04/02/2021         | 2 Transactions                | WIC- Peer Breastfeeding Support Grar           | N    |
| 4534       | ENRIGHT/CARRIE                                                     |             | 6.72     |                                                        |                               |                                                |      |
| 111        | Fillmore Co Treasurer- Credit Card/ACH<br>01- 442- 000- 0000- 6424 |             | 38.64    | Peer BF Cell<br>04/03/2021 05/02/2021                  | 9878922099<br>1 Transactions  | WIC- Peer Breastfeeding Support Grar           | N    |
| 111        | Fillmore Co Treasurer- Credit Card/ACH                             |             | 38.64    |                                                        | 1 Transactions                |                                                |      |

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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 Descripti On Behalf of Name | 1099 |
|------------|--------------------------------------------------------------------|----------|--------|-----------------------------------------------------|-------------------------|---------------------------------------------|------|
| 442        | DEPT Total:                                                        |          | 45.36  | Wic Program                                         | 2 Vendors               | 3 Transactions                              |      |
| 443        | DEPT                                                               |          |        | Nursing Service                                     |                         |                                             |      |
| 6973       | Amdahl/Erin P<br>01- 443- 000- 0000- 6335                          |          | 24.64  | Nursing Mileage April 2021<br>04/01/2021 04/15/2021 |                         | Employee Automobile Allowance               | N    |
| 6973       | Amdahl/Erin P                                                      |          | 24.64  | 1 Transactions                                      |                         |                                             |      |
| 111        | Fillmore Co Treasurer- Credit Card/ACH<br>01- 443- 000- 0000- 6433 |          | 48.99  | Commode - Client #739<br>04/18/2021 04/18/2021      | 5942                    | Waiver Reimbursables                        | N    |
|            | 01- 443- 000- 0000- 6203                                           |          | 38.64  | PH Cell<br>04/03/2021 05/02/2021                    | 9878922099              | Telephone                                   | N    |
| 111        | Fillmore Co Treasurer- Credit Card/ACH                             |          | 87.63  | 2 Transactions                                      |                         |                                             |      |
| 4177       | GATZKE/MICHELE<br>01- 443- 000- 0000- 6335                         |          | 60.48  | Nursing Mileage April 2021<br>04/07/2021 04/27/2021 |                         | Employee Automobile Allowance               | N    |
| 4177       | GATZKE/MICHELE                                                     |          | 60.48  | 1 Transactions                                      |                         |                                             |      |
| 6766       | Hall/Sarah J<br>01- 443- 000- 0000- 6335                           |          | 27.72  | Nursing Mileage April 2021<br>04/05/2021 04/19/2021 |                         | Employee Automobile Allowance               | N    |
| 6766       | Hall/Sarah J                                                       |          | 27.72  | 1 Transactions                                      |                         |                                             |      |
| 6186       | Johnson/Breanna<br>01- 443- 000- 0000- 6335                        |          | 142.24 | Nursing Mileage April 2021<br>04/05/2021 04/29/2021 |                         | Employee Automobile Allowance               | N    |
| 6186       | Johnson/Breanna                                                    |          | 142.24 | 1 Transactions                                      |                         |                                             |      |
| 4752       | Logsdon/Linda<br>01- 443- 000- 0000- 6335                          |          | 98.28  | Nursing Mileage April 2021<br>04/01/2021 04/30/2021 |                         | Employee Automobile Allowance               | N    |
| 4752       | Logsdon/Linda                                                      |          | 98.28  | 1 Transactions                                      |                         |                                             |      |
| 443        | DEPT Total:                                                        |          | 440.99 | Nursing Service                                     | 6 Vendors               | 7 Transactions                              |      |
| 446        | DEPT                                                               |          |        | Mch Program                                         |                         |                                             |      |

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 1 County Revenue Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                                   | Rpt  | Warrant Description | Invoice #                     | Account/Formula Descripti | 1099              |
|--------|----------------------------------------|------|---------------------|-------------------------------|---------------------------|-------------------|
| No.    | Account/Formula                        | Accr | Amount              | Service Dates                 | Paid On Bhf #             | On Behalf of Name |
| 6674   | Draper/Erica                           |      | 56.56               | EBFHV/HFA Mileage April 2021  |                           | EBHV Expense N    |
|        | 01-446-000-0000-6257                   |      |                     | 04/05/2021 04/29/2021         |                           |                   |
| 6674   | Draper/Erica                           |      | 56.56               | 1 Transactions                |                           |                   |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |                     |                               |                           |                   |
|        | 01-446-000-0000-6257                   |      | 274.59              | PICCOLO Training/Observe Tool | 59628                     | EBHV Expense N    |
|        |                                        |      |                     | 03/30/2021 03/30/2021         |                           |                   |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 274.59              | 1 Transactions                |                           |                   |
| 6665   | Gilbert/Sydney                         |      |                     |                               |                           |                   |
|        | 01-446-000-0000-6257                   |      | 50.96               | EBFHV/HFA April 2021 Mileage  |                           | EBHV Expense N    |
|        |                                        |      |                     | 04/15/2021 04/26/2021         |                           |                   |
| 6665   | Gilbert/Sydney                         |      | 50.96               | 1 Transactions                |                           |                   |
| 446    | DEPT Total:                            |      | 382.11              | Mch Program                   | 3 Vendors                 | 3 Transactions    |
| 1      | Fund Total:                            |      | 26,291.17           | County Revenue Fund           |                           | 73 Transactions   |

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 13 County Road & Bridge

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor Name                       | Rpt  | Warrant Description           | Invoice #     | Account/Formula Descripti | 1099            |
|-----------------------------------|------|-------------------------------|---------------|---------------------------|-----------------|
| No. Account/Formula               | Accr | Service Dates                 | Paid On Bhf # | On Behalf of Name         |                 |
| 300 DEPT                          |      | Highway Administration        |               |                           |                 |
| 6650 Avenu Insights & Analytics   |      |                               |               |                           |                 |
| 13-300-000-0000-6270              |      | 5/5 New Roads support renewal |               | Data Processing           | N               |
| 6650 Avenu Insights & Analytics   |      | 6,224.20                      |               |                           |                 |
|                                   |      | 6,224.20                      |               | 1 Transactions            |                 |
| 300 DEPT Total:                   |      | 6,224.20                      |               | 1 Vendors                 | 1 Transactions  |
| 310 DEPT                          |      | Highway Maintenance           |               |                           |                 |
| 1891 Bruening Rock Products, Inc. |      |                               |               |                           |                 |
| 13-310-000-0000-6505              |      | 221.53                        |               | 205589                    | Aggregate       |
| 1891 Bruening Rock Products, Inc. |      | 221.53                        |               | 1 Transactions            | N               |
| 6150 Cintas Corporation No.2      |      |                               |               |                           |                 |
| 13-310-000-0000-6293              |      | 8.20                          |               | 4080281849                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.92                          |               | 4080281935                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4080391049                | Uniform Expense |
| 13-310-000-0000-6293              |      | 49.45                         |               | 4080391050                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4080601795                | Uniform Expense |
| 13-310-000-0000-6293              |      | 17.76                         |               | 4080802218                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.92                          |               | 4080875851                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.20                          |               | 4080875904                | Uniform Expense |
| 13-310-000-0000-6293              |      | 54.38                         |               | 4081060732                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4081060766                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4081351068                | Uniform Expense |
| 13-310-000-0000-6293              |      | 14.76                         |               | 4081409201                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.92                          |               | 4081527495                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.20                          |               | 4081527513                | Uniform Expense |
| 13-310-000-0000-6293              |      | 49.18                         |               | 4081725068                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4081725075                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4082014611                | Uniform Expense |
| 13-310-000-0000-6293              |      | 17.76                         |               | 4082110483                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.92                          |               | 4082253647                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.20                          |               | 4082253754                | Uniform Expense |
| 13-310-000-0000-6293              |      | 49.18                         |               | 4082371017                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4082371025                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.64                          |               | 4082669979                | Uniform Expense |
| 13-310-000-0000-6293              |      | 20.86                         |               | 4082775519                | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.20                          |               | 408292309                 | Uniform Expense |
| 13-310-000-0000-6293              |      | 8.92                          |               | 4082923122                | Uniform Expense |

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                            | Rpt  | Warrant Description | Invoice #                  | Account/Formula Descripti | 1099                                 |
|--------|---------------------------------|------|---------------------|----------------------------|---------------------------|--------------------------------------|
| No.    | Account/Formula                 | Accr | Amount              | Service Dates              | Paid On Bhf #             | On Behalf of Name                    |
|        | 13- 310- 000- 0000- 6293        |      | 8.64                | 4/30 uniforms              | 4083036275                | Uniform Expense N                    |
|        | 13- 310- 000- 0000- 6293        |      | 62.59               | 4/30 uniforms              | 4083036317                | Uniform Expense N                    |
| 6150   | Cintas Corporation No.2         |      | 499.28              | 28 Transactions            |                           |                                      |
| 5751   | Fastenal Company                |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6515        |      | 60.50               | 4/30 supplies              | 88330                     | Traffic Signs N                      |
| 5751   | Fastenal Company                |      | 60.50               | 1 Transactions             |                           |                                      |
| 3440   | Hancock Concrete Products LLC   |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6520        |      | 936.00              | 5/6 culvert repair         | 1731569                   | Culverts N                           |
| 3440   | Hancock Concrete Products LLC   |      | 936.00              | 1 Transactions             |                           |                                      |
| 1996   | Nutrien Ag Solutions Inc        |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6529        |      | 164.00              | 4/22 seeding               | 44895034                  | Seeding N                            |
|        | 13- 310- 000- 0000- 6529        |      | 17.00               | 4/29 seeding               | 45020044                  | Seeding N                            |
| 1996   | Nutrien Ag Solutions Inc        |      | 181.00              | 2 Transactions             |                           |                                      |
| 5400   | Polzin/Al                       |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6466        |      | 200.00              | 5/19 safety boots          |                           | Safety Materials N                   |
| 5400   | Polzin/Al                       |      | 200.00              | 1 Transactions             |                           |                                      |
| 5471   | Precise MRM LLC                 |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6580        |      | 150.00              | 4/30 truck data plan       | 200- 1030936              | Other Repair And Maintenance Suppl N |
| 5471   | Precise MRM LLC                 |      | 150.00              | 1 Transactions             |                           |                                      |
| 1067   | Preston Dairy & Farm Assn       |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6529        |      | 114.00              | 4/14 seeding               | 216008                    | Seeding N                            |
| 1067   | Preston Dairy & Farm Assn       |      | 114.00              | 1 Transactions             |                           |                                      |
| 451    | Ziegler Inc                     |      |                     |                            |                           |                                      |
|        | 13- 310- 000- 0000- 6342        |      | 530.00              | 4/13 rental                | IN000063707               | Machinery And Equipment Rental N     |
| 451    | Ziegler Inc                     |      | 530.00              | 1 Transactions             |                           |                                      |
| 310    | DEPT Total:                     |      | 2,892.31            | Highway Maintenance        | 9 Vendors                 | 37 Transactions                      |
| 320    | DEPT                            |      |                     | Highway Construction       |                           |                                      |
| 80445  | Beckley's Office Products, Inc. |      |                     |                            |                           |                                      |
|        | 13- 320- 000- 0000- 6639        |      | 1,228.50            | 5/12 engineering workspace | 71817                     | Asset Inventory N                    |

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 13 County Road & Bridge

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                            | Rpt  | Amount   | Warrant Description | Invoice #      | Account/Formula Descripti | 1099 |
|--------|---------------------------------|------|----------|---------------------|----------------|---------------------------|------|
| No.    | Account/Formula                 | Accr |          | Service Dates       | Paid On Bhf #  | On Behalf of Name         |      |
| 80445  | Beckley's Office Products, Inc. |      | 1,228.50 |                     | 1 Transactions |                           |      |
| 7258   | Bestor/Ty & Dacia               |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 357.50   | 5/18 easement       | P              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 38.20    | 5/18 easement       | T              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 80.22    | 5/18 easement       | T2             | Right Of Way Costs        | N    |
| 7258   | Bestor/Ty & Dacia               |      | 475.92   |                     | 3 Transactions |                           |      |
| 7255   | Borntreger/Christie D & Mary D  |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 50.00    | 5/18 easement       | F              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 364.00   | 5/18 easement       | P              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 45.84    | 5/18 easement       | T              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 800.00   | 5/18 easement       | TR             | Right Of Way Costs        | N    |
| 7255   | Borntreger/Christie D & Mary D  |      | 1,259.84 |                     | 4 Transactions |                           |      |
| 7272   | Broadwater/William John         |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 1,800.00 | 5/18 easement       | F              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 1,469.00 | 5/18 easement       | P              | Right Of Way Costs        | N    |
| 7272   | Broadwater/William John         |      | 3,269.00 |                     | 2 Transactions |                           |      |
| 7270   | Bruce R Bigalk Family Trust     |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 50.70    | 5/18 easement       | P              | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 3.82     | 5/18 easement       | T              | Right Of Way Costs        | N    |
| 7270   | Bruce R Bigalk Family Trust     |      | 54.52    |                     | 2 Transactions |                           |      |
| 99     | Erickson Engineering LLC        |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6265            |      | 440.00   | 5/7 consulting      | 14144          | Consulting                | N    |
|        | 13-320-000-0000-6265            |      | 7,369.00 | 5/7 consulting      | 14152          | Consulting                | N    |
| 99     | Erickson Engineering LLC        |      | 7,809.00 |                     | 2 Transactions |                           |      |
| 7261   | Gingerich/Joe R & Mary J        |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 19.10    | 5/18 easement       | T              | Right Of Way Costs        | N    |
| 7261   | Gingerich/Joe R & Mary J        |      | 19.10    |                     | 1 Transactions |                           |      |
| 7259   | Gingerich/Ray J & Sadie J       |      |          |                     |                |                           |      |
|        | 13-320-000-0000-6363            |      | 2,193.75 | 5/18 easement       | F1             | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 80.00    | 5/18 easement       | F2             | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 750.00   | 5/18 easement       | F3             | Right Of Way Costs        | N    |
|        | 13-320-000-0000-6363            |      | 65.00    | 5/18 easement       | P1             | Right Of Way Costs        | N    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                         | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                     |                 |
|--------|------------------------------|------|---------------------|-----------------------------|---------------------------|--------------------------|-----------------|
| No.    | Account/Formula              | Accr | Amount              | Service Dates               | Paid On Bhf #             | On Behalf of Name        |                 |
|        | 13- 320- 000- 0000- 6363     |      | 65.00               | 5/18 easement               | P2                        | Right Of Way Costs       | N               |
|        | 13- 320- 000- 0000- 6363     |      | 49.66               | 5/18 easement               | T1                        | Right Of Way Costs       | N               |
|        | 13- 320- 000- 0000- 6363     |      | 53.48               | 5/18 easement               | T2                        | Right Of Way Costs       | N               |
|        | 13- 320- 000- 0000- 6363     |      | 49.66               | 5/18 easement               | T3                        | Right Of Way Costs       | N               |
|        | 13- 320- 000- 0000- 6363     |      | 61.12               | 5/18 easement               | T4                        | Right Of Way Costs       | N               |
| 7259   | Gingerich/Ray J & Sadie J    |      | 3,367.67            |                             |                           |                          |                 |
|        |                              |      |                     | 9 Transactions              |                           |                          |                 |
| 7257   | Hansen/Richard J & Suzanne S |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 26.74               | 5/18 easement               | T                         | Right Of Way Costs       | N               |
| 7257   | Hansen/Richard J & Suzanne S |      | 26.74               |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 7265   | Johnson/Kevin R & Karen L    |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 61.12               | 5/18 easement               | T                         | Right Of Way Costs       | N               |
| 7265   | Johnson/Kevin R & Karen L    |      | 61.12               |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 7269   | Junge/Robert                 |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 850.00              | 5/18 easement               | TR                        | Right Of Way Costs       | N               |
| 7269   | Junge/Robert                 |      | 850.00              |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 7256   | Monchalog/Jessie J           |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 1,127.50            | 5/28 easement               | P                         | Right Of Way Costs       | N               |
| 7256   | Monchalog/Jessie J           |      | 1,127.50            |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 347    | State Of Mn                  |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6377     |      | 519.92              | 5/13 material testing       | P00013164                 | Fees And Service Charges | N               |
| 347    | State Of Mn                  |      | 519.92              |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 7264   | Yutzy/Ervin J & Linda A      |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 49.66               | 5/18 easement               | T                         | Right Of Way Costs       | N               |
| 7264   | Yutzy/Ervin J & Linda A      |      | 49.66               |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 7271   | Zanmiller/John Andrew        |      |                     |                             |                           |                          |                 |
|        | 13- 320- 000- 0000- 6363     |      | 61.12               | 5/18 easement               | T                         | Right Of Way Costs       | N               |
| 7271   | Zanmiller/John Andrew        |      | 61.12               |                             |                           |                          |                 |
|        |                              |      |                     | 1 Transactions              |                           |                          |                 |
| 320    | DEPT Total:                  |      | 20,179.61           | Highway Construction        |                           |                          |                 |
|        |                              |      |                     |                             | 15 Vendors                |                          | 31 Transactions |
| 330    | DEPT                         |      |                     | Equipment Maintenance Shops |                           |                          |                 |
|        | 6150 Cintas Corporation No.2 |      |                     |                             |                           |                          |                 |

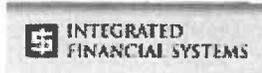
\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                    | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>                       |
|---------------------------------------|-------------|----------------------------|----------------------|----------------------------------|-----------------------------------|
| <u>No. Account/Formula</u>            | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u>          |
| 13- 330- 000- 0000- 6576              |             | 213.26                     | 4/2 supplies         | 4080390960                       | Shop Supplies & Tools N           |
| 13- 330- 000- 0000- 6576              |             | 213.26                     | 4/16 supplies        | 4081724980                       | Shop Supplies & Tools N           |
| 13- 330- 000- 0000- 6576              |             | 213.26                     | 4/30 supplies        | 4083036237                       | Shop Supplies & Tools N           |
| <b>6150 Cintas Corporation No.2</b>   |             | <b>639.78</b>              |                      |                                  | <b>3 Transactions</b>             |
| <b>1425 Continental Research Corp</b> |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6576              |             | 669.65                     | 5/11 supplies        | 26062                            | Shop Supplies & Tools N           |
| <b>1425 Continental Research Corp</b> |             | <b>669.65</b>              |                      |                                  | <b>1 Transactions</b>             |
| <b>2965 Diamond Mowers LLC</b>        |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6575              |             | 59.68                      | 4/15 parts           | 195730- IN                       | Machinery Parts N                 |
| <b>2965 Diamond Mowers LLC</b>        |             | <b>59.68</b>               |                      |                                  | <b>1 Transactions</b>             |
| <b>5751 Fastenal Company</b>          |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6576              |             | 46.94                      | 4/23 supplies        | 88228                            | Shop Supplies & Tools N           |
| 13- 330- 000- 0000- 6576              |             | 19.54                      | 4/29 supplies        | 88236                            | Shop Supplies & Tools N           |
| 13- 330- 000- 0000- 6576              |             | 204.06                     | 4/30 supplies        | 88287                            | Shop Supplies & Tools N           |
| <b>5751 Fastenal Company</b>          |             | <b>270.54</b>              |                      |                                  | <b>3 Transactions</b>             |
| <b>4768 Gillund Enterprises</b>       |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6576              |             | 216.62                     | 4/16 supplies        | 878959                           | Shop Supplies & Tools N           |
| <b>4768 Gillund Enterprises</b>       |             | <b>216.62</b>              |                      |                                  | <b>1 Transactions</b>             |
| <b>155 Hammell Equipment Inc</b>      |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6575              |             | 54.25                      | 4/8 parts            | 1133213                          | Machinery Parts N                 |
| <b>155 Hammell Equipment Inc</b>      |             | <b>54.25</b>               |                      |                                  | <b>1 Transactions</b>             |
| <b>2669 Hammell Equipment Inc</b>     |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6575              |             | 197.00                     | 4/13 parts           | HI55451                          | Machinery Parts N                 |
| 13- 330- 000- 0000- 6561              |             | 87.56                      | 4/30 additive        | HI55895                          | Gasoline Diesel And Other Fuels N |
| <b>2669 Hammell Equipment Inc</b>     |             | <b>284.56</b>              |                      |                                  | <b>2 Transactions</b>             |
| <b>3714 Hovey Oil Co Inc</b>          |             |                            |                      |                                  |                                   |
| 13- 330- 000- 0000- 6561              |             | 737.98                     | 4/6 #2 diesel        | 3316                             | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561              |             | 1,021.05                   | 4/6 gas              | 3316                             | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561              |             | 907.60                     | 4/8 gas              | 3347                             | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561              |             | 2,033.00                   | 4/8 #2 diesel        | 3347                             | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561              |             | 1,723.37                   | 4/13 #2 diesel       | 3367                             | Gasoline Diesel And Other Fuels N |
| 13- 330- 000- 0000- 6561              |             | 445.20                     | 4/19 gas             | 3410                             | Gasoline Diesel And Other Fuels N |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor      | Name                                         | Rpt  | Warrant Description | Invoice #      | Account/Formula Descripti | 1099                              |
|-------------|----------------------------------------------|------|---------------------|----------------|---------------------------|-----------------------------------|
| No.         | Account/Formula                              | Accr | Amount              | Service Dates  | Paid On Bhf #             | On Behalf of Name                 |
|             | 13- 330- 000- 0000- 6561                     |      | 1,277.34            | 4/19 #2 diesel | 3410                      | Gasoline Diesel And Other Fuels N |
|             | 13- 330- 000- 0000- 6561                     |      | 5,300.17            | 4/22 gas       | 3419                      | Gasoline Diesel And Other Fuels N |
|             | 13- 330- 000- 0000- 6561                     |      | 1,914.97            | 4/21 #2 diesel | 4414                      | Gasoline Diesel And Other Fuels N |
| <b>3714</b> | <b>Hovey Oil Co Inc</b>                      |      | <b>15,360.68</b>    |                |                           | 9 Transactions                    |
| 4122        | M & M Lawn & Leisure                         |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 62.99               | 4/26 parts     |                           | Machinery Parts N                 |
| <b>4122</b> | <b>M &amp; M Lawn &amp; Leisure</b>          |      | <b>62.99</b>        |                |                           | 1 Transactions                    |
| 4884        | Mac Queen Equipment Inc                      |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 126.73              | 4/23 parts     | P34391                    | Machinery Parts N                 |
| <b>4884</b> | <b>Mac Queen Equipment Inc</b>               |      | <b>126.73</b>       |                |                           | 1 Transactions                    |
| 4338        | Manahan Machine Shop Inc                     |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 95.00               | 4/13 labor     | 73944                     | Machinery Parts N                 |
| <b>4338</b> | <b>Manahan Machine Shop Inc</b>              |      | <b>95.00</b>        |                |                           | 1 Transactions                    |
| 225         | Marzolf Implement Company                    |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 4.00                | 4/20 parts     | 27068                     | Machinery Parts N                 |
| <b>225</b>  | <b>Marzolf Implement Company</b>             |      | <b>4.00</b>         |                |                           | 1 Transactions                    |
| 3514        | Mid- American Research Chemical Corp.        |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6576                     |      | 186.94              | 4/29 supplies  | 0730617- IN               | Shop Supplies & Tools N           |
| <b>3514</b> | <b>Mid- American Research Chemical Corp.</b> |      | <b>186.94</b>       |                |                           | 1 Transactions                    |
| 3541        | Nuss Truck & Equipment                       |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 114.50              | 4/7 parts      | 1202066P                  | Machinery Parts N                 |
|             | 13- 330- 000- 0000- 6575                     |      | 389.19              | 4/23 parts     | 171500                    | Machinery Parts N                 |
|             | 13- 330- 000- 0000- 6575                     |      | 147.90              | 4/23 labor     | 171500                    | Machinery Parts N                 |
|             | 13- 330- 000- 0000- 6575                     |      | 20.00               | 4/8 parts      | CM1202066P                | Machinery Parts N                 |
| <b>3541</b> | <b>Nuss Truck &amp; Equipment</b>            |      | <b>631.59</b>       |                |                           | 4 Transactions                    |
| 137         | Praxair Distribution Inc                     |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6576                     |      | 87.25               | 4/30 supplies  | 63414042                  | Shop Supplies & Tools N           |
| <b>137</b>  | <b>Praxair Distribution Inc</b>              |      | <b>87.25</b>        |                |                           | 1 Transactions                    |
| 303         | Preston Equipment Company                    |      |                     |                |                           |                                   |
|             | 13- 330- 000- 0000- 6575                     |      | 34.41               | 4/20 parts     | 01- 108752                | Machinery Parts N                 |
|             | 13- 330- 000- 0000- 6575                     |      | 28.64               | 4/20 parts     | 01- 108753                | Machinery Parts N                 |

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 13 County Road & Bridge

\*\*\* Fillmore County \*\*\*

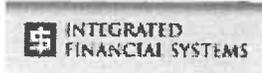


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor | Name                       | Rpt  | Warrant Description | Invoice #                   | Account/Formula Descripti | 1099                  |
|--------|----------------------------|------|---------------------|-----------------------------|---------------------------|-----------------------|
| No.    | Account/Formula            | Accr | Service Dates       | Paid On Bhf #               | On Behalf of Name         |                       |
|        | 13-330-000-0000-6575       |      | 4/20 parts          | 01-108754                   | Machinery Parts           | N                     |
|        | 13-330-000-0000-6575       |      | 4/27 parts          | 01-109169                   | Machinery Parts           | N                     |
| 303    | Preston Equipment Company  |      | 98.29               |                             | 4 Transactions            |                       |
| 6600   | Solberg Welding Inc        |      |                     |                             |                           |                       |
|        | 13-330-000-0000-6576       |      | 101.07              | 4/23 supplies               | 13869                     | Shop Supplies & Tools |
| 6600   | Solberg Welding Inc        |      | 101.07              |                             | 1 Transactions            | N                     |
| 4079   | Village Farm & Home        |      |                     |                             |                           |                       |
|        | 13-330-000-0000-6575       |      | 67.95               | 4/5 parts                   | 42186                     | Machinery Parts       |
| 4079   | Village Farm & Home        |      | 67.95               |                             | 1 Transactions            | N                     |
| 2421   | Vis Plumbing & Heating Inc |      |                     |                             |                           |                       |
|        | 13-330-000-0000-6317       |      | 69.72               | 3/21 bldg maint             | 119730                    | Building Maintenance  |
| 2421   | Vis Plumbing & Heating Inc |      | 69.72               |                             | 1 Transactions            | N                     |
| 451    | Ziegler Inc                |      |                     |                             |                           |                       |
|        | 13-330-000-0000-6575       |      | 338.39              | 4/14 parts                  | PKS000204199              | Machinery Parts       |
| 451    | Ziegler Inc                |      | 338.39              |                             | 1 Transactions            | N                     |
| 330    | DEPT Total:                |      | 19,425.68           | Equipment Maintenance Shops | 20 Vendors                | 39 Transactions       |
| 13     | Fund Total:                |      | 48,721.80           | County Road & Bridge        |                           | 108 Transactions      |

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 14 Sanitation Fund

\*\*\* Fillmore 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 Descripti On Behalf of Name | 1099 |
|------------|---------------------------------|----------|----------|-----------------------------------|-------------------------|---------------------------------------------|------|
| 390        | DEPT                            |          |          | Resource Recovery Center          |                         |                                             |      |
| 3691       | Bauer Built Inc                 |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6311        |          | 404.75   | Trailer Tires                     | 740044090               | Miscellaneous Repairs And Maintena          | N    |
|            |                                 |          |          | 04/12/2021 04/12/2021             |                         |                                             |      |
|            | 14- 390- 000- 0000- 6311        |          | 482.38   | Trailer Tires                     | 740044302               | Miscellaneous Repairs And Maintena          | N    |
|            |                                 |          |          | 05/05/2021 05/05/2021             |                         |                                             |      |
|            | 3691 Bauer Built Inc            |          | 887.13   |                                   | 2 Transactions          |                                             |      |
| 6150       | Cintas Corporation No.2         |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6377        |          | 13.24    | Uniforms                          | 4083036225              | Fees And Service Charges                    | N    |
|            |                                 |          |          | 04/30/2021 04/30/2021             |                         |                                             |      |
|            | 14- 390- 000- 0000- 6377        |          | 8.92     | Uniforms                          | 4083691118              | Fees And Service Charges                    | N    |
|            |                                 |          |          | 05/07/2021 05/07/2021             |                         |                                             |      |
|            | 14- 390- 000- 0000- 6377        |          | 13.24    | Uniforms                          | 4084355369              | Fees And Service Charges                    | N    |
|            |                                 |          |          | 05/14/2021 05/14/2021             |                         |                                             |      |
|            | 6150 Cintas Corporation No.2    |          | 35.40    |                                   | 3 Transactions          |                                             |      |
| 82132      | Fillmore Co Journal             |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6241        |          | 477.84   | HHW Ad                            | 120950,121183           | Advertising                                 | N    |
|            |                                 |          |          | 04/19/2021 04/26/2021             |                         |                                             |      |
|            | 82132 Fillmore Co Journal       |          | 477.84   |                                   | 1 Transactions          |                                             |      |
| 4647       | K & M Glass Inc                 |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6311        |          | 363.00   | Office Window Replacement         | I217679                 | Miscellaneous Repairs And Maintena          | N    |
|            |                                 |          |          | 04/23/2021 04/23/2021             |                         |                                             |      |
|            | 4647 K & M Glass Inc            |          | 363.00   |                                   | 1 Transactions          |                                             |      |
| 2050       | Liberty Tire Recycling LLC      |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6862        |          | 2,586.72 | Tire Disposal                     | 2045974                 | Management Of Problem Wastes                | N    |
|            |                                 |          |          | 05/08/2021 05/08/2021             |                         |                                             |      |
|            | 2050 Liberty Tire Recycling LLC |          | 2,586.72 |                                   | 1 Transactions          |                                             |      |
| 5988       | Preston Auto Parts              |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6311        |          | 105.71   | Mower Battery                     | 671769                  | Miscellaneous Repairs And Maintena          | N    |
|            |                                 |          |          | 05/05/2021 05/05/2021             |                         |                                             |      |
|            | 5988 Preston Auto Parts         |          | 105.71   |                                   | 1 Transactions          |                                             |      |
| 303        | Preston Equipment Company       |          |          |                                   |                         |                                             |      |
|            | 14- 390- 000- 0000- 6311        |          | 54.19    | Mower Repair                      | 01- 109833              | Miscellaneous Repairs And Maintena          | N    |

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 14 Sanitation Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor No. | Name<br>Account/Formula                     | Rpt<br>Accr | Amount    | Warrant Description<br>Service Dates                   | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099            |
|------------|---------------------------------------------|-------------|-----------|--------------------------------------------------------|----------------------------|------------------------------------------------|-----------------|
| 303        | Preston Equipment Company                   |             | 54.19     | 05/06/2021 05/06/2021<br>1 Transactions                |                            |                                                |                 |
| 3206       | S & A Petroleum<br>14- 390- 000- 0000- 6561 |             | 34.99     | Forklift LP<br>04/21/2021 04/21/2021<br>1 Transactions | 03025                      | Gasoline Diesel And Other Fuels                | N               |
| 3206       | S & A Petroleum                             |             | 34.99     |                                                        |                            |                                                |                 |
| 390        | DEPT Total:                                 |             | 4,544.98  | Resource Recovery Center                               | 8 Vendors                  |                                                | 11 Transactions |
| 14         | Fund Total:                                 |             | 4,544.98  | Sanitation Fund                                        |                            |                                                | 11 Transactions |
|            | Final Total:                                |             | 79,557.95 | 104 Vendors                                            | 192 Transactions           |                                                |                 |

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\*\*\* Fillmore 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                  | 26,291.17            | County Revenue Fund  |
|                      | 13                 | 48,721.80            | County Road & Bridge |
|                      | 14                 | 4,544.98             | Sanitation Fund      |
|                      | <b>All Funds</b>   | <b>79,557.95</b>     | <b>Total</b>         |

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 1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No.           | Name<br>Account/Formula                        | Rpt<br>Accr     | Amount          | Warrant Description<br>Service Dates               | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|----------------------|------------------------------------------------|-----------------|-----------------|----------------------------------------------------|----------------------------|------------------------------------------------|------|
| 111                  | Fillmore Co Treasurer-<br>01-149-000-0000-6205 | Credit Card/ACH | 2,500.00        | Mail Machine Postage<br>04/01/2021 04/01/2021      | 1293447                    | Postage And Postal Box Rent                    | N    |
| 111                  | Fillmore Co Treasurer-<br>01-149-000-0000-6205 | Credit Card/ACH | 2,500.00        | 1 Transactions                                     |                            |                                                |      |
| 2947                 | MACO<br>01-041-000-0000-6248                   |                 | 750.00          | 2021 MOMS Maintenance Fee<br>01/01/2021 12/31/2021 |                            | Minnesota Official Marriage System             | N    |
| 2947                 | MACO<br>01-041-000-0000-6248                   |                 | 750.00          | 1 Transactions                                     |                            |                                                |      |
| 5536                 | MiEnergy Cooperative<br>01-251-000-0000-6251   |                 | 108.50          | Radio Tower Electricity<br>04/01/2021 05/01/2021   |                            | Electricity                                    | N    |
| 5536                 | MiEnergy Cooperative<br>01-251-000-0000-6251   |                 | 108.50          | 1 Transactions                                     |                            |                                                |      |
| <b>1 Fund Total:</b> |                                                |                 | <b>3,358.50</b> | <b>County Revenue Fund</b>                         | <b>3 Vendors</b>           | <b>3 Transactions</b>                          |      |

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 14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*

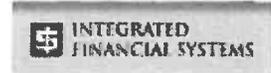


## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                            | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                        | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-----------------------------------------------|-------------|----------------------------|---------------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                    | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                    | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 85440 Centurylink<br>14- 390- 000- 0000- 6203 |             | 147.21                     | RRC Phone/Internet 4/26 - 5/25<br>04/26/2021 05/25/2021 | 301270054 Telephone              | N                        |
| 85440 Centurylink                             |             | 147.21                     | 1 Transactions                                          |                                  |                          |
| <b>14 Fund Total:</b>                         |             | 147.21                     | <b>Sanitation Fund</b>                                  | <b>1 Vendors</b>                 | <b>1 Transactions</b>    |

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 73 Greenleafon Septic Projec

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>                                    | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                     | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-------------------------------------------------------|-------------|----------------------------|------------------------------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>                            | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                 | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 5536 MiEnergy Cooperative<br>73- 611- 000- 0000- 6251 |             | 298.01                     | Greenleafon Treatment Plant<br>04/01/2021 05/01/2021 | Electricity                      | N                        |
| 73- 611- 000- 0000- 6251                              |             | 51.21                      | Greenleafon Plant Grinder<br>04/01/2021 05/01/2021   | Electricity                      | N                        |
| 5536 MiEnergy Cooperative                             |             | 349.22                     | 2 Transactions                                       |                                  |                          |
| <b>73 Fund Total:</b>                                 |             | <b>349.22</b>              | <b>Greenleafon Septic Project</b>                    | <b>1 Vendors</b>                 | <b>2 Transactions</b>    |
| <b>Final Total:</b>                                   |             | <b>3,854.93</b>            | <b>5 Vendors</b>                                     | <b>6 Transactions</b>            |                          |

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# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>AMOUNT</u></b> | <b><u>Name</u></b>         |                    |
|----------------------|--------------------|----------------------|----------------------------|--------------------|
|                      | 1                  | 3,358.50             | County Revenue Fund        |                    |
|                      | 14                 | 147.21               | Sanitation Fund            |                    |
|                      | 73                 | 349.22               | Greenleafon Septic Project |                    |
| <b>All Funds</b>     |                    | <b>3,854.93</b>      | <b>Total</b>               | Approved by, ..... |
|                      |                    |                      |                            | .....              |
|                      |                    |                      |                            | .....              |

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 1 County Revenue Fund

\*\*\* Fillmore County \*\*\*

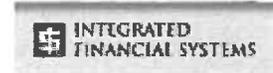


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor No. | Name Account/Formula                                | Rpt Accr | Amount   | Warrant Description Service Dates                      | Invoice # Paid On Bhf # | Account/Formula Descripti On Behalf of Name | 1099 |
|------------|-----------------------------------------------------|----------|----------|--------------------------------------------------------|-------------------------|---------------------------------------------|------|
| 3219       | Centurylink<br>01-149-000-0000-6203                 |          | 1,464.71 | Phone #89549526 03/08 - 04/08<br>03/08/2021 04/08/2021 | 220604451               | Telephone                                   | N    |
|            | 01-149-000-0000-6203                                |          | 1,411.96 | Phone #89549526 04/08- 05/08<br>04/08/2021 05/08/2021  | 222622953               | Telephone                                   | N    |
| 3219       | Centurylink                                         |          | 2,876.67 | 2 Transactions                                         |                         |                                             |      |
| 6317       | Enterprise Fleet Management<br>01-202-000-0000-6650 |          | 7,200.69 | May 2021 Lease Charges<br>05/01/2021 05/31/2021        | FBN4202924              | Enterprise Vehicle Payments                 | N    |
| 6317       | Enterprise Fleet Management                         |          | 7,200.69 | 1 Transactions                                         |                         |                                             |      |
| 110        | Fillmore Co Treasurer<br>01-112-000-0000-6377       |          | 2,344.86 | 2021 Property Taxes<br>05/19/2021 05/19/2021           |                         | Fees And Service Charges                    | N    |
| 110        | Fillmore Co Treasurer                               |          | 2,344.86 | 1 Transactions                                         |                         |                                             |      |
| 6676       | Marco - Phones<br>01-149-000-0000-6203              |          | 3,473.27 | May 2021 Phones<br>05/01/2021 05/31/2021               | 29286075                | Telephone                                   | Y    |
| 6676       | Marco - Phones                                      |          | 3,473.27 | 1 Transactions                                         |                         |                                             |      |
| 7213       | Metro Sales, Inc<br>01-100-000-0000-6310            |          | 171.47   | Qtr Usage Ricoh Format Copier<br>02/05/2021 05/04/2021 | INV1811127              | Contract Repairs And Maintenance            | N    |
| 7213       | Metro Sales, Inc                                    |          | 171.47   | 1 Transactions                                         |                         |                                             |      |
| 4344       | OFFICE OF MNIT SERVICES<br>01-149-000-0000-6203     |          | 1,300.00 | April 2021 WAN Services<br>04/01/2021 04/30/2021       | DV21040348              | Telephone                                   | N    |
| 4344       | OFFICE OF MNIT SERVICES                             |          | 1,300.00 | 1 Transactions                                         |                         |                                             |      |
| 308        | Preston Public Utilities<br>01-111-000-0000-6251    |          | 4,910.31 | Courthouse Utilities<br>03/31/2021 04/30/2021          |                         | Electricity                                 | N    |
|            | 01-111-000-0000-6251                                |          | 2,278.87 | FCOB Utilities<br>03/30/2021 04/29/2021                |                         | Electricity                                 | N    |
|            | 01-251-000-0000-6251                                |          | 1,929.42 | Jail Utilites<br>03/30/2021 04/29/2021                 |                         | Electricity                                 | N    |

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1 County Revenue Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>           | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|------------------------------|-------------|----------------------------|----------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u>   | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 308 Preston Public Utilities |             | 9,118.60                   | 3 Transactions       |                                  |                          |
| <b>1 Fund Total:</b>         |             | 26,485.56                  | County Revenue Fund  | 7 Vendors                        | 10 Transactions          |

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 5/19/21 4:01PM  
 13 County Road & Bridge

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor | Name                            | Rpt  | Warrant Description | Invoice #             | Account/Formula Descripti | 1099                             |
|--------|---------------------------------|------|---------------------|-----------------------|---------------------------|----------------------------------|
| No.    | Account/Formula                 | Accr | Amount              | Service Dates         | Paid On Bhf #             | On Behalf of Name                |
| 7129   | CenturyLink                     |      |                     |                       |                           |                                  |
|        | 13- 300- 000- 0000- 6203        |      | 144.08              | 5/10 telephone        | 5078673784                | Telephone N                      |
| 7129   | CenturyLink                     |      | 144.08              | 1 Transactions        |                           |                                  |
| 1983   | Croell, Inc                     |      |                     |                       |                           |                                  |
|        | 13- 320- 000- 0000- 6343        |      | 5,700.00            | 621- 023 R/C #1       |                           | Regular Construction Contracts N |
|        |                                 |      |                     | 05/21/2021 05/21/2021 |                           |                                  |
|        | 13- 320- 000- 0000- 6348        |      | 22,800.00           | 621- 023 Fed #1       |                           | Fed Construction N               |
|        |                                 |      |                     | 05/21/2021 05/21/2021 |                           |                                  |
| 1983   | Croell, Inc                     |      | 28,500.00           | 2 Transactions        |                           |                                  |
| 4765   | Midwest Contracting LLC         |      |                     |                       |                           |                                  |
|        | 13- 320- 000- 0000- 6343        |      | 243,497.35          | 634- 005 R/C #4       |                           | Regular Construction Contracts Y |
|        |                                 |      |                     | 05/21/2021 05/21/2021 |                           |                                  |
| 4765   | Midwest Contracting LLC         |      | 243,497.35          | 1 Transactions        |                           |                                  |
| 5536   | MiEnergy Cooperative            |      |                     |                       |                           |                                  |
|        | 13- 330- 000- 0000- 6251        |      | 174.82              | 5/6 electricity       | 302875004                 | Electricity N                    |
|        | 13- 300- 000- 0000- 6306        |      | 45.55               | 5/6 electricity       | 302875008                 | Radio Tower Repair & Services N  |
|        | 13- 310- 000- 0000- 6251        |      | 42.00               | 5/6 electricity       | 302875011                 | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 201.28              | 5/6 electricity       | 302875012                 | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 27.26               | 5/6 electricity       | 302875013                 | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 28.62               | 5/6 electricity       | 333377001                 | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 78.17               | 5/6 electricity       | 333377002                 | Electricity N                    |
| 5536   | MiEnergy Cooperative            |      | 597.70              | 7 Transactions        |                           |                                  |
| 6094   | MN Energy Resources Corporation |      |                     |                       |                           |                                  |
|        | 13- 330- 000- 0000- 6255        |      | 112.16              | 5/13 natural gas      | 0505303491                | Gas N                            |
| 6094   | MN Energy Resources Corporation |      | 112.16              | 1 Transactions        |                           |                                  |
| 308    | Preston Public Utilities        |      |                     |                       |                           |                                  |
|        | 13- 330- 000- 0000- 6251        |      | 731.42              | 5/14 utilities        | 4458327                   | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 44.81               | 5/14 utilities        | 4473A342                  | Electricity N                    |
|        | 13- 330- 000- 0000- 6251        |      | 910.48              | 5/14 utilities        | 4473B341                  | Electricity N                    |
| 308    | Preston Public Utilities        |      | 1,686.71            | 3 Transactions        |                           |                                  |
| 1487   | Waste Management - WI- MN       |      |                     |                       |                           |                                  |
|        | 13- 330- 000- 0000- 6251        |      | 77.59               | 5/3 utilities         | 37596353000               | Electricity N                    |
| 1487   | Waste Management - WI- MN       |      | 77.59               | 1 Transactions        |                           |                                  |

smensink  
5/19/21 4:01PM  
13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|----------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 13 Fund Total:             |             | 274,615.59                 | County Road & Bridge | 7 Vendors                        | 16 Transactions          |

smensink

5/19/21

4:01PM

14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| Vendor                | Name                           | Rpt  | Amount           | Warrant Description        | Invoice #        | Account/Formula Descripti   | 1099 |
|-----------------------|--------------------------------|------|------------------|----------------------------|------------------|-----------------------------|------|
| No.                   | Account/Formula                | Accr |                  | Service Dates              | Paid On Bhf #    | On Behalf of Name           |      |
| 5504                  | HARTER'S TRASH & RECYCLING INC |      | 16,279.80        | April Trash                | 434356           | Landfill Tipping Fees       | N    |
|                       | 14- 390- 000- 0000- 6374       |      |                  | 04/01/2021 04/30/2021      |                  |                             |      |
|                       | 14- 391- 000- 0000- 6861       |      | 13,799.01        | April Recycling            | 434356           | Recycling Operation Expense | N    |
|                       |                                |      |                  | 04/01/2021 04/30/2021      |                  |                             |      |
| 5504                  | HARTER'S TRASH & RECYCLING INC |      | 30,078.81        |                            |                  |                             |      |
|                       |                                |      |                  | 2 Transactions             |                  |                             |      |
| 308                   | Preston Public Utilities       |      | 437.47           | Transfer Station Utilities |                  | Electricity                 | N    |
|                       | 14- 390- 000- 0000- 6251       |      |                  | 03/30/2021 04/29/2021      |                  |                             |      |
| 308                   | Preston Public Utilities       |      | 437.47           |                            |                  |                             |      |
|                       |                                |      |                  | 1 Transactions             |                  |                             |      |
| <b>14 Fund Total:</b> |                                |      | <b>30,516.28</b> | <b>Sanitation Fund</b>     | <b>2 Vendors</b> | <b>3 Transactions</b>       |      |

smensink  
 5/19/21 4:01PM  
 76 Trust And Agency Fund

\*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------------------|-------------|----------------------------|-------------------------------|----------------------------------|--------------------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 110 Fillmore Co Treasurer  |             | 1,664.00                   | RRC Sales & Use Tax           |                                  | Commercial Sw Mgmt Tax N |
| 76-000-000-0000-2006       |             |                            | 04/01/2021 04/30/2021         |                                  |                          |
| 76-000-000-0000-2007       |             | 156.00                     | 041,101 & 602 Sales & Use Tax |                                  | Sales Tax Collected N    |
|                            |             |                            | 04/01/2021 04/30/2021         |                                  |                          |
| 76-300-000-0000-2007       |             | 32.00                      | R & B Sales & Use Tax         |                                  | Sales Tax Collected N    |
|                            |             |                            | 04/01/2021 04/30/2021         |                                  |                          |
| 110 Fillmore Co Treasurer  |             | 1,852.00                   |                               | 3 Transactions                   |                          |
| <b>76 Fund Total:</b>      |             | 1,852.00                   | <b>Trust And Agency Fund</b>  | <b>1 Vendors</b>                 | <b>3 Transactions</b>    |
| <b>Final Total:</b>        |             | 333,469.43                 | <b>17 Vendors</b>             | <b>32 Transactions</b>           |                          |

smensink  
5/19/21

4:01PM

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>AMOUNT</u></b> | <b><u>Name</u></b>    |
|----------------------|--------------------|----------------------|-----------------------|
|                      | 1                  | 26,485.56            | County Revenue Fund   |
|                      | 13                 | 274,615.59           | County Road & Bridge  |
|                      | 14                 | 30,516.28            | Sanitation Fund       |
|                      | 76                 | 1,852.00             | Trust And Agency Fund |
| <b>All Funds</b>     |                    | <b>333,469.43</b>    | <b>Total</b>          |

Approved by, .....

.....

.....

This is a survey of:  
 part of:  
**W<sup>1</sup>/<sub>2</sub> of the SW<sup>1</sup>/<sub>4</sub>, Section 27**  
 Located in:  
**T101N-R13W, Fillmore County, Minnesota**



This drawing prepared by:

**Bonnema Runke Stern Inc.**

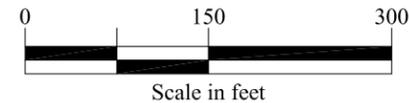
*Professional Land Surveyors*

4566 Hwy 71 NE - Suite 1

Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Requested by: **Pheasants Forever Inc.**  
 Beddow Tract



**LEGEND**

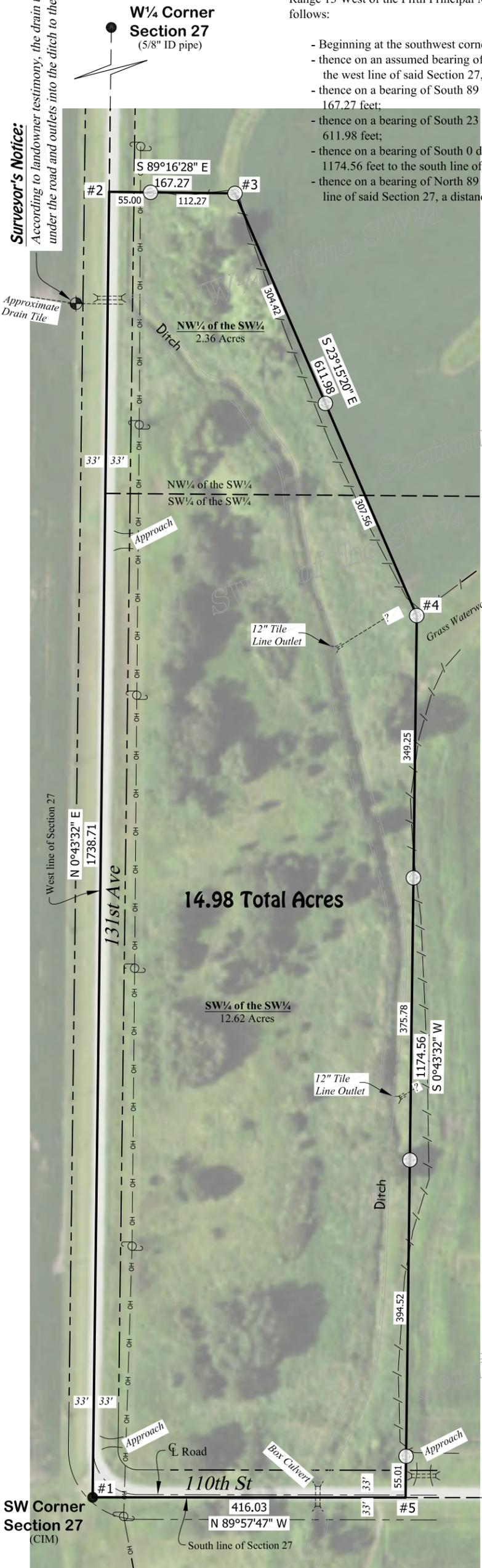
- Found Iron Monument
- Placed Capped Iron Monument 5/8" x 18" rebar with a plastic cap stamped "46169 46171"
- ⊕ Tile Inlet
- /—/— Culvert
- ⊙ Power Pole
- ⊠ Telephone Pedestal
- OH — Overhead Power
- /—/— Farm Tillage (Fall 2020)
- - - - - Approximate Right of Way

**Land Description - 14.98 Acres**

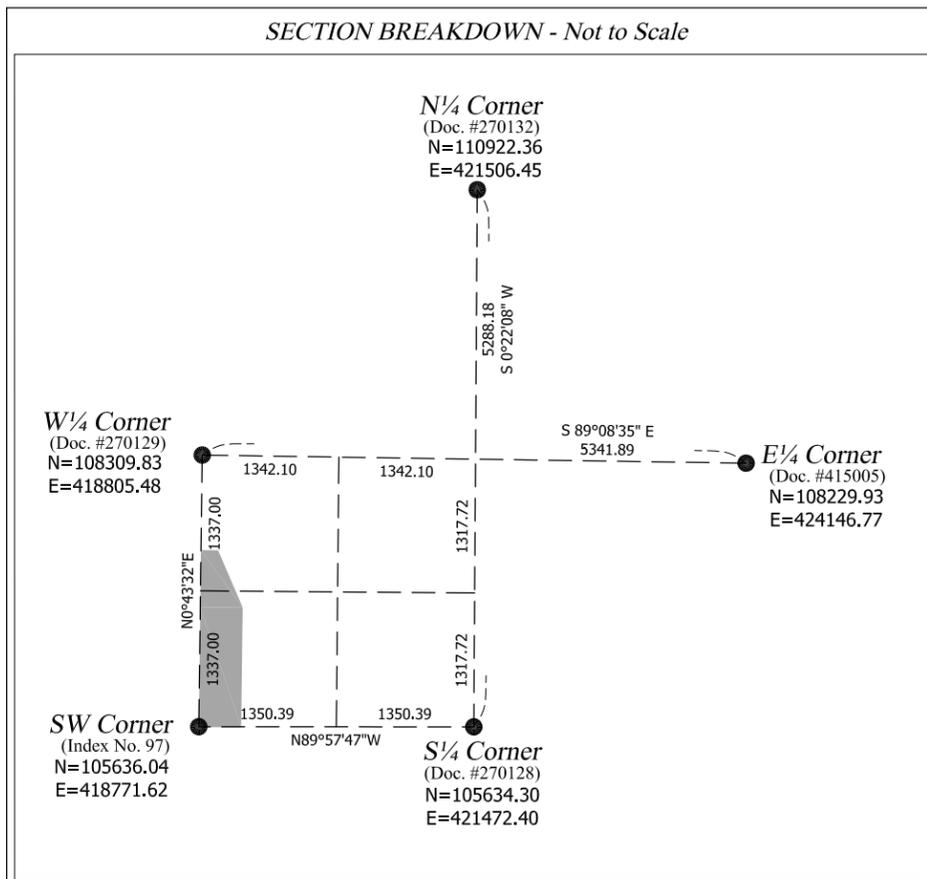
That part of the West Half of the Southwest Quarter of Section 27, Township 101 North, Range 13 West of the Fifth Principal Meridian, Fillmore County, Minnesota, described as follows:

- Beginning at the southwest corner of said Section 27;
- thence on an assumed bearing of North 0 degrees 43 minutes 32 seconds East, along the west line of said Section 27, a distance of 1738.71 feet;
- thence on a bearing of South 89 degrees 16 minutes 28 seconds East a distance of 167.27 feet;
- thence on a bearing of South 23 degrees 15 minutes 20 seconds East a distance of 611.98 feet;
- thence on a bearing of South 0 degrees 43 minutes 32 seconds West a distance of 1174.56 feet to the south line of said Section 27;
- thence on a bearing of North 89 degrees 57 minutes 47 seconds West, along the south line of said Section 27, a distance of 416.03 feet to the point of beginning.

**Surveyor's Notice:**  
 According to landowner testimony, the drain tile goes under the road and outlets into the ditch to the east.



**SECTION BREAKDOWN - Not to Scale**



**Property Corner Coordinates  
 UTM Zone 15 (Meters)  
 NAD 1983**

| Pt. # | Northing    | Easting    |
|-------|-------------|------------|
| 1     | 4818193.804 | 549341.637 |
| 2     | 4818723.541 | 549342.503 |
| 3     | 4818723.457 | 549393.465 |
| 4     | 4818552.974 | 549468.968 |
| 5     | 4818195.120 | 549468.382 |

**Horizontal Datum:**

The Horizontal Datum used for this survey is Fillmore County Projection NAD83 (2011 adjustment)

All Documents referred to on this survey can be found in the office of the County Recorder

Bonnema Runke Stern Inc. is not giving a title opinion or abstract of this parcel. We suggest that you contact your attorney or a title insurance company for that purpose. Easements or neighboring deed conflicts may exist which affect this parcel and are not shown on this survey.

The distances shown from improvements to the property lines are shown for references purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON FEBRUARY 24, 2021.

**Surveyor's Notice:**

At the time of our field work, there was a significant amount of snow, which hampered the ability to locate various ground features of the site.

Joshua M. Stern  
 Date February 25, 2021 License No. 46169

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS
Preston, Minnesota 55965

Date May 25th, 2021 Resolution No. 2021-XXX

Motion by Commissioner Second by Commissioner

WHEREAS, the County of Fillmore supports the request for land acquisition from Charlotte Beddow. The request is to acquire approximately 14.98 acres by Pheasants Forever (Tri-County chapter).

WHEREAS, Pheasants Forever wishes to purchase this land for transfer to the State of Minnesota as an addition to the Beaver Creek Wildlife Management Area.

WHEREAS, the Pheasants Forever agrees that the following legal description is the description for the parcel to be acquired:

That part of the West Half of the Southwest Quarter of Section 27, Township 101 North, Range 13 West of the Fifth Principal Meridian, Fillmore County, Minnesota, described as follows: Beginning at the southwest corner of said Section 27; thence on an assumed bearing of North 0 degrees 43 minutes 32 seconds East, along the west line of said Section 27, a distance of 1738.71 feet; thence on a bearing of South 89 degrees 16 minutes 28 seconds East a distance of 167.27 feet; thence on a bearing of South 23 degrees 15 minutes 20 seconds East a distance of 611.98 feet; thence on a bearing of South 0 degrees 43 minutes 32 seconds West a distance of 1174.56 feet to the south line of said Section 27; thence on a bearing of North 89 degrees 57 minutes 47 seconds west, along the south line of said Section 27, a distance of 416.03 feet to the point of beginning.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

THEREFORE BE IT RESOLVED, that the Fillmore County Board of Commissioners hereby approve the proposed acquisition from Pheasants Forever (Tri-County Chapter) for said land.

VOTING AYE

Commissioners Bakke [ ] Prestby [ ] Dahl [ ] Lentz [ ] Hindt [ ]

VOTING NAY

Commissioners Bakke [ ] Prestby [ ] Dahl [ ] Lentz [ ] Hindt [ ]

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 25th day of May, 2021.

Witness my hand and official seal at Preston, Minnesota the 25th day of May, 2021.

SEAL

Bobbie Hillery, Coordinator/Clerk
Fillmore County Board of Commissioners

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/25/2021

Amount of time requested (minutes): 15 Minutes

Department: Assessor

Requested By: Jason McCaslin

State item(s) of business. Please provide relevant material for documentation. Outline in detail any action requested of the County Board.

ProWest GIS Tools

ProWest has a resource that provides substantial functionality for use in the Assessor's Office. It is my request for the board to approve the acquisition of the updated version of the tool.

Fillmore County already has an older version of the tool, which is the preferred option of the staff when working with land. The older tool lacks the functionality of the updated tool.

The GIS tool provides the staff with the ability to efficiently maintain a Land Use Layer, measure soil quality for the valuation of land, measure distances and areas, and features a COGO tool for the delineation of metes and bounds legal descriptions. All resources identified are used regularly in appraisal activities.

Check if there will be additional documentation for any item(s) listed above.

Reviewed By: [Click here to enter text.](#)

All requests for County Board agenda time must be received in the office of the County Administrator by **12:00 p.m. (noon) on the Thursday prior to the scheduled meeting.**

# PROJECT ESTIMATE

## Fillmore County, MN Soils Module Update

Date: 12-29-2020

Client: Fillmore County Assessor  
101 Fillmore Street  
P.O. Box 67  
Preston, MN 55965

### PROJECT DESCRIPTION

Provide updates to the soils module

### PROJECT MANAGEMENT

**Pro-West & Associates Project Manager:** Name: Kendis Scharenbroich  
Phone: 320-207-6861  
Email: [kscharen@prowestgis.com](mailto:kscharen@prowestgis.com)

**Client Project Manager (PM):** Name: Jason McCaslin, S.A.M.A.  
Phone: 507-765-3868  
Email: [JMcCaslin@co.fillmore.mn.us](mailto:JMcCaslin@co.fillmore.mn.us)

**Invoice Contact**  
*(if different from Client PM)* Name:  
Address:  
Email:

**Project Schedule: TBD**

### CLIENT RESPONSIBILITIES

- Provide PWA remote access to the County web server (via Marco)
  - Web server should have ArcGIS Server 10.6+ installed
- Provide PWA a list of staff that need to access the solution
- Verify where GIS data resides that should be used to support the Soils solution (parcels, roads, aerials, tillable layer, etc)
  - Data needs to be in a workgroup or enterprise format

- The geodatabase must be accessible from the web server
- PWA is not responsible for updating source data that supports the soils module (aerials, parcels, roads, addresses, etc). The system will point to the source data that the County wishes to use and it is up to the County to ensure that data source is kept current.
- PWA will require the ability to log onto County servers to update the application at least once a year, per the maintenance agreement.

*\*If assistance is needed with client responsibilities, additional costs may apply*

## DELIVERABLES

1. PWA will install an upgrade to the current Fillmore soils solution (the same module used at Jackson County), which includes the snapping tolerance updates
  
2. Setup new account logins for County staff
  
3. Training
  - a. Two, 2 hour online training sessions
  - b. Session 1: PWA will review existing tools
  - c. Session 2: In between session 1 and session 2, the County will use the soils tools and bring follow up questions to session 2. PWA will address any follow up needs and review tools as needed.

## PROJECT COMPLETION & POST PROJECT SUPPORT

### **Project Completion:**

The project will be completed when the second training session is completed.

Upon project close, the soils module will be managed and maintained by Pro-West via the annual maintenance agreement.

### **Post Project Support**

PWA understands that support requests and/or general support inquiries will occur after the project is completed. We welcome those inquiries and look forward to supporting you in the future! Below are common inquiries related to general support requests.

1. If there are issues with the deliverables or if clarification is needed regarding the deliverables, contact the PWA Project Manager listed in this scope.
2. If the PWA Project Manager is contacted, after the project is completed, you may be invoiced for that call or email. The PM will discuss invoicing needs during the call. If you contact anyone other than the PWA Project Manager, after the project is completed, an invoice will be sent based on current hourly rates.
3. If the Project Manager is contacted after the project is completed, they are not available to respond, and the need is urgent (*ie: the Project Manager is on vacation or is attending a workshop*); contact PWA's main office number for assistance: 320-207-6868 or follow directions listed on the Project Managers out of office reply (if email is used).
  - a. There may be an invoice sent for the support request based on current hourly rates if Technical staff are contacted directly. The PWA Project Manager will follow up when they are available to discuss invoicing.
4. PWA asks that both the PWA Project Manager and the Technical person be copied on emails to ensure prompt service and clarification on needs and any additional fees. If at any time there is a question about an invoice or support need, contact the PWA Project Manager.
5. If there are general questions about any topic related to GIS and/or PWA Services, contact the PWA Project Manager listed in this scope. You may be invoiced for that call or email. The PM will discuss invoicing needs on the call.

## PROJECT RISKS & MITIGATION

1. Web server does not meet minimum requirements
  - a. Mitigation: PWA will verify current specs when provided remote access. If minimum specs are not met, PWA will provide a report to both the Assessor and Marco that will include needs, so Marco can provide a cost for hardware updates.
2. Esri ArcGIS Server software version is not maintained
  - a. Mitigation: Pay annual Esri maintenance fees for ArcGIS Server
  - b. Fillmore currently has ArcGIS Server v10.6 installed. The soils module will work on this version, however, there will come a time where the Esri software will need to be upgraded in order for the soils solution to function. PWA, as an Esri partner, will notify the County when an Esri software upgrade may be necessary, and provide a quote for Esri upgrade services.
  - c. If the County is not on a schedule to regularly update ArcGIS Server versions, it may not be in the best interest of the County to participate in the PWA maintenance program and only pay for services on an as-needed basis.
3. The previous workgroup geodatabase that was setup to support the previous soils solution has been removed and/or is no longer used.



# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/25/2021

Amount of time requested (minutes):

10

Dept.: Fillmore County Public Health

Prepared By: Jessica Erickson

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

1. Consider purchases of sit-stand desk
2. Consider purchases of chairs

## Documentation

(Yes/No):

Yes

Yes

## Regular Agenda:

- 1.

## Documentation

(Yes/No):

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)



## FILLMORE COUNTY

QUOTE ON ADDITIONAL SIT/STAND BASE UNITS FOR PUBLIC HEALTH

|       |                                               |          |            |
|-------|-----------------------------------------------|----------|------------|
| 10 EA | WORKRITE ERGONOMICS ELECTRIC TABLE BASE       | \$850.00 | \$8,500.00 |
|       | - TABLE BASE TO GO UNDER EXISTING WORKTOPS    |          |            |
|       | - PROGRAMABLE SWITCH WITH MEMORY              |          |            |
|       | - AVAILBLE IN <u>WHITE, SILVER, AND BLACK</u> |          |            |
|       | - LEAD TIME APPROX. 3 WEEKS                   |          |            |

PROJECT TOTAL            \$8,500.00 (Includes Delivery and Installation)



1920 North Broadway  
 Rochester MN 55906  
 507-282-3870

**Quotation 37425**  
 Quote Date 05/17/21  
 Customer 1154  
 Terms Due Upon Receipt  
 Account Representative JULIE HALDEMAN

**Quote To**

County of Fillmore  
 902 HOUSTON ST NW STE 2  
 Preston MN 55965-1094

**Ship To**

Jessica Erickson  
 County of Fillmore  
 902 HOUSTON ST NW STE 2  
 Preston MN 55965-1094

**Phone** +1 (507) 951-8017

jerickson@co.fillmore.mn.us

Fillmore Public Health Chairs

A deposit of 50% is required on all orders. Maximum of \$5,000/order on credit card. A 4% process fee will be imposed on credit card transactions above \$5,000. Balance due upon receipt of order. Order is non-refundable/Non-returnable. SG terms/conditions apply

**Sourcewell Contract**

Contact: Jessica Erickson  
 jerickson@co.fillmore.mn.us  
 +1 (507) 951-8017

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Quantity | Unit Price<br>Sell/List/Disc | Extended Price |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------|----------------|
| <b>1 436UPH - Steelcase Series 2; Chair-Upholstered back</b><br><b>Upholstery Color Scheme:</b> Non-Contrasting<br><b>Back Stitch Detail:</b> No Stitch Detail<br><b>Back Finish:</b> Cogent: Connect 5S25 - GRAPHITE<br><b>Sewn Back Upholstery Type:</b> Non-Sewn<br><b>Back Cover:</b> With Fabric Back Cover<br><b>Back Cover Finish:</b> Cogent: Connect 5S25 - GRAPHITE<br><b>Seat Finish:</b> Cogent: Connect 5S25 - GRAPHITE<br><b>Sewn Seat Upholstery Type:</b> Non-Sewn<br><b>Color Scheme:</b> Black<br><b>Base Finish:</b> Plastic - PG1 6205 - BLACK<br><b>Headrest Option:</b> No Headrest<br><b>Coat Hanger:</b> No Coat Hanger<br><b>Lumbar Option:</b> Adjustable Lumbar<br><b>Arm Type:</b> Height,Width,Pivot,Depth Arm<br><b>Cylinder Type:</b> Standard Range | 20       | 464.40<br>1,032.00<br>55.00% | 9,288.00       |

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1920 North Broadway  
 Rochester MN 55906  
 507-282-3870

Quotation 37425

Page 2 / 4 (cont'd)

| Description                                                                                                        | Quantity | Unit Price<br>Sell/List/Disc | Extended Price |
|--------------------------------------------------------------------------------------------------------------------|----------|------------------------------|----------------|
| <b>1</b> <b>Caster or Glide Type:</b> Hard Casters<br><b>Soil Retardant Option:</b> No Soil Retardant<br>STEELCASE |          |                              |                |
| <b>2</b> <b>DELIVERY - FURNITURE DELIVERY</b><br>SGOP                                                              | 1        | 175.00<br>0.00<br>0.00%      | 175.00         |

|                         |                 |  |  |
|-------------------------|-----------------|--|--|
| <b>Quotation Totals</b> |                 |  |  |
| Sub Total               | 9,463.00        |  |  |
| Minnesota NON-Taxable   | 0.00            |  |  |
| <b>Grand Total</b>      | <b>9,463.00</b> |  |  |

End of Quotation

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Finish Summary

| Product Type | Finish Group Description | Finish Description | Finish                                                                              |
|--------------|--------------------------|--------------------|-------------------------------------------------------------------------------------|
| Seating      | Seat Finish              | 5S25 - GRAPHITE    |  |
|              | Back Finish              | 5S25 - GRAPHITE    |  |
|              | Back Cover Finish        | 5S25 - GRAPHITE    |  |
|              | Base Finish              | 6205 - BLACK       |  |

*Select Images are provided as a preliminary color and type representation and should not be used for final color and product selection. Due to individual computer/monitor/printer settings: color, texture, pattern, size and feature rendering may vary from the actual sample. For accuracy, order and view an actual sample.*

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Terms and Conditions of Sale

1. Orders: It is understood and agreed that an order cannot be canceled except by mutual consent, subject to Vendor's approval. If a percentage cancellation charge is made by the vendor, the percentage will be applied to the contract cost of the items canceled and be invoiced to the Customer/Purchaser. If Vendor is unable to accommodate the request for cancellation, the sale will be final.
2. Change orders: Request to change the scope of the project after product has been ordered or the labor quote has been approved by Purchaser may result in change order fees.
3. Price: All prices are firm for 30 days from the date of this proposal unless manufacturer assesses a price increase or otherwise specifically noted.
4. Tax: Proposals and orders are subject to applicable sales tax.
5. Deposit: Fifty percent (50%) deposit is required with order unless Purchaser is legally exempt, or negotiation has been made.
6. Terms: Net due upon receipt of invoice. A finance charge of 1.5% per month will be charged on all balances over thirty (30) days. Schmidt Goodman Office Products, Inc. reserves the right to charge a credit card fee if that payment method is chosen. The fee will be added to the total of the transaction and will be equal to the cost of processing the selected credit card. Maximum Credit Card payment allowed \$5000. per order.
7. Delivery: in the event that delivery/installation is provided as part of the sale, the following shall apply; Job site shall be clear and free of debris prior to installation. Electric current, heat, and elevator services will be furnished without charge to Schmidt Goodman Office Products, Inc. Delivery/installation hours shall be made during normal business hours (eight-hour, five-day work week Monday thru Friday). If Delivery/Installation is required at a time other than stated, Purchaser agrees to pay Schmidt Goodman Office Products, Inc. the applicable overtime rate. Upon delivery of goods by Schmidt Goodman Office Products, Inc. to Purchaser's location, all risk of loss or damage shall pass to the Purchaser, including but not limited to loss/damage by weather, other trades such as painting, plastering, wall covering, window treatments, fire or other elements. Purchaser agrees to hold Schmidt Goodman office Products, Inc. harmless from loss for such reasons.
8. Delivery/Installation Delays: If Premises of Purchaser are not ready for installation/delivery the Purchaser agrees to pay ninety percent (90%) of the value of the delivered goods within five (5) days. If product cannot be delivered/installed as originally scheduled due to site readiness Purchaser agrees to pay any cost of storage, re-direct of freight, labor hours of double handling product and any other costs incurred due to non-readiness of job site.
9. Lien and security interest: Schmidt Goodman Office Products, Inc. shall have and retain a lien on and security interests, in all goods until all goods have been paid for in full. Upon non-payment of goods Schmidt Goodman Office Products, Inc. shall have the right to recover possession of such of goods. Cost of removal of goods shall be at the expense of the Purchaser.
10. Costs and attorney fees: In the event the Purchaser should fail to comply with any of the terms, conditions, or provisions hereof, and should it become necessary for Schmidt Goodman Office Products, Inc. to incur costs or engage the services of others, Purchaser agrees to pay all costs and expenses incurred by Schmidt Goodman office Products, Inc.; including costs and reasonable attorney's fees, whether out of court, at trial or appellate levels or in bankruptcy/insolvency proceedings, or otherwise.
11. Lack of control: Schmidt Goodman Office Products, Inc. shall not be liable for any damages, arising out of failure, delay or interruption in the performance of this proposal/order caused by strike, flood, wind, war, civil disturbance, fire, act of God, shortage of labor or materials, or any other matter beyond its direct and sole control.
12. Trade/Manufacture standards: The goods shall be subject to reasonable variation form standard in color, quality, finish and variations allowed by the trade customs of the industry.
13. Warranty Disclaimer: Schmidt Goodman Office Products, Inc. will assist Purchaser in the resolution of problems or claims concerning damaged and/or defective materials within guarantee or warranty period as stated by the manufacturer supplier or fabricator. Schmidt Goodman Office Products, Inc. will arrange for the repair or replacement of any damaged or defectives goods covered under Manufacturer's warranty. Schmidt Goodman Office Products, Inc. neither guarantees nor warrants that the manufacturer will comply with the terms of its warranty and Schmidt Goodman Office Products, Inc. does not adopt, guarantee or warranty that the manufacturer will comply with its obligations. Schmidt Goodman Office Products, Inc. shall not be liable for defects in, or loss to the goods sold or caused by the goods sold. Schmidt Goodman Office Products, Inc. hereby disclaims all warranties, expressed or implied, including without limitation, implied warranties of merchantability or fitness for a particular purpose and Schmidt Goodman Office Products, Inc. shall not be liable for any actual indirect, special, incidental or consequential damages to Purchaser or to any third party as consequence of the alleged breach of any such warranty. Purchaser agrees to indemnify and hold harmless Schmidt Goodman Office Products, Inc. and its agents and employees of and from any claims for damage or loss due to due to damage or injury caused by the goods after delivery to the Purchaser.

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: Click or tap to enter a date.

Amount of time requested (minutes):

10

Dept.: Airport

Prepared By: Pam Schroeder

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

Consent Agenda:

Documentation  
(Yes/No):

1.

Regular Agenda:

Documentation  
(Yes/No):

1. Consider Approval of CRRSA Grant by federal reimbursement Yes
2. Consider Approval of WO #3 with SEH for T Hangar construction administration Yes

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will** not be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

**RESOLUTION**

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR FEDERAL AIRPORT  
EXPENSES REIMBURSEMENT**

It is resolved by the County of Fillmore as follows:

1. That the state of Minnesota Agreement No. 1046741,  
"Grant Agreement for Federal Airport Expenses Reimbursement," for  
State Project No. A2301-C2 at the Fillmore County is accepted.
2. That the \_\_\_\_\_ and \_\_\_\_\_ are  
(Title) (Title)  
authorized to execute this Agreement and any amendments on behalf of the  
County of Fillmore.

**CERTIFICATION**

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

\_\_\_\_\_  
(Name of the Recipient)

at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_  
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



**STATE OF MINNESOTA**  
**AGENCY AGREEMENT for**  
**FEDERAL AIRPORT EXPENSES REIMBURSEMENT**

This agreement is entered into by and between the County of Fillmore ("Local Government") and the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT").

**RECITALS**

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1. Local Government has received an Airport Coronavirus Response Grant Program ("ACRGP") Grant under the Coronavirus Response and Relief Supplemental Appropriations Act ("CRRSA Act") (Public Law 116-260) directly from the Federal Aviation Administration ("FAA") to reimburse eligible airport expenses at Local Government's airport.
2. This agreement is not a subgrant of the ACRGP Grant funds. The FAA will be conducting oversight and monitoring the ACRGP Grant funding (see CRRSA FAQs for more information, at: <https://www.faa.gov/airports/crrsaa/media/ACRGP-FAQs-20210212.pdf>).
3. Pursuant to Minnesota Statutes Sections 360.016 and 360.039, subd. 2, the Local Government desires MnDOT to act as the Local Government's agent in accepting the federal funds on the Local Government's behalf and disbursing the federal funds to the Local Government for expenses at the airport.

**AGREEMENT TERMS**

---

**1. Term of Agreement**

- 1.1. Effective Date: This agreement will be effective on the date the MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2.
- 1.2. Expiration Date: This agreement will expire on July 31, 2025.

**2. Local Government's Duties**

- 2.1. The Local Government designates MnDOT to act as its agent in accepting the federal funds on its behalf and disbursing the federal funds to the Local Government for airport expenses deemed allowable by the FAA under the CRRSA Act.
- 2.2. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to disburse the federal aid sought by the Local Government.
- 2.3. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations. The Local Government will comply with all requirements and assurances in the ACRGP Grant, which is incorporated into this contract by reference.

**3. MnDOT's Duties**

- 3.1. MnDOT accepts designation as agent of the Local Government for the receipt of the federal funds and disbursement of the federal funds to the Local Government and will act in accordance herewith.
- 3.2. MnDOT will make the necessary requests to the FAA for authorization to disburse federal funds for airport expenses and for reimbursement of eligible costs under the CRRSA Act.
- 3.3. MnDOT may withhold federal funds where the FAA determines that airport expenditures were not made in compliance with federal requirements.

- 3.4. MnDOT, the FAA, or duly authorized representatives of the state and federal government will have the right to audit the work performed under this agreement. The Local Government will make available all books, records, and documents pertaining to the work hereunder, for a minimum of six years following the closing of the contract.

#### 4. Payment

- 4.1. **Eligibility.** Eligible expenses under the act include costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Eligible expenses will be determined by the Federal Aviation Administration. Eligible expenses will be determined in accordance with FAA's Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330), which is incorporated into this agreement by reference, and the CRRSA Act.
- 4.2. **Reimbursement.** Local Government has been awarded \$13,000 in Federal CRRSA Act funding to reimburse federally-eligible expenses at airport(s) it operates. Local Government will be reimbursed for 100% of federally-eligible expenses not reimbursed by any other source. The Local Government will pay any part of the cost or expense that is not paid by federal, state, or other funds. MnDOT will receive the federal funds to be paid by the FAA for eligible expenses and will reimburse the Local Government from said federal funds for each payment request, subject to the limits of those funds.
- 4.3. **Payment Requests.** The Local Government will prepare payment requests in accordance with the terms of the federal award.
  - 4.3.1. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may work directly with FAA to receive the federal funds under the CRRSA Act grant pursuant to any terms and conditions imposed by FAA.
- 4.4. **Federal Funds.** Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for the Local Government's failure to comply with federal requirements. The Local Government agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.
- 4.5. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement and submit all financial, performance, and other reports as required by the terms of the Federal award. The FAA will determine whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed.

5. **Conditions of Payment.** Local Government's use of federal funds disbursed under this agreement must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive reimbursement under this Agreement for expenses that are not eligible as described in Section 4.1 above.

#### 6. Authorized Representatives

- 6.1. MnDOT's Authorized Representative is:  
Name: Crystal Nickles, or her successor or designee.  
Title: Grants Specialist  
Email: crystal.nickles@state.mn.us

6.2. The Local Government's Authorized Representative is:

Name: Ronald Gregg

Title: County Engineer

Email: rgregg@co.fillmore.mn.us

If the Local Government's Authorized Representative changes at any time during this agreement, the Local Government will immediately notify MnDOT.

7. **Assignment Amendments, Waiver, and Agreement Complete**

- 7.1. **Assignment.** The Local Government may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 7.2. **Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 7.3. **Waiver.** If MnDOT fails to enforce any provision of this agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 7.4. **Agreement Complete.** This agreement contains all negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5. **Severability.** If any provision of this Agreement or the application thereof is found invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 7.6. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8. **Liability and Claims**

- 8.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability. Minnesota Statutes Section 466.04 governs Local Government Liability.
- 8.2. **Claims.** The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to this agreement. The Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any and all lawful claims or costs arising out of or incidental to Local Government's acts or omissions under this agreement and any *ultra vires* acts, including reasonable attorney fees incurred by MnDOT.

9. **Audits**

- 9.1. Under Minn. Stat. § 16C.05, Subd.5, the Local Government's books, records, documents, and accounting procedures and practices of the Local Government, or other party relevant to this agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.

9.2. All requests for reimbursement are subject to audit by FAA or MnDOT.

10. **Government Data Practices.** The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by MnDOT under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this agreement.
11. **Workers Compensation.** The Local Government certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.
12. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. **Termination for Cause.** MnDOT may terminate this agreement if Local Government fails to observe or perform any of the terms, conditions, or covenants required to be observed or performed by it pursuant to this agreement and such failure continues for a period of 30 calendar days after MnDOT has given written notice to Local Government of such default or, in the event that such default shall be incapable of cure with reasonable diligence during said 30 day period, shall have failed to commence to cure said default within 30 days of the date of said notice and to diligently pursue the same to completion.
14. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
15. **Fund Use Prohibited.** The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a federal or state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this agreement.
16. **Discrimination Prohibited by Minnesota Statutes §181.59.** The Local Government will comply with the provisions of Minnesota Statutes §181.59, if applicable, which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this

Agreement.

17. **Limitation.** Under this contract, MnDOT is only responsible for disbursing funds. Nothing in this contract will be construed to make MnDOT a principal, co-principal, partner, or joint venturer with respect to this agreement. MnDOT may provide technical advice and assistance as requested by the Local Government, however, the Local Government will remain responsible for all aspects of administering this agreement.

**[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]**

**LOCAL GOVERNMENT**

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

By: \_\_\_\_\_

Title: Fillmore County Board Chair

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Fillmore County Engineer

Date: \_\_\_\_\_

**STATE ENCUMBRANCE VERIFICATION**

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

By: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT Contract # \_\_\_\_\_

SWIFT Purchase Order # \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**WORK ORDER  
No. 3  
Between**

**Fillmore County (Owner) and  
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

**Dated: May 25, 2021**

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**PROPOSED T-HANGAR  
FILLMORE COUNTY AIRPORT (FKA)**

This work order includes construction administration services for the new T-hangar at the Fillmore County Airport (FKA). The contract provisions included in the Master Agreement (dated July 6, 2020) between the FKA and SEH remain in effect for this work order.

Estimated start date is July 2021 estimated end date is December 2021.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$95,300.00.

A description of the services to be provided is included in Attachments A. A detailed estimate of labor cost and expenses is included in Attachment B.

Point of Contact: Melissa Underwood  
Sr. Planner, Project Manager  
Email: [munderwood@sehinc.com](mailto:munderwood@sehinc.com)  
Phone: (763) 442-2849

**APPROVED:**

**Fillmore County Airport (FKA)**

**Short Elliott Hendrickson Inc.**



\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Title: Practice Center Lead

Date: \_\_\_\_\_

Date: May 25, 2021

\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT A

### PROPOSAL FOR ENGINEERING SERVICES SITE PREPARATION AND T-HANGAR CONSTRUCTION DESIGN FILLMORE COUNTY AIRPORT PRESTON, MINNESOTA

#### PROJECT SCOPE:

This project consists of construction administration services of an 8-unit T-hangar, aprons and taxilanes at the Fillmore County Airport. The T-hangar will be comprised of 52-foot by 184 ½ - foot pre-engineered steel-framed building assembled from standard components of a manufacturer. Foundations and structural details will be supplied by the manufacturer. The taxilanes and apron will consist of a bituminous pavement section.

This proposal will provide engineering services associated with the construction phase of the project. The time of substantial completion for construction is 180 calendar days. It is anticipated that work will be performed during the weekdays, with occasional work on Saturday. Construction is anticipated to start in July, pending weather and site conditions, as well as receipt of the Federal Aviation Administration (FAA) grant by Fillmore County.

#### SCOPE OF SERVICES:

Services to be provided for under this proposal include professional engineering for construction observation, management, and administration. Specific tasks to be performed by SEH include the following:

1. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes.
2. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, building layout, foundation and slab review, material samples, concrete mixture design, bituminous mix designs, and other items required to be submitted by the contractor.
3. Progress Meetings. It is anticipated that weekly progress meetings will be scheduled during construction. The progress meeting will be attended either in person or by conference call by SEH, including the RPR, project manager, and/or other staff as needed or required.
4. Construction Observation. SEH will provide part-time construction observation for the duration of the project. SEH will have a Resident Project Representative (RPR) on-site to observe critical elements of construction to ensure that construction is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
5. Settlement Plate Evaluation. SEH will provide survey services to evaluate the soil settlement during the surcharging of the northern section of the proposed building pad. Data will be provided to the Geotechnical Engineer of record for review and evaluation.

6. Pay Estimates. SEH will prepare multiple partial pay estimates and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the County for their records.
8. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
9. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
10. Subcontractor Coordination: Coordination with subcontractors, including contracting, scheduling, utility coordination, and airport inspection and investigation.
11. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the County, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc. Quality assurance testing for base compaction, aggregate base and bituminous pavement work will be performed by Braun Intertec of Rochester, Minnesota.
2. Chosen Valley Testing. Supplemental Geotechnical work for the building pad preparation. Quality assurance testing for soil correction and building pad preparation.

**ESTIMATED FEES AND EXPENSES**  
**ATTACHMENT B**  
**SITE PREPARATION AND T-HANGAR CONSTRUCTION**  
**Construction Administration Services**  
**Fillmore County Airport**

| Task No.                              | Task Description            | Principal | Project Manager | Project Engineer/<br>RPR | Senior Technician | Admin Technician | Survey Crew Chief | Instrument Operator |
|---------------------------------------|-----------------------------|-----------|-----------------|--------------------------|-------------------|------------------|-------------------|---------------------|
| 1.                                    | Preconstruction Activities  | 2         | 2               | 8                        |                   | 2                |                   |                     |
| 2.                                    | Submittal and Shop Drawing  | 2         | 4               | 4                        |                   |                  |                   |                     |
| 3.                                    | Progress Meetings           | 2         | 12              | 12                       |                   |                  |                   |                     |
| 4.                                    | Construction Observation    |           | 8               | 212                      |                   |                  |                   |                     |
| 5.                                    | Settlement Plate Evaluation |           | 4               | 4                        |                   |                  | 16                | 16                  |
| 6.                                    | Pay Estimates               |           | 4               | 4                        |                   |                  |                   |                     |
| 7.                                    | Record Drawings             |           | 2               | 4                        | 8                 |                  |                   |                     |
| 8.                                    | Project Closeout Report     |           | 8               | 8                        |                   | 2                |                   |                     |
| 9.                                    | Final Inspection/Punchlist  |           | 2               | 16                       |                   |                  |                   |                     |
| 10.                                   | Subcontractor Coordination  |           | 4               | 6                        |                   |                  |                   |                     |
| 11.                                   | Project Management          | 2         | 8               |                          |                   | 2                |                   |                     |
| <b>Total hours per labor category</b> |                             | <b>8</b>  | <b>58</b>       | <b>278</b>               | <b>8</b>          | <b>6</b>         | <b>16</b>         | <b>16</b>           |

**ESTIMATE OF LABOR COSTS:**

| Labor Category                             | Hours | Rate    | Extension          |
|--------------------------------------------|-------|---------|--------------------|
| Principal                                  | 8     | \$75.15 | \$601.20           |
| Project Manager                            | 58    | \$62.25 | \$3,610.50         |
| Project Engineer/RPR                       | 278   | \$45.33 | \$12,601.74        |
| Senior Technician                          | 8     | \$35.26 | \$282.08           |
| Survey Crew Chief                          | 16    | \$32.00 | \$512.00           |
| Instrument Operator                        | 16    | \$25.00 | \$400.00           |
| Admin Technician                           | 6     | \$23.88 | \$143.28           |
| Total Direct Labor Costs:                  | 382   |         | \$18,150.80        |
| Salary Overhead (35%)                      |       |         | \$6,352.78         |
| General and Administrative Overhead (137%) |       |         | \$24,866.60        |
| <b>Total Labor Costs</b>                   |       |         | <b>\$49,370.18</b> |
| Fee (15%)                                  |       |         | \$7,405.53         |

**ESTIMATE OF EXPENSES:**

| Direct Expenses                                      | Quantity | Rate        | Extension          |
|------------------------------------------------------|----------|-------------|--------------------|
| Survey Equipment (Total Station)                     | 16       | \$30.00     | \$480.00           |
| Survey Equipment (GPS)                               | 16       | \$30.00     | \$480.00           |
| Survey Van                                           | 16       | \$5.00      | \$80.00            |
| Employee Mileage                                     | 7808     | \$0.56      | \$4,372.48         |
| Employee Per Diem                                    | 20       | \$121.00    | \$2,420.00         |
| Employee Auto Allowance                              | 40       | \$16.00     | \$640.00           |
| Chosen Valley -Supplemental Geotechnical and Testing | 1        | \$4,800.00  | \$4,800.00         |
| Braun Intertec - Materials Testing                   | 1        | \$24,000.00 | \$24,000.00        |
| Equipment Usage                                      | 382      | \$3.00      | \$1,146.00         |
| Reproductions / Miscellaneous                        | 1        | \$100.00    | \$100.00           |
| <b>Total Expenses</b>                                |          |             | <b>\$38,518.48</b> |

**SUMMARY:**

Total Labor Costs + Expenses \$95,294.19

**Not to Exceed Amount** **\$95,300.00**

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 5/25/2021

Amount of time requested (minutes):

10

Dept.: Administration

Prepared By: Kristina Kohn

State item(s) of business with brief analysis. If requesting multiple items, please number each item for clarity. Provide relevant material(s) for documentation. Please note on each item if documentation is needed and attached.

## Consent Agenda:

## Regular Agenda:

## Documentation

- |                                                                                                                                                                                            |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. Consider first reading of draft changes to ID Card policy                                                                                                                               | Yes |
| 2. Consider first reading of draft changes to Purchasing by Credit Card policy                                                                                                             | Yes |
| 3. Consider first reading of draft changes to Reimbursed Expenses policy                                                                                                                   | Yes |
| 4. Consider request to hire replacement Accounting Technician effective 6/1/2021 at Grade 7/Step 1 as recommended by the hiring committee                                                  | No  |
| a. Brooke Harmening                                                                                                                                                                        |     |
| b. \$21.55                                                                                                                                                                                 | No  |
| 5. Consider request to transfer Sarah Kohn from Property Appraiser to Accounting Technician in A/T Department effective 6/7/2021 at Grade 7/Step 1 as recommended by the hiring committee. | No  |
| a. \$21.55                                                                                                                                                                                 |     |
| 6. Consider request to advertise for replacement Property Appraiser as requested by the Assessor and recommended by the Personnel Committee.                                               | Yes |
| 7. Consider request to transfer Gretchen Schwichtenberg from OSS, Sr. to Child Support Officer effective 6/1/2021 at Grade 9/Step 1 as recommended by the hiring committee.                |     |
| a. \$23.50                                                                                                                                                                                 | No  |
| 8. Consider request to advertise for replacement Office Support Specialist, Sr. as requested by the Social Services Manager and recommended by the Personnel Committee.                    |     |
| a. Internally and externally simultaneously                                                                                                                                                | Yes |
| 9. Consider request to extend Phased Retirement Agreement with Deb Jeffers, Paralegal effective 6/1/2021 for one (1) year as requested by the County Attorney.                             | No  |

All requests for County Board agenda must be in the Administrator's office **No later than noon Thursday prior to the Board date**. Items received after this time **will not** be placed on the Board agenda. All requests should be sent to: [bhillery@co.fillmore.mn.us](mailto:bhillery@co.fillmore.mn.us); [koman@co.fillmore.mn.us](mailto:koman@co.fillmore.mn.us); and [kruesink@co.fillmore.mn.us](mailto:kruesink@co.fillmore.mn.us)

A. PURPOSE

Fillmore County will issue a county photographic identification (ID) card affirming individuals as a Fillmore County employee or volunteer of the County. The purpose of the Identification Card Policy is:

- To enhance the County's mission of providing high quality public service
- To provide a consistent, standardized method of identification
- To provide a safe environment for the public to conduct business
- To provide an additional means of establishing a safe work place for employees

B. PROCEDURES

Identification cards are and will remain the property of Fillmore County and their use will be governed by the county and at its sole discretion. Identification cards will be provided by the County and will include a photo, name, and the department/division in which the person works. A card format may vary slightly by department based on safety and privacy needs. Variations of the ID card by department must be minimal to maintain conformity and must be within the capabilities of the ID card computer program used.

1. DISPLAYING ID CARDS

All County employees, volunteers and employees of an agency housed in a county owned or operated facility are required to display the identification card provided by the County prominently while on the job or on any County property except as noted in exceptions.

Employees should wear their photo ID when hosting or appearing at County functions or community events, especially if it is important to draw attention to the County's participation or attendance. Employees may use judgment in deciding whether to wear their photo ID while conducting official business that is not on County property if anonymity is a consideration or if outside the County.

2. EXCEPTIONS

At the discretion of the Department Head, certain employees will not be required to display the ID card while performing certain job tasks. Example would include but not be limited to:

- An employee whose safety would be put at risk by the wearing of an ID card
- An employee who is wearing a uniform with Fillmore County markings and bears the name of the employee on it.
- An employee who works in a capacity that would automatically exempt the employee, such as an under-cover law enforcement officer.

C. ISSUANCE OF EMPLOYEE ID CARDS

All employees of Fillmore County, volunteers and employees of an agency housed in a county owned or operated facility will be issued a photographic identification card. No sunglasses or hats may be worn for the ID pictures with the exception of the religiously required head coverings that may be worn, but must be back on the head so that it does not obscure the face. ID cards will be issued with a clip or break-away chain. All ID cards will be made at the Administrator's Office. No other location is authorized to make Fillmore County ID cards.

1. NEW HIRES

The Human Resources Officer will be responsible for authorizing and issuing an ID card to each employee at the time of their initial hire orientation.

## 2. VOLUNTEERS

Volunteers: Volunteers shall be issued a "Volunteer" ID that should be displayed at all times while at a County facility. This ID will use a different background than employee cards and may be printed on paper if only for a short duration. The word "VOLUNTEER" will be displayed in bold print. There may be some volunteer categories that should have specific designations written on the card, e.g. Citizen Core Council; C.E.R.T., Medical Reserve Corp., etc. The volunteer's supervisor will request a temporary badge by completing the Photo ID Authorization Form.

## 3. AGENCIES HOUSED IN FILLMORE COUNTY OWNED OR OPERATED FACILITIES

Employees of agencies housed in Fillmore County owned or operated facilities shall be issued an ID card by the county unless they have a photographic ID to display that is from another state or county agency, and is less than five years old.

## 4. REPLACEMENTS

ID cards ~~expire every five (5) years do not expire. A new card must be requested within one month of the expiration date listed on the back of the card.~~ A new card ~~also~~ will be ~~needed~~ issued when an employee changes their name, department, or a card is lost or stolen. A lost or misplaced ID is to be immediately reported to the employee's supervisor who will notify the [Administrator's Office](#). All lost ID cards will be recorded and inactivated in the employee ID card database. Employees with ID cards may request a new card using a Photo ID Authorization Form.

Fillmore County ID cards are invalidated upon separation of employment and must be returned to the County along with other County property. Employees shall surrender the ID card to their supervisor or Human Resource Officer upon termination of employment, or when requested. The card will be sent to the Administrator's Office who will ensure that the card is invalidated in the employee ID card database.

## D. EMPLOYEE, VOLUNTEER & EMPLOYEES OF HOUSED AGENCIES RESPONSIBILITIES

Those issued ID Cards will:

- Wear their Photo ID card in plain view, above the waist, so it is observable under normal conditions.
- Protect their ID card against loss, theft, or unauthorized use;
- Maintain the card in good condition, avoiding contact with surfaces that can scratch or cause accelerated wear;
- Will not trim, fold, mark, or otherwise deface or alter the card in any way that would change the original appearance of the card or cover any portion of the card;
- Not loan the card to another person for any reason, and not use another person's card for any purpose; and only use the card for official county business;
- Immediately report the loss, theft, unauthorized use, or recovery of a lost or stolen ID card to their immediate supervisor, turn over any recovered or found card to their supervisor immediately; and
- Return the Photo ID card to their supervisor or Human Resource Officer if leaving County employment, transferring to a different department, beginning an extended leave of absence or upon the request of management.
- Report any work conditions to their supervisor that may make wearing the ID card hazardous.
- Violations of any of the above-listed rules may result in corrective action up to, and including, termination.

### Scope

This policy applies to any Fillmore County officer or employee otherwise authorized in accordance with Minnesota Statutes §375.171, 471.38, and 375.12 to make a purchase on behalf of the county.

### Policy

Fillmore County adopts this policy on credit card use for its officers and employees who are authorized to make purchases on behalf of the County. Individuals included are current Fillmore County elected officials, Department Heads and their designees. The credit limit for a credit card shall not exceed \$5,000.00.

The preferred method of payment is direct billing by vendor. Credit card use is allowable only when invoicing is not available or would result in additional fees. Approved purchases are County expenses incurred in the normal course of County business. Under no circumstance is personal use of a Fillmore County credit card allowed.

A purchase by credit card must otherwise comply with all statutes, rules or County policies applicable to County purchases. The Fillmore County Board of Commissioners will approve all disbursements either by resolution or by Commissioners' warrants. The County Board or a department head may, at any time and without notice cancel credit card use authorization for any of their designees.

### Procedure

Each cardholder will be issued a separate account number; however, all account numbers are collectively, the property of Fillmore County. Designated staff shall receive authorization for use of credit cards from the Department Head prior to the use of the credit card through established internal procedures.

Applicable purchases may include airfare, lodging, meals, car rental, fuel for a county owned vehicle, conference/meeting expenses, data processing supplies or equipment purchased via internet and other approved departmental expenses for County business. If a County officer or employee makes a purchase by credit card that is not approved by the County Board in accordance with purchasing policies, the officer or employee is personally liable for the amount of the purchase. Taxable meals are NOT an allowable expense through the use of the credit card. Taxable meals are those meals purchased by the employee while at a one-day meeting where no overnight travel is needed. Such meals require that federal and state tax be deducted and requests must be submitted through payroll.

Receipts and/or back-up material must be provided for all credit card purchases. The Department Head will compile all supporting documentation including original receipts for purchases made with a credit card and submit them along with the completed, signed, and approved voucher requesting payment to the credit card company. All charges will be verified in the normal course of reviewing bills for payment.

Payments to the credit card company shall be made in a timely manner to avoid finance and/or late payment charges. Late payment or finance charges shall be the responsibility of the person(s) causing the late payment and cannot be paid from departmental county funds. Lost receipts where no duplicate receipt is available will be the responsibility of the individual(s) who made the purchase(s).

If a Fillmore County credit card is lost or stolen, it must be reported to the Department Head as soon as possible so the card can be cancelled. In the event the Department Head is unavailable the employee should call their immediate supervisor, the ~~Auditor/Treasurer~~[Finance Director](#) or the Administrator to report the loss.

Any deviation from this policy may be grounds for discipline up to and including termination of employment from Fillmore County.

Section 6.12 **REIMBURSED EXPENSES**

Date Approved by the County Board: ~~December 22, 2015~~  
Supersedes Policy Dated: ~~November 13, 2003~~ December 22, 2015

Policy Statement

It is the policy of the County to reimburse employees, officials and authorized representatives for actual expenses incurred while conducting County business. Receipts are required for all reimbursable expenses except mileage. Employees who will be using their private vehicles for County business are required to provide proof of liability insurance on vehicle(s) used for work and agree to notify the County of any lapse of coverage.

Allowable Expenses

- a. All ~~authorized representatives who use~~ their of private vehicles for approved County business shall be reimbursed at the rate per mile set by the County Board at its annual meeting.
- b. The County shall pay the actual cost of meals, not to exceed \$30.00 per day, including tips, when business is conducted outside the County. There will be no reimbursement for alcohol.
  1. To be eligible for breakfast reimbursement, the representative must need to leave prior to 6:00 a.m. To be eligible for dinner allowance, the representative must be unable to reach home prior to 6:00 p.m.
  2. The County shall pay the billed rate for meals when provided as part of a seminar or conference.
- c. The County shall pay the actual cost of lodging when the representative is required to stay away from home in the performance of their duties for the County.
- d. Parking and other authorized miscellaneous expenses incurred while on County business shall be reimbursed at actual cost.
- e. The County shall pay the per diem rate set at the annual meeting, at a rate of one per day, for meetings attended by officials and authorized representatives, other than employees, who are appointed members of County committees or commissions by the County Board.

Guidelines

- a. Employees, officials and authorized representatives shall submit an expense sheet and receipts to verify expenses. Receipts are required for all lodging, meals, and for any other expenses except mileage. Other information requirements are dates, beginning and ending locations of travel, a brief description of what the travel was for, and the number of miles actually driven or reimbursable.
- b. The Department Head shall approve all expenses claimed by employees before they are submitted for payment. The Administrator or ~~Auditor/Treasurer~~ Finance Director shall approve one another's expense claims and all travel expenses claimed by Department Heads.
- c. Bills are considered for payment the first, second, and fourth Tuesdays. Bills are due by 10:00 a.m. each Wednesday.
- d. Reimbursement claims for expenditures should be turned in monthly for payment. Claims received in excess of sixty (60) days from date will not be paid.

- e. Employees shall use the most cost effective means of transportation when traveling. The value of the employee's time shall be a determining factor in the decision.
- f. Employees attending the same function should share transportation and accommodations when it is practical to do so.

**Hire Analysis Form**  
**(All sections must be completed.)**

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

Is the position currently in the budget?  Yes  No If yes, how many hours per week is the position currently?

Number of hours requested:  Replacement position:  Yes  No Date position vacated:

If the request is for a new position, what has created the need for the position?

N/A

Why would this position be filled rather than absorbing the job duties within the department?

The volume of duties would exceed the capabilities of the staff. Fillmore County has approximately 20,000 parcels with 4 appraisers completing inspections. According to the 2020 Property Tax Services report, the statewide median number of parcels per appraiser is 4,399. At current staffing levels Fillmore County is above this median at 4,879.

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Yes, full-time versus part-time was reviewed, but the volume of tasks required of the position requires consistent presence in the office to adequately perform the functions of the appraiser position.

Where does the specific funding for this position originate?

General fund

What real or permanent savings can be generated by this position?

The benefits of maintaining staffing levels at 4 appraisers increases the ability of the office to perform the statutorily defined roles of the Assessor's Office in county government. This leads to higher levels of equalization and equity in the assessment providing confidence the tax burden is being evening distributed by property owners.

Has this position, including job description, been reviewed with HR?

Yes

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

The job duties are specific to the Assessor's Office with Minnesota Statutes requiring the candidate to meet licensing requirements in order to perform the functions of the position.

Reviewed by Personnel Committee:

Recommended for Board Approval  No Recommendation Made

Not Recommended for Board Approval Reason:

Date on Board Agenda:

Approved by Board  Not Approved by Board Reason:

**Hire Analysis Form**  
**(All sections must be completed.)**

Date:  Department:

Requested By:  Title of Position being requested:

Requested date to post:

Is the position currently in the budget?  Yes  No If yes, how many hours per week is the position currently?

Number of hours requested:  Replacement position:  Yes  No Date position vacated:

If the request is for a new position, what has created the need for the position?

Why would this position be filled rather than absorbing the job duties within the department?

We have two Office Support Specialist Seniors. One covers all front desk duties, the second does fiscal duties such as medical mileage, CCAP Billing, Detox and revenue recapture, parental fees, claims, unemployment lookups for income maintenance workers and backup the other Office Support Specialist Senior. One can not do all the duties.

Has an assessment been made regarding the need for full-time vs. part-time? Explain.

Yes the duties require a full time staff.

Where does the specific funding for this position originate?

DHS 58% reimbursement and the rest County funded

What real or permanent savings can be generated by this position?

By filling the position the difference in salary would be a savings.

Has this position, including job description, been reviewed with HR?

Yes

Are similar duties being performed in the County? If yes, could other positions/departments share in completing these tasks? Explain how this might work.

No

Reviewed by Personnel Committee:

Recommended for Board Approval  No Recommendation Made

Not Recommended for Board Approval Reason:

Date on Board Agenda:

Approved by Board  Not Approved by Board Reason:

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date May 25, 2021 Resolution No. 2021-XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS**, the local unit of government desires to establish a public trail in furtherance of its public recreation program, and

**WHEREAS**, the club agrees to act as an independent contractor to help and assist the local unit of government to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

**WHEREAS**, the State of Minnesota offers financial and technical assistance to the local unit of government for the construction of an approved trail.

**NOW THEREFORE BE IT RESOLVED THAT** Fillmore County shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the following snowmobile trails: Bluff Valley Riders, Mabel-Canton Trail Busters, Hiawatha I & II and Tri-County Trailblazers for the 2021-2022 snowmobile season.

**VOTING AYE**  
Commissioners

Prestby

Dahl

Lentz

Hindt

Bakke

**VOTING NAY**  
Commissioners

Prestby

Dahl

Lentz

Hindt

Bakke

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 25<sup>th</sup> day of May, 2021.

Witness my hand and official seal at Preston, Minnesota the 25<sup>th</sup> day of May, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

**Update regarding the replacement of the Feedlot Officer/Zoning Technician/GIS position:**

**Feedlot Officer:**

Commissioner Bakke discussed with SWCD to help out with the Feedlot piece by continuing the process that they have been doing but contracting a larger percent of the feedlot reviews through the summer. The SWCD will bill out as they have been currently for those inspections.

**Septic Inspections and Soil Verifications:**

Zoning Administrator Adkins has two and is looking for more Septic Inspectors to help cover the Septic Inspections and Soil Verifications on behalf of the County through the Summer.

**GIS:**

GIS will be maintained and input will be done by Schneider Geospatial through the existing contract. They will maintain, input and update as originally contracted for the 3 year term that was contracted for, this will cover through the end of the year and beyond.

This is a temporary plan that will afford the time to review all of the tasks and duties of the position for future replacement or contracting.