

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA**

July 13, 2021

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District
Randy Dahl – Second District

Larry Hindt – Third 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 146 081 7280; 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 146 081 7280, may need password vnPrVZ5pE33**

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

                  Approve Consent Agenda:  
                  1. July 6th, 2021 County Board minutes

                  Approve Commissioners’ Warrants  
                  Review Finance Warrants

9:05 a.m.     Ron Gregg, Highway Engineer  
                  1. Consider resolution to execute an MN/DOT grant agreement for Federal Airport Expenses Reimbursement

9:10 a.m.     Kristina Kohn, Human Resources Officer  
                  1. Consider second reading with possible action regarding draft changes to Paid Time Off policy  
                  2. Consider second reading with possible action regarding draft changes to Personal Appliance Policy  
                  3. Consider request to hire replacement Property Appraiser at Grade 9/Step 1 effective no later than 11/01/2021 as recommended by the Hiring Committee  
                  4. Consider request to hire replacement Property Appraiser at Grade 9/Step 1 effective 07/14/2021 as recommended by the Hiring Committee  
                  5. Consider discussion with possible action regarding changes to Zoning Administrator description/classification

9:30 a.m.     Citizens Input

9:35 a.m.     Bobbie Hillery, County Administrator  
                  1. Discussion regarding American Rescue Plan Act  
                  2. Consider request from the City of Lanesboro to hold a public hearing regarding a tax abatement project  
                  3. Discussion with possible action regarding forfeiture property in Mabel

**Consider closing meeting pursuant to M.S. 13D.03 for 2022 LELS labor contract strategy session**

# FILLMORE COUNTY BOARD OF COMMISSIONERS

July 13, 2021 Meeting

Page 2

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Calendar review, Committee Reports and Announcements

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

|                                  |            |                                         |                |
|----------------------------------|------------|-----------------------------------------|----------------|
| Thursday, July 15 <sup>th</sup>  | 10:00 a.m. | Historical Society (Fountain)           | Bakke          |
|                                  | 4:30 p.m.  | SWCD (SWCD Building)                    | Bakke          |
| Tuesday, July 20 <sup>th</sup>   | 8:00 a.m.  | Law Enforcement                         | Prestby/ Lentz |
|                                  | 9:00 a.m.  | Technology                              | Prestby/ Lentz |
| Thursday, July 22 <sup>nd</sup>  | 4:30 p.m.  | EDA                                     | Lentz/ Hindt   |
|                                  | 7:00 p.m.  | Planning Commission                     | Bakke          |
| Monday, July 26 <sup>th</sup>    | 6:00 p.m.  | Zumbro Valley Health Center (Rochester) | Lentz          |
| Tuesday, July 27 <sup>th</sup>   | 7:30 a.m.  | Highway Department (Highway Office)     | Prestby/ Bakke |
|                                  | 9:00 a.m.  | Board Meeting                           | ALL            |
| Wednesday, July 28 <sup>th</sup> | 8:30 a.m.  | Wellness/ Activities                    | Bakke/ 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 July 6th, 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 special session this 6th day of July, 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; Kristina Kohn, Human Resources Officer; Michelle Olson, Theresa Small, Kari Berg, Angela Lange, Dodge-Fillmore-Olmsted Corrections; Sara Monroe, Victim Services; Cristal Adkins, Zoning Administrator; Bonita Underbakke; and Karen Reisner, Fillmore County Journal.

Also present via WebEx: Tara Kraling, Accounting Technician; Lori Affeldt, Finance Director; Christy Smith, Accounting Technician; Kristi Ruesink, Accounting Technician; Jason McCaslin, Assessor; Chris Hahn, CEDA; Jessica Erickson, Director of Nursing; and Ron Gregg, Highway Engineer.

The Pledge of Allegiance was recited.

On motion by Lentz and seconded by Bakke, the agenda with amended with an addition of the bank resolution update was unanimously approved.

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

1. June 22, 2021 County Board minutes
2. Coffee Street East closure in Lanesboro - Saturday, July 17<sup>th</sup>, 2021; 7am-5pm

On motion by Bakke and seconded by Prestby, the Board unanimously approved the Commissioner's Warrants.

The Finance Department warrants were reviewed.

Michelle Olson, Kari Berg and Theresa Small, Dodge-Fillmore-Olmsted Corrections were present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the Proclamation to honor Community Corrections professionals for Pretrial, Probation, and Parole Supervision Week July 18<sup>th</sup> – 24<sup>th</sup>. The board expressed thanks and congratulations for all of the success that has been achieved.

Kristina Kohn, Human Resources was present.

On motion by Hindt and seconded by Bakke, the Board unanimously approved the request to change status for Stephanie Miner, Jailer, from FTE to intermittent effective 7/6/2021.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the request to promote Sarah Peck, intermittent Jailer, to Full Time Jailer effective 7/9/2021.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the recommendations from David Drown for the Finance Director position to move from Grade 16 to a Grade 15 on the non-union pay scale.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the recommendations from David Drown for the Auditor/ Treasurer position from Grade 16 to a Grade 15 on the non-union pay scale.

On motion by Hindt and seconded by Lentz, the Board unanimously approved to develop a two tier option for the Property Appraiser positions with Grade 9 for any recently hired staff up through AMA certification and Grade 10 for the SAMA certification.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the recommendations from David Drown for the Lead Fiscal Officer Position in Community Services from Grade 10 to Grade 12.

The Citizen's Input portion of the meeting opened and closed at 9:40 a.m. as no one was present to speak.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to appoint current employee Christy Smith to Auditor/Treasurer at Grade 15/Step 1 effective 7/9/21, as recommended by the Personnel Committee.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to hire Lindsay Engle as replacement Human Resources Officer at Grade 12/Step 1 effective 7/19/2021, as recommended by the hiring committee.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the request to advertise for replacement Accounting Technician in Administration internally and externally simultaneously.

On motion by Bakke and seconded by Hindt, the Board unanimously approved a language change regarding septic inspection certification from "required" to "desired, but not required" to the Zoning Administrator job description and send to David Drown for classification.

Board consensus was to bring back the Paid Time Off policy as a second reading.

The Board again considered the first reading of draft changes to Mileage Reimbursement and Travel policy. It was noted that this policy has been brought back for four first readings with the 50% mileage reimbursement if a County vehicle is available but not used. The Board did not want to make any changes at this time. Hillery noted that the policy is not being updated based upon the Board not wanting to approve any changes to verify that numerous attempts have been made to update this policy.

Board consensus was to bring back the Personal Appliance policy as a second reading.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the resignation for Casey Patten, Property Appraiser, effective 7/21/21 and expressed their thanks for one year of service.

On motion by Hindt and seconded by Prestby, the Board unanimously approved the request to hire a replacement Property Appraiser from the current posting.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request to hire Mike Frauenkron as intermittent Inspector, at the rate of \$31.05, as requested by the Zoning Administrator.

Bobbie Hillery, Administrator was present.

On a motion from Lentz and seconded by Hindt, the Board unanimously accepted the 2<sup>nd</sup> reading as the final version of Internet Security Policies.

On a motion from Lentz and seconded by Bakke, the Board unanimously approved to move forward with the process and state statute requirements to seek public input regarding the transition from an elected Recorder position to an appointed Recorder position.

The Board reviewed the Emergency Declaration and determined that they would no longer need an Emergency Declaration in place.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved to update the signatures with F&M Bank per the resolution and addendum A:

**RESOLUTION 2021-032: Bank Account Signatures Update and Addendum A**

A review of the calendar was done with the following committee reports and announcements given:

Bakke: AWOS location, update of Planning Commission meeting to 7:00 p.m. on July 22<sup>nd</sup>, rather than July 15<sup>th</sup>.

Hindt/Lentz: EDA update

On motion by Lentz and seconded by Prestby, the Chair adjourned the meeting at 10:46 a.m.

laffeldt  
7/7/21 1:52PM  
1 County Revenue Fund

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor | Name                                                        | Rpt  |          | Warrant Description                                     | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|-------------------------------------------------------------|------|----------|---------------------------------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                                             | Accr | Amount   | Service Dates                                           | Paid On Bhf # | On Behalf of Name                |      |
| 4855   | B&B Olympic Bowl<br>01-251-000-0000-6379                    |      | 2,484.00 | June Board of Prisoners<br>06/01/2021 06/30/2021        |               | Board Of Prisoners               | N    |
| 4855   | B&B Olympic Bowl                                            |      | 2,484.00 | 1 Transactions                                          |               |                                  |      |
| 3219   | Centurylink<br>01-251-000-0000-6203                         |      | 2.24     | Sheriff Long Distance 82944125<br>05/25/2021 06/24/2021 | 231209378     | Telephone                        | N    |
| 3219   | Centurylink                                                 |      | 2.24     | 1 Transactions                                          |               |                                  |      |
| 85440  | Centurylink<br>01-203-000-0000-6203                         |      | 50.27    | SV Sheriff Phone<br>06/26/2021 07/25/2021               | 301264120     | Telephone                        | N    |
|        | 01-251-000-0000-6203                                        |      | 70.50    | Sheriff Phones<br>06/26/2021 07/25/2021                 | 406899378     | Telephone                        | N    |
| 85440  | Centurylink                                                 |      | 120.77   | 2 Transactions                                          |               |                                  |      |
| 400    | City of Preston<br>01-041-000-0000-5501                     |      | 100.00   | Reimbursement for double pmt<br>07/03/2021 07/03/2021   |               | Fees And Charges                 | N    |
| 400    | City of Preston                                             |      | 100.00   | 1 Transactions                                          |               |                                  |      |
| 6317   | Enterprise Fleet Management<br>01-202-000-0000-6650         |      | 6,952.10 | July 2021 Lease Payment<br>07/01/2021 07/31/2021        | 2678          | Enterprise Vehicle Payments      | N    |
| 6317   | Enterprise Fleet Management                                 |      | 6,952.10 | 1 Transactions                                          |               |                                  |      |
| 110    | Fillmore Co Treasurer<br>01-041-000-0000-6205               |      | 7.00     | Cert Postage-Tax Forfeitures<br>06/29/2021 06/29/2021   |               | Postage And Postal Box Rent      | N    |
| 110    | Fillmore Co Treasurer                                       |      | 7.00     | 1 Transactions                                          |               |                                  |      |
| 4441   | Independent Emergency Services, LLC<br>01-201-000-0000-6310 |      | 100.00   | July 911 Service<br>07/01/2021 07/31/2021               | 200-0223      | Contract Repairs And Maintenance | Y    |
| 4441   | Independent Emergency Services, LLC                         |      | 100.00   | 1 Transactions                                          |               |                                  |      |
| 1479   | Loffler Companies, Inc<br>01-149-000-0000-6203              |      | 745.79   | Copier Use 06/01/21 - 06/30/21<br>06/01/2021 06/30/2021 | 3763534       | Telephone                        | N    |

laffeldt  
7/7/21 1:52PM  
1 County Revenue Fund

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



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Page 3

| Vendor        | Name                            | Rpt  | Amount    | Warrant Description           | Invoice #     | Account/Formula Descripti         | 1099 |
|---------------|---------------------------------|------|-----------|-------------------------------|---------------|-----------------------------------|------|
| No.           | Account/Formula                 | Accr |           | Service Dates                 | Paid On Bhf # | On Behalf of Name                 |      |
| 1479          | Loffler Companies, Inc          |      | 745.79    |                               |               |                                   |      |
|               |                                 |      |           | 1 Transactions                |               |                                   |      |
| 2545          | Marco, Inc                      |      |           |                               |               |                                   |      |
|               | 01-060-000-0000-6640            |      | 15,926.01 | Contract Base Rate 6/20-7/19  | 8855892       | Equipment Purchased               | N    |
|               |                                 |      |           | 06/20/2021 07/19/2021         |               |                                   |      |
| 2545          | Marco, Inc                      |      | 15,926.01 |                               |               |                                   |      |
|               |                                 |      |           | 1 Transactions                |               |                                   |      |
| 6094          | MN Energy Resources Corporation |      |           |                               |               |                                   |      |
|               | 01-111-000-0000-6255            |      | 530.31    | Courthouse & FCOB Natural Gas | 3762209748    | Gas                               | N    |
|               |                                 |      |           | 05/21/2021 06/22/2021         |               |                                   |      |
| 6094          | MN Energy Resources Corporation |      | 530.31    |                               |               |                                   |      |
|               |                                 |      |           | 1 Transactions                |               |                                   |      |
| 2357          | Verizon Wireless                |      |           |                               |               |                                   |      |
|               | 01-062-000-0000-6462            |      | 360.15    | Election Jetpacks             | 9882682000    | Other Election Supplies           | Y    |
|               |                                 |      |           | 05/25/2021 06/24/2021         |               |                                   |      |
|               | 01-202-000-0000-6206            |      | 828.70    | Deputy Cell Phones            | 9882682000    | Employee Electronic Device Reimbu | Y    |
|               |                                 |      |           | 05/25/2021 06/24/2021         |               |                                   |      |
| 2357          | Verizon Wireless                |      | 1,188.85  |                               |               |                                   |      |
|               |                                 |      |           | 2 Transactions                |               |                                   |      |
| 1 Fund Total: |                                 |      | 28,157.07 | County Revenue Fund           | 11 Vendors    | 13 Transactions                   |      |

laffeldt  
7/7/21 1:52PM  
13 County Road & Bridge

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



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor         | Name                           | Rpt  | Warrant Description | Invoice #            | Account/Formula Descripti | 1099                             |
|----------------|--------------------------------|------|---------------------|----------------------|---------------------------|----------------------------------|
| No.            | Account/Formula                | Accr | Amount              | Service Dates        | Paid On Bhf #             | On Behalf of Name                |
| 4369           | AcenTek                        |      |                     |                      |                           |                                  |
|                | 13-300-000-0000-6203           |      | 99.50               | 7/1 telephone        | 11921170                  | Telephone N                      |
|                | 13-300-000-0000-6203           |      | 112.21              | 7/1 telephone        | 11930623                  | Telephone N                      |
| 4369           | AcenTek                        |      | 211.71              | 2 Transactions       |                           |                                  |
| 3219           | Centurylink                    |      |                     |                      |                           |                                  |
|                | 13-300-000-0000-6203           |      | 2.51                | 6/24 telephone       | 231216455                 | Telephone N                      |
| 3219           | Centurylink                    |      | 2.51                | 1 Transactions       |                           |                                  |
| 2208           | City of Canton - Hwy dept      |      |                     |                      |                           |                                  |
|                | 13-330-000-0000-6251           |      | 73.09               | 6/25 utilities       | 510-00-9                  | Electricity N                    |
| 2208           | City of Canton - Hwy dept      |      | 73.09               | 1 Transactions       |                           |                                  |
| 288            | City Of Peterson               |      |                     |                      |                           |                                  |
|                | 13-330-000-0000-6251           |      | 176.86              | 6/29 utilities       | 108A                      | Electricity N                    |
| 288            | City Of Peterson               |      | 176.86              | 1 Transactions       |                           |                                  |
| 3388           | Minnowa Construction Inc       |      |                     |                      |                           |                                  |
|                | 13-320-000-0000-6341           |      | 154,447.05          | 599-209 T/B #1       |                           | Township Bridge Construction N   |
|                |                                |      |                     | 07/07/2021           | 07/07/2021                |                                  |
|                | 13-320-000-0000-6351           |      | 9,500.00            | 599-209 Sumner #1    |                           | Local Cost Participation N       |
|                |                                |      |                     | 07/07/2021           | 07/07/2021                |                                  |
| 3388           | Minnowa Construction Inc       |      | 163,947.05          | 2 Transactions       |                           |                                  |
| 324            | Rochester Sand & Gravel Inc    |      |                     |                      |                           |                                  |
|                | 13-320-000-0000-6343           |      | 59,771.99           | 618-010 R/C 618-010  |                           | Regular Construction Contracts N |
|                |                                |      |                     | 07/07/2021           | 07/07/2021                |                                  |
| 324            | Rochester Sand & Gravel Inc    |      | 59,771.99           | 1 Transactions       |                           |                                  |
| 343            | Spring Valley Public Utilities |      |                     |                      |                           |                                  |
|                | 13-330-000-0000-6251           |      | 167.26              | 6/1 utilities        | 1124                      | Electricity N                    |
| 343            | Spring Valley Public Utilities |      | 167.26              | 1 Transactions       |                           |                                  |
| 13 Fund Total: |                                |      | 224,350.47          | County Road & Bridge | 7 Vendors                 | 9 Transactions                   |
| Final Total:   |                                |      | 252,507.54          | 18 Vendors           | 22 Transactions           |                                  |



laffeldt  
7/7/21

1:52PM

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

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 28,157.07     | County Revenue Fund  |                    |
|               | 13          | 224,350.47    | County Road & Bridge |                    |
|               | All Funds   | 252,507.54    | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

laffeldt  
7/7/21 3:50PM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

|    | Vendor Name                     | Rpt  |        | Warrant Description          | Invoice #     | Account/Formula Descripti     | 1099 |
|----|---------------------------------|------|--------|------------------------------|---------------|-------------------------------|------|
|    | No. Account/Formula             | Accr | Amount | Service Dates                | Paid On Bhf # | On Behalf of Name             |      |
| 1  | DEPT                            |      |        | General Government           |               |                               |      |
|    | 7299 Terence Yust               |      |        |                              |               |                               |      |
|    | 01-001-000-0000-6803            |      | 794.00 | 2020 & 2021 Abatement Refund |               | Miscellaneous Expense         | N    |
|    |                                 |      |        | 06/30/2021 06/30/2021        |               |                               |      |
|    | 7299 Terence Yust               |      | 794.00 | 1 Transactions               |               |                               |      |
| 1  | DEPT Total:                     |      | 794.00 | General Government           | 1 Vendors     | 1 Transactions                |      |
| 3  | DEPT                            |      |        | Board Of Commissioners       |               |                               |      |
|    | 3804 Bakke/Duane                |      |        |                              |               |                               |      |
|    | 01-003-000-0000-6335            |      | 44.80  | June 2021 Mileage            |               | Employee Automobile Allowance | N    |
|    |                                 |      |        | 06/01/2021 06/22/2021        |               |                               |      |
|    | 3804 Bakke/Duane                |      | 44.80  | 1 Transactions               |               |                               |      |
|    | 5887 Dahl/Randy                 |      |        |                              |               |                               |      |
|    | 01-003-000-0000-6335            |      | 101.92 | June 2021 Mileage            |               | Employee Automobile Allowance | N    |
|    |                                 |      |        | 06/01/2021 06/22/2021        |               |                               |      |
|    | 5887 Dahl/Randy                 |      | 101.92 | 1 Transactions               |               |                               |      |
|    | 82132 Fillmore Co Journal       |      |        |                              |               |                               |      |
|    | 01-003-000-0000-6233            |      | 97.67  | 6/28/21 Board Mtg Minutes    | 124160        | Publications                  | N    |
|    |                                 |      |        | 06/28/2021 06/28/2021        |               |                               |      |
|    | 82132 Fillmore Co Journal       |      | 97.67  | 1 Transactions               |               |                               |      |
|    | 6732 Hindt/Lawrence E           |      |        |                              |               |                               |      |
|    | 01-003-000-0000-6335            |      | 65.86  | June 2021 Milage             |               | Employee Automobile Allowance | N    |
|    |                                 |      |        | 06/01/2021 06/22/2021        |               |                               |      |
|    | 6732 Hindt/Lawrence E           |      | 65.86  | 1 Transactions               |               |                               |      |
|    | 2081 Lentz/Mitch                |      |        |                              |               |                               |      |
|    | 01-003-000-0000-6335            |      | 165.76 | June 2021 Mileage            |               | Employee Automobile Allowance | N    |
|    |                                 |      |        | 06/01/2021 06/30/2021        |               |                               |      |
|    | 2081 Lentz/Mitch                |      | 165.76 | 1 Transactions               |               |                               |      |
| 3  | DEPT Total:                     |      | 476.01 | Board Of Commissioners       | 5 Vendors     | 5 Transactions                |      |
| 61 | DEPT                            |      |        | Data Processing              |               |                               |      |
|    | 6650 Avenu Insights & Analytics |      |        |                              |               |                               |      |

laffeldt  
7/7/21 3:50PM  
1 County Revenue Fund

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor | Name                                   | Rpt  | Amount   | Warrant Description            | Invoice #     | Account/Formula Descripti     | 1099 |
|--------|----------------------------------------|------|----------|--------------------------------|---------------|-------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                  | Paid On Bhf # | On Behalf of Name             |      |
|        | 01-061-000-0000-6366                   |      | 3,400.00 | Annual NWS Support             | INVB-021091   | Payment Support               | Y    |
|        |                                        |      |          | 01/01/2021 12/31/2021          |               |                               |      |
| 6650   | Avenu Insights & Analytics             |      | 3,400.00 | 1 Transactions                 |               |                               |      |
| 61     | DEPT Total:                            |      | 3,400.00 | Data Processing                | 1 Vendors     | 1 Transactions                |      |
| 91     | DEPT                                   |      |          | County Attorney                |               |                               |      |
| 81188  | Civil Process Specialists              |      |          |                                |               |                               |      |
|        | 01-091-000-0000-6377                   |      | 170.00   | Personal Svc of 2 witnesses    | CP-19-0974    | Fees And Service Charges      | Y    |
|        |                                        |      |          | 06/30/2021 06/30/2021          |               |                               |      |
| 81188  | Civil Process Specialists              |      | 170.00   | 1 Transactions                 |               |                               |      |
| 8576   | Corson/Brett                           |      |          |                                |               |                               |      |
|        | 01-091-000-0000-6335                   |      | 17.92    | Mileage-City of Canton         |               | Employee Automobile Allowance | Y    |
|        |                                        |      |          | 06/30/2021 06/30/2021          |               |                               |      |
| 8576   | Corson/Brett                           |      | 17.92    | 1 Transactions                 |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                |               |                               |      |
|        | 01-091-000-0000-6242                   |      | 636.00   | MSBA Annual Dues for Attorneys |               | Membership Dues               | N    |
|        |                                        |      |          | 06/17/2021 06/17/2021          |               |                               |      |
|        | 01-091-000-0000-6245                   |      | 120.62   | Zero Abuse CLE-M Hammell       |               | Registration Fees             | N    |
|        |                                        |      |          | 07/01/2021 07/01/2021          |               |                               |      |
|        | 01-091-000-0000-6377                   |      | 80.00    | Filing Fee-Berland Civil       |               | Fees And Service Charges      | N    |
|        |                                        |      |          | 07/01/2021 07/01/2021          |               |                               |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 836.62   | 3 Transactions                 |               |                               |      |
| 91     | DEPT Total:                            |      | 1,024.54 | County Attorney                | 3 Vendors     | 5 Transactions                |      |
| 105    | DEPT                                   |      |          | Planning And Zoning            |               |                               |      |
| 5432   | Rupp,Anderson,Squires & Waldspurger,P. |      |          |                                |               |                               |      |
|        | 01-105-000-0000-6377                   |      | 328.00   | Professional Fees              | 13097         | Fees And Service Charges      | Y    |
|        |                                        |      |          | 06/29/2021 06/29/2021          |               |                               |      |
| 5432   | Rupp,Anderson,Squires & Waldspurger,P. |      | 328.00   | 1 Transactions                 |               |                               |      |
| 105    | DEPT Total:                            |      | 328.00   | Planning And Zoning            | 1 Vendors     | 1 Transactions                |      |
| 111    | DEPT                                   |      |          | Facilites Mtce                 |               |                               |      |
| 5988   | Preston Auto Parts                     |      |          |                                |               |                               |      |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                                   | Rpt  |          | Warrant Description         | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|----------------------------------------|------|----------|-----------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                        | Accr | Amount   | Service Dates               | Paid On Bhf # | On Behalf of Name                  |      |
|        | 01-111-000-0000-6580                   |      | 15.53    | Airhandler Belts-Courthouse | 679074        | Other Repair And Maintenance Suppl | N    |
|        |                                        |      |          | 06/28/2021 06/28/2021       |               |                                    |      |
| 5988   | Preston Auto Parts                     |      | 15.53    | 1 Transactions              |               |                                    |      |
| 3448   | Reliable Pest Management               |      |          |                             |               |                                    |      |
|        | 01-111-000-0000-6377                   |      | 45.00    | Rodent Control-FCOB         | 11015         | Fees And Service Charges           | Y    |
|        |                                        |      |          | 06/28/2021 06/28/2021       |               |                                    |      |
| 3448   | Reliable Pest Management               |      | 45.00    | 1 Transactions              |               |                                    |      |
| 5050   | Tufte/Blaine                           |      |          |                             |               |                                    |      |
|        | 01-111-000-0000-6335                   |      | 19.60    | June 2021 Mileage           |               | Employee Automobile Allowance      | N    |
|        |                                        |      |          | 06/01/2021 06/30/2021       |               |                                    |      |
| 5050   | Tufte/Blaine                           |      | 19.60    | 1 Transactions              |               |                                    |      |
| 9206   | Winona Heating & Ventilating Co, Inc.  |      |          |                             |               |                                    |      |
|        | 01-111-000-0000-6317                   |      | 312.00   | Repair Chill Pump 1-Crthse  | 107075        | Building Maintenance               | N    |
|        |                                        |      |          | 06/18/2021 06/18/2021       |               |                                    |      |
| 9206   | Winona Heating & Ventilating Co, Inc.  |      | 312.00   | 1 Transactions              |               |                                    |      |
| 111    | DEPT Total:                            |      | 392.13   | Facilites Mtce              | 4 Vendors     | 4 Transactions                     |      |
| 125    | DEPT                                   |      |          | Veteran Services            |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                             |               |                                    |      |
|        | 01-125-000-0000-6420                   |      | 1,424.97 | Grant - 3 Scanners          |               | State Grant Expenses               | N    |
|        |                                        |      |          | 06/23/2021 06/23/2021       |               |                                    |      |
|        | 01-125-000-0000-6420                   |      | 900.00   | Grant-Paper Shredder        |               | State Grant Expenses               | N    |
|        |                                        |      |          | 06/29/2021 06/29/2021       |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 2,324.97 | 2 Transactions              |               |                                    |      |
| 125    | DEPT Total:                            |      | 2,324.97 | Veteran Services            | 1 Vendors     | 2 Transactions                     |      |
| 149    | DEPT                                   |      |          | Other General Government    |               |                                    |      |
| 4928   | 1 Source                               |      |          |                             |               |                                    |      |
|        | 01-149-000-0000-6408                   |      | 825.00   | Chairmats                   | 266534-0      | County Shared Office Supplies      | Y    |
|        |                                        |      |          | 06/23/2021 06/23/2021       |               |                                    |      |
|        | 01-149-000-0000-6408                   |      | 409.82   | Shared Supplies             | 266821-0      | County Shared Office Supplies      | Y    |
|        |                                        |      |          | 07/06/2021 07/06/2021       |               |                                    |      |

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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description          | Invoice #      | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|------------------------------|----------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                | Paid On Bhf #  | On Behalf of Name                |      |
| 4928   | 1 Source                               |      | 1,234.82 |                              | 2 Transactions |                                  |      |
| 149    | DEPT Total:                            |      | 1,234.82 | Other General Government     | 1 Vendors      | 2 Transactions                   |      |
| 201    | DEPT                                   |      |          | Enhanced 911 System          |                |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                              |                |                                  |      |
|        | 01-201-000-0000-6310                   |      | 981.88   | Dispatch Switches            |                | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 06/21/2021 06/21/2021        |                |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 981.88   |                              | 1 Transactions |                                  |      |
| 201    | DEPT Total:                            |      | 981.88   | Enhanced 911 System          | 1 Vendors      | 1 Transactions                   |      |
| 202    | DEPT                                   |      |          | Sheriff                      |                |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      |          |                              |                |                                  |      |
|        | 01-202-000-0000-6310                   |      | 51.25    | 2309 Squad Service           | 9278           | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 06/07/2021 06/07/2021        |                |                                  |      |
|        | 01-202-000-0000-6310                   |      | 759.03   | 2309 Squad Service           | 9331           | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 06/14/2021 06/14/2021        |                |                                  |      |
| 2492   | Chatfield Body Shop Inc                |      | 810.28   |                              | 2 Transactions |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                              |                |                                  |      |
|        | 01-202-000-0000-6357                   |      | 1,200.00 | DMT Training                 |                | Peace Officer Training Expense   | N    |
|        |                                        |      |          | 06/07/2021 06/07/2021        |                |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 1,200.00 |                              | 1 Transactions |                                  |      |
| 5988   | Preston Auto Parts                     |      |          |                              |                |                                  |      |
|        | 01-202-000-0000-6455                   |      | 194.44   | Sheriff Maintenance Supplies | Acct #2100     | Law Enforcement Supplies         | N    |
|        |                                        |      |          | 06/01/2021 06/29/2021        |                |                                  |      |
| 5988   | Preston Auto Parts                     |      | 194.44   |                              | 1 Transactions |                                  |      |
| 4998   | Southland Auto LLC                     |      |          |                              |                |                                  |      |
|        | 01-202-000-0000-6310                   |      | 574.68   | 2317 Squad Maintenance       | 5868           | Contract Repairs And Maintenance | N    |
|        |                                        |      |          | 06/28/2021 06/28/2021        |                |                                  |      |
| 4998   | Southland Auto LLC                     |      | 574.68   |                              | 1 Transactions |                                  |      |
| 202    | DEPT Total:                            |      | 2,779.40 | Sheriff                      | 4 Vendors      | 5 Transactions                   |      |
| 251    | DEPT                                   |      |          | County Jail                  |                |                                  |      |

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| 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 |
|------------|-----------------------------------------------------------------|-------------|-----------|----------------------------------------------------|----------------------------|------------------------------------------------|------|
| 9170       | Bureau of Criminal Apprehens-State Of M<br>01-251-000-0000-6310 |             | 390.00    | CJDN Access Fee<br>04/01/2021 06/30/2021           | 661256                     | Contract Repairs And Maintenance               | N    |
| 9170       | Bureau of Criminal Apprehens-State Of M                         |             | 390.00    | 1 Transactions                                     |                            |                                                |      |
| 111        | Fillmore Co Treasurer- Credit Card/ACH<br>01-251-000-0000-6337  |             | 16.23     | Transport Meal<br>06/14/2021 06/14/2021            |                            | Other Travel Expense                           | N    |
|            | 01-251-000-0000-6337                                            |             | 6.65      | Transport Meal<br>06/01/2021 06/01/2021            |                            | Other Travel Expense                           | N    |
|            | 01-251-000-0000-6377                                            |             | 21.98     | Jail TV<br>06/09/2021 06/09/2021                   |                            | Fees And Service Charges                       | N    |
| 111        | Fillmore Co Treasurer- Credit Card/ACH                          |             | 44.86     | 3 Transactions                                     |                            |                                                |      |
| 4866       | MEnd CORRECTIONAL CARE, PLLC<br>01-251-000-0000-6429            |             | 2,346.16  | July 2021 Jail Healthcare<br>07/01/2021 07/31/2021 | 5846                       | Nurse/Medical Service Agreement                | N    |
| 4866       | MEnd CORRECTIONAL CARE, PLLC                                    |             | 2,346.16  | 1 Transactions                                     |                            |                                                |      |
| 7156       | Midwest Monitoring & Surveillance<br>01-251-000-0000-6285       |             | 61.25     | June 2021 Lab Services<br>06/01/2021 06/30/2021    | DT 0621157                 | Professional Fees                              | N    |
| 7156       | Midwest Monitoring & Surveillance                               |             | 61.25     | 1 Transactions                                     |                            |                                                |      |
| 5988       | Preston Auto Parts<br>01-251-000-0000-6310                      |             | 25.05     | Jail Maintenance Supplies<br>06/01/2021 06/29/2021 | Acct #2100                 | Contract Repairs And Maintenance               | N    |
| 5988       | Preston Auto Parts                                              |             | 25.05     | 1 Transactions                                     |                            |                                                |      |
| 4487       | Preston Service Plus<br>01-251-000-0000-6310                    |             | 115.68    | Transport Van Service<br>06/08/2021 06/08/2021     | 17246                      | Contract Repairs And Maintenance               | Y    |
| 4487       | Preston Service Plus                                            |             | 115.68    | 1 Transactions                                     |                            |                                                |      |
| 251        | DEPT Total:                                                     |             | 2,983.00  | County Jail                                        | 6 Vendors                  | 8 Transactions                                 |      |
| 1          | Fund Total:                                                     |             | 16,718.75 | County Revenue Fund                                |                            | 35 Transactions                                |      |

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13 County Road & Bridge

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                            | Rpt      | Warrant Description         | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|---------------------------------|----------|-----------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                 | Accr     | Service Dates               | Paid On Bhf # | On Behalf of Name                  |      |
| 310    | DEPT                            |          | Highway Maintenance         |               |                                    |      |
| 343    | Spring Valley Public Utilities  |          |                             |               |                                    |      |
|        | 13-310-000-0000-6580            | 227.91   | 6/28 water for shouldering  | 7930          | Other Repair And Maintenance Suppl | N    |
| 343    | Spring Valley Public Utilities  | 227.91   | 1 Transactions              |               |                                    |      |
| 310    | DEPT Total:                     | 227.91   | Highway Maintenance         | 1 Vendors     | 1 Transactions                     |      |
| 330    | DEPT                            |          | Equipment Maintenance Shops |               |                                    |      |
| 5826   | Culligan Water                  |          |                             |               |                                    |      |
|        | 13-330-000-0000-6317            | 32.95    | 6/30 drinking water         | 588X01122507  | Building Maintenance               | N    |
| 5826   | Culligan Water                  | 32.95    | 1 Transactions              |               |                                    |      |
| 8165   | Dave Syverson Freightliner      |          |                             |               |                                    |      |
|        | 13-330-000-0000-6575            | 156.00   | 6/8 parts                   | 364397        | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 36.80    | 6/16 parts                  | 364959        | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 70.14    | 6/16 parts                  | 364962        | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 124.14   | 6/17 parts                  | 365141        | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 61.98    | 6/23 parts                  | 365528        | Machinery Parts                    | N    |
| 8165   | Dave Syverson Freightliner      | 449.06   | 5 Transactions              |               |                                    |      |
| 2965   | Diamond Mowers LLC              |          |                             |               |                                    |      |
|        | 13-330-000-0000-6575            | 1,936.86 | 6/22 parts                  | 199423-IN     | Machinery Parts                    | N    |
| 2965   | Diamond Mowers LLC              | 1,936.86 | 1 Transactions              |               |                                    |      |
| 7100   | North Central International     |          |                             |               |                                    |      |
|        | 13-330-000-0000-6575            | 1,422.50 | 6/14 labor                  | R22400079001  | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 1,886.78 | 6/14 parts                  | R22400079001  | Machinery Parts                    | N    |
|        | 13-330-000-0000-6575            | 181.22   | 6/16 parts                  | X22400233601  | Machinery Parts                    | N    |
| 7100   | North Central International     | 3,490.50 | 3 Transactions              |               |                                    |      |
| 3989   | Ronco Engineering Sales Co, Inc |          |                             |               |                                    |      |
|        | 13-330-000-0000-6575            | 937.42   | 6/10 parts                  | 3249931       | Machinery Parts                    | N    |
| 3989   | Ronco Engineering Sales Co, Inc | 937.42   | 1 Transactions              |               |                                    |      |
| 97     | Rushford Hardware               |          |                             |               |                                    |      |
|        | 13-330-000-0000-6316            | 38.98    | 6/3 grounds maint           | B112433       | Grounds Maintenance                | N    |
| 97     | Rushford Hardware               | 38.98    | 1 Transactions              |               |                                    |      |

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13 County Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                 | Rpt  | Warrant Description | Invoice #                   | Account/Formula Description | 1099            |
|-------------|-----------------|------|---------------------|-----------------------------|-----------------------------|-----------------|
| No.         | Account/Formula | Accr | Service Dates       | Paid On Bhf #               | On Behalf of Name           |                 |
| 330         | DEPT Total:     |      | 6,885.77            | Equipment Maintenance Shops | 6 Vendors                   | 12 Transactions |
| 13          | Fund Total:     |      | 7,113.68            | County Road & Bridge        |                             | 13 Transactions |



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91 Economic Development Au

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



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                      | Rpt  | Warrant Description |                             | Invoice #       | Account/Formula Descripti | 1099 |
|-------------|----------------------|------|---------------------|-----------------------------|-----------------|---------------------------|------|
| No.         | Account/Formula      | Accr | Amount              | Service Dates               | Paid On Bhf #   | On Behalf of Name         |      |
| 705         | DEPT                 |      |                     | Economic Development        |                 |                           |      |
| 1870        | Reisner/Karen        |      |                     |                             |                 |                           |      |
|             | 91-705-000-0000-6104 |      | 90.00               | May & June EDA Per Diem     |                 | Per Diem                  | N    |
|             |                      |      |                     | 05/27/2021 06/24/2021       |                 |                           |      |
| 1870        | Reisner/Karen        |      | 90.00               | 1 Transactions              |                 |                           |      |
| 7653        | Underbakke/Bonita A  |      |                     |                             |                 |                           |      |
|             | 91-705-000-0000-6104 |      | 90.00               | May & June EDA Per Diem     |                 | Per Diem                  | N    |
|             |                      |      |                     | 05/27/2021 06/24/2021       |                 |                           |      |
| 7653        | Underbakke/Bonita A  |      | 90.00               | 1 Transactions              |                 |                           |      |
| 705         | DEPT Total:          |      | 180.00              | Economic Development        | 2 Vendors       | 2 Transactions            |      |
| 91          | Fund Total:          |      | 180.00              | Economic Development Author |                 | 2 Transactions            |      |
|             | Final Total:         |      | 24,012.43           | 37 Vendors                  | 50 Transactions |                           |      |

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

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>                  |                    |
|---------------|-------------|---------------|------------------------------|--------------------|
|               | 1           | 16,718.75     | County Revenue Fund          |                    |
|               | 13          | 7,113.68      | County Road & Bridge         |                    |
|               | 91          | 180.00        | Economic Development Authori |                    |
|               | All Funds   | 24,012.43     | Total                        | Approved by, ..... |
|               |             |               |                              | .....              |
|               |             |               |                              | .....              |

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/13/2021

Amount of time requested (minutes): 5 minutes

Department: Highway and Airport

Requested By: Mr. Gregg

Presented By: Pam Schroeder

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

## **Highway Department**

## **Airport Department**

1. Consider approving a Resolution to execute an MN/DOT grant agreement for Federal Airport Expenses Reimbursement.

Check e-mail for supporting documentation. **See attached documents.** Bid results will be available on Monday after the bid opening.

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

## 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**

---

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: \_\_\_\_\_

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

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

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

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

**STATE ENCUMBRANCE VERIFICATION**

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

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

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

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

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

**DEPARTMENT OF TRANSPORTATION**

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

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

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

**COMMISSIONER OF ADMINISTRATION**

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

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

## 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 Airport is accepted.
2. That the Highway Engineer and Hwy/Airport Office Manager are  
(Title) (Title)  
authorized to execute this Agreement and any amendments on behalf of the  
County of Fillmore.

## CERTIFICATION

STATE OF MINNESOTA

COUNTY OF FILLMORE

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

Fillmore County Board of Commissioners

(Name of Recipient)

at an authorized meeting held on the 13<sup>th</sup> day of July, 2021

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

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

CORPORATE SEAL

/OR/

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

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

# REQUEST FOR COUNTY BOARD ACTION

Agenda Date: 7/13/2021

Amount of time requested (minutes):

15

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.

## Regular Agenda:

## Documentation

- |                                                                                                                     |     |
|---------------------------------------------------------------------------------------------------------------------|-----|
| 1. Consider second reading with possible action regarding draft changes to Paid Time Off policy                     | Yes |
| 2. Consider second reading with possible action regarding draft changes to Personal Appliance Policy                | Yes |
| 3. Consider request to hire replacement Property Appraiser at Grade 9/Step 1 as recommended by the Hiring Committee | No  |
| a. Justin Kraling                                                                                                   |     |
| b. \$23.50                                                                                                          |     |
| 4. Consider request to hire replacement Property Appraiser at Grade 9/Step 1 as recommended by the Hiring Committee | No  |
| a. Ryan Welscher                                                                                                    |     |
| b. \$23.50                                                                                                          |     |
| 5. Consider discussion with possible action regarding changes to Zoning Administrator description                   | Yes |
| a. DDA recommendation to reclassify from Grade 13 to Grade 12                                                       |     |

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#### Policy Statement

It is a continuing objective of Fillmore County to provide equity, consistency and flexibility in the delivery of benefits to county staff. Where appropriate, certain benefits have also been designed to incorporate employee tenure to recognize and reward loyal service to the County. These considerations are particularly significant in the accrual, utilization and administration of paid time off (PTO).

PTO can be utilized for any purpose, subject only to necessary request/approval procedures consistent with policy and labor contracts.

#### A. Eligibility

1. Regular full and part-time employees whose regular schedule is less than 40 hours per week will receive prorated PTO based on their regular schedule. To be eligible, an employee must be in an active pay status.
2. Temporary and seasonal employees are not entitled to PTO, but may request permission from their department head to take unpaid time off.
3. Employee groups covered by collective bargaining agreements must negotiate participation in the PTO policy through the collective bargaining process.
4. Each November, a full-time employee equivalency (FTE) percentage will be determined for each eligible intermittent employee not subject to a collective bargaining agreement.
  - A. FTE will be based on the average number of hours per week worked for the previous year.
  - B. Calculation of prorated PTO benefits will only be offered to intermittent employees averaging 20 or more hours per week.

#### B. Accrual Rates

##### 1. Full time employees:

| Years of Service | Hours accrued per pay period | Approximate Annual Accrual Rate |
|------------------|------------------------------|---------------------------------|
| 0 - 5 years      | 7.38 hours                   | 191.88 hours                    |
| 6 - 10 years     | 8.32 hours                   | 216.32 hours                    |
| 11 - 15 years    | 9.24 hours                   | 240.24 hours                    |
| 16 or more years | 10.17 hours                  | 264.42 hours                    |

2. Accruals shall not exceed the cap of 500 hours at any time.

#### C. Rate of Pay for PTO

The rate of PTO pay shall be the employee's regular straight-time rate of pay in effect during the employee's PTO period. No employee shall be permitted to waive PTO for the purpose of receiving double pay.

#### D. PTO During Unpaid Leave

Unpaid leave is time away from employment without wages. Unpaid leave may be part of a FMLA or other leave. PTO leave shall not be earned by any employee during a leave of absence without pay, or

time otherwise not worked or paid.

E. PTO Scheduling

1. Department heads are responsible for scheduling PTO leave for employees under their supervision. It is possible that PTO requests may be denied if the requested time would cause an interruption in the service of the department or is otherwise not in the County's best interest.

2. Employees shall not be allowed to take PTO until after it has been earned.

The employee who requests time off first shall be given priority consideration in PTO scheduling. Other circumstances can be considered.

3. The minimum amount of PTO that can be taken at any one time is one half (1/2) hour.
4. Non-emergency use must be requested in advance per departmental practices. Emergency use may require documentation of the emergency as soon as possible.
5. At any time of the year, if an employee wishes to take PTO in excess of five (5) consecutive working days, he/she should request such time off from the appropriate department head at least thirty (30) days prior to the beginning date of the time off.
6. PTO is accrued each pay period before time taken during that period is subtracted from the employee's balance.

F. Accumulation of PTO and Annual Cash Out Option

Employees may cash out a portion of accrued PTO once per calendar year. The following restrictions will apply:

1. Employee must have used a minimum of 80 hours of PTO, taken off 80 hours of comp time, or any combination of the two totaling at least 80 hours during the previous calendar year, and
2. Employee must send request for payment of accruals to Human Resources by November 30<sup>th</sup> of each year, and
3. Maximum of 160 hours can be paid to the employee as long as a minimum of 80 hours are retained. Employee must recognize that this will be taxable income. Employees may be able to defer cash out payments in accordance with deferred compensation regulations.
4. Accruals shall not exceed the cap of 500 hours at any time.
5. Fillmore County grants paid time away from work under its PTO policy. Employees are encouraged to schedule sufficient time off for relaxation to promote good physical and mental health

G. Donations of PTO

Employees may transfer PTO to another employee when an employee has exhausted all their PTO due to an illness or injury to the employee or an immediate family member as defined by FMLA regulations. Donations will be allowable with these restrictions:

1. The affected employee must request donated PTO. This request is to be sent to the Human Resources Officer.

2. A notification will be sent to County employees stating that there has been a request, and the opportunity to donate PTO if desired.
3. Donor must have used 80 hours of PTO during the previous year, and
4. Donor must retain a minimum of 80 hours following the donation, and
5. Recipient must be eligible for PTO benefits, and
6. Transfers will be made at the rate of the giver, but used at the salary rate of the receiver, and
7. Transfers will be irrevocable and,
8. The identity of the donor shall remain anonymous.
9. Donated leave will not be available when the illness or injury is work related and workers' compensation applies.

**NOTE:** Employees may not request donations of PTO from other employees directly. Such requests would be considered just cause for disciplinary action as stated in section 1 (dd) of the Discipline Policy.

**THIS POLICY AND THE COUNTY'S OTHER POLICIES, PROCEDURES, AND OTHER WRITTEN DOCUMENTS, NO MATTER HOW DETAILED, DO NOT CREATE A CONTRACTUAL RIGHT OR EQUITABLE RIGHT TO PAID TIME OFF, VACATION TIME, OR SIMILAR FORMS COMPENSATION ("TIME OFF ACCRUAL"). THE COUNTY SPECIFICALLY RETAINS THE RIGHT TO CHANGE THE TERMS OF THE DESCRIBED TIME OFF ACCRUALS AND RELATED TERMS AT ANY TIME WITHOUT NOTICE TO EMPLOYEES. THERE IS NO CONTRACTUAL RIGHT TO TIME OFF ACCRUAL AS DESCRIBED HEREIN, AND RELATED DOCUMENTS AND THIS PARAGRAPH SHALL BE UNDERSTOOD AS AN EFFECTIVE DISCLAIMER OF ANY CLAIM FOR TIME OFF ACCRUAL.**

**Commented [KK1]:** This section recommended by DDA in response to the Hall case addressing non-payment of benefits at severance in certain circumstances

Section 6.10XX **PERSONAL APPLIANCES**

Date Approved by the County Board: ~~November 24, 2009~~  
Supersedes Policy Dated: ~~July 28, 2009~~ November 24, 2009

A. PURPOSE

This policy sets standards for evaluation, acquisition, and installation of approved County-Furnished Appliances at Fillmore County workplace facilities, and it provides standards for Employee-Furnished or manager approved appliances in the workplace. This policy applies to all Fillmore County workplaces, including Fillmore County offices and Fillmore County facilities.

B. DEFINITIONS

Appliance refers to any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices, other than general electronics such as personal computers (PC's), monitors, printers, and related technology items.

County-Furnished Appliances include large commodities such as refrigerators, microwaves, space heaters, coffee services, and personal appliances, such as fans, task lights, or special accommodations that are approved and installed through the Department Head and/or the Facilities Committee, and/or the Fillmore County Board.

Employee-Furnished Appliances are devices brought into the Fillmore County workplace by employees, such as coffee pots, radios, lamps, clocks, fans, etc. (Note: Not all appliances are acceptable for installation.)

C. RESPONSIBILITY

1. The Fillmore County Board, Emergency Management (EM)/Safety Committee, Maintenance Department, or any Department Head, may require the removal of unauthorized Appliances, subject to these responsibilities and procedural guidelines.
2. The Maintenance Department is responsible for providing a safe physical environment for all employees and for the review, acquisition, funding, installation, and oversight of approved County-Furnished Appliances at Fillmore County work sites. Maintenance provides guidance regarding the appropriateness of any Appliance in question.
3. The EM/Safety Committee and/or Department Heads are responsible to review and determine the appropriateness of any Employee-Furnished Appliance in the workplace, and they assume responsibility for safety compliance.
4. Employees must acquire their Department Head's permission in advance of installation for any Appliance they bring into the workplace. Employees who have unauthorized Appliances will be asked to remove them from the Fillmore County facility.

D. PROCEDURES

~~Refer to the Table of Appliances~~

1. County-Furnished Appliances: ~~(Category 1)~~, Department Heads and/or the Facilities Committee, and/or the Fillmore County Board will evaluate requests for County-Furnished Appliances on a case-by-case basis. County furnished microwave ovens, toasters, refrigerators, or coffee services may be provided in designated refreshment areas. Appliances may be placed at locations, where employees work overtime or have irregular duty hours, and where nearby food facilities are closed during that time. These appliances



will meet OSHA standards and be Underwriters Laboratory (UL) listed. Installation of these appliances is generally approved once other adjustments to the physical work environment have been reviewed by the Maintenance Department. A request for the appliance must be in support of the employees' physical well-being. Department Heads may evaluate the use of an appliance after installation. Awareness of continued employee concerns or complaints may indicate other conditions, such as potential health issues that may need to be considered.

2. Acceptable Employee-Furnished Appliances: ~~(Category 2)~~, Department Heads assume responsibility for any appliance approved for use in the workplace. Small personal Appliances must comply with OSHA safety standards, be (UL) listed and must not pose potential disruptions to the workplace, such as interference with lighting or building power, noise pollution, and/or possible odors generated from stagnant water, lack of cleaning, perfumed scents, etc.
3. Employee-Furnished Appliances NOT acceptable for installation in the workplace: ~~(Category 3)~~, Appliances in ~~Category 3 of the attached table~~ Certain items are not approved for installation in the Fillmore County workplace. Items such as electric coolers, grills, griddles, hot plates, toaster ovens, fish tanks and water fountains may cause safety hazards, significant noise pollution, or potential water damage. Cumulative use of these items may cause overload on certain building electrical systems and trigger outages. Any consideration of this type of item ~~Category 3 Appliance~~ requires specific detailed justification and approval of the County Board. Any exception based on medical reasons for placement of unauthorized appliances must be approved as a reasonable accommodation.

E. TABLE OF APPLIANCES

| Category 1: County-Furnished Appliances                                                                                                                                                                         |                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Appliance should meet Energy Star @ Standards. Website: <a href="http://www.energystar.gov/index.cfm?c=bulk_purchasing-bus_purchasing">http://www.energystar.gov/index.cfm?c=bulk_purchasing-bus_purchasing</a> |                                                                                                |
| Type                                                                                                                                                                                                            | General Criteria/Issues                                                                        |
| Coffee Services                                                                                                                                                                                                 | Approved services may include coffee pots installed in designated common areas or break rooms. |
| Microwaves                                                                                                                                                                                                      | Approval based on employee access to local food services, and space availability.              |
| Refrigerators                                                                                                                                                                                                   | Approval based on availability/access to local food services, and space availability.          |
| Task Lights                                                                                                                                                                                                     | Approved if workstation adjustments are inadequate to serve need.                              |
| Toasters                                                                                                                                                                                                        | Approval based on availability/access to local food services, and space availability.          |

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Category 2: Employee-Furnished Appliances (Department Head and Building Maintenance

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| Supervisor Approved)                                                           |                                                                                                              |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Appliance must meet basic safety standards, including UL listed if electrical. |                                                                                                              |
| Type of Appliance                                                              | General Criteria/Issues                                                                                      |
| Clocks                                                                         | Acceptable if UL listed                                                                                      |
| Fans                                                                           | Acceptable if UL listed and three pronged or USB; consider HVAC impact                                       |
| Lamps                                                                          | Acceptable if UL listed – recommend use of LED type to reduce heat and energy usage.                         |
| Mini Refrigerator                                                              | Acceptable if three pronged, UL Listed and deemed non-excessive                                              |
| Coffee Pot                                                                     | Acceptable if three pronged and deemed non-excessive                                                         |
| Radios                                                                         | Acceptable if UL listed and within appropriate volume                                                        |
| Space Heaters                                                                  | Acceptable if UL listed and three pronged; consider HVAC impact                                              |
| Other                                                                          | Check with Maintenance Department regarding any and all other electrical devices brought into the workplace. |

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| Category 3: Appliances Not Approved for Personal Use in Fillmore County Facilities |                                                                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Type of Appliance                                                                  | General Criteria/Issues                                                                                     |
| Aquariums/Fish Tanks                                                               | Potential electrical hazard, moisture/water damage, unintentional animal issues                             |
| Heat Creating Devices not listed in Category 2                                     | This could include devices such as candle warmers; heat/fire hazard, odor pollution                         |
| Hot Plates/Griddles/Pop-Corn Makers                                                | Heat/fire hazard, alternatives available                                                                    |
| Toaster Ovens                                                                      | Heat/fire hazard                                                                                            |
| Other                                                                              | Check with Maintenance Department regarding any and all other electrical devices brought into the workplace |

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# DDA

Human Resources, Inc.  
*a David Drown Associates Company*

**TO: KRISTINIA KOHN, HUMAN RESOURCES OFFICER**  
**FROM: TESSIA MELVIN, DDA MANAGEMENT CONSULTANT**  
**DATE: JULY 8, 2021**  
**SUBJECT: CLASSIFICATION OF ZONING ADMINISTRATOR**

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Under the County's current system, review of the current job position. I would classify the Zoning Administrator as a Grade 12. The reason for this reduction is that taking away the certification also reduces the following area:

- Reduction in the experience needed for the job.
- Reduction in working conditions and hazards, as site inspections are no longer conducted.

Under the County's current system, review of the Job Description, I would classify the Zoning Administrator as a Grade 12.

Tessia Melvin, DDA Management Consultant

[tessia@daviddrown.com](mailto:tessia@daviddrown.com)

# Legislative Analysis for Counties: American Rescue Plan Act of 2021

Updated for Final Passage



## INTRODUCTION

On March 11, 2021, President Biden signed the *American Rescue Plan Act of 2021* (H.R. 1319) into law. The \$1.9 trillion package, based on President Biden's *American Rescue Plan*, is intended to combat the COVID-19 pandemic, including the public health and economic impacts.

As part of the **\$362 billion in federal fiscal recovery aid for state and local governments, \$65.1 billion is provided in direct aid to counties and an additional \$1.5 billion for public land counties.** The *American Rescue Plan Act* also allocates hundreds of billions of dollars for public health and vaccines, assistance for vulnerable populations, education and housing stabilization, economic recovery assistance and direct assistance for families and individuals.

This analysis highlights **key provisions for county governments.**

**State & Local Fiscal Recovery Funds**

Find your county's estimated allocation, NACo's legislative analysis and more.

[LEARN MORE](#)

**Investing CARES Act Coronavirus Relief Funds**

Find examples and best practices, as well as U.S. Treasury guidance and FAQs.

[LEARN MORE](#)

**COVID-19 Vaccine Distribution**

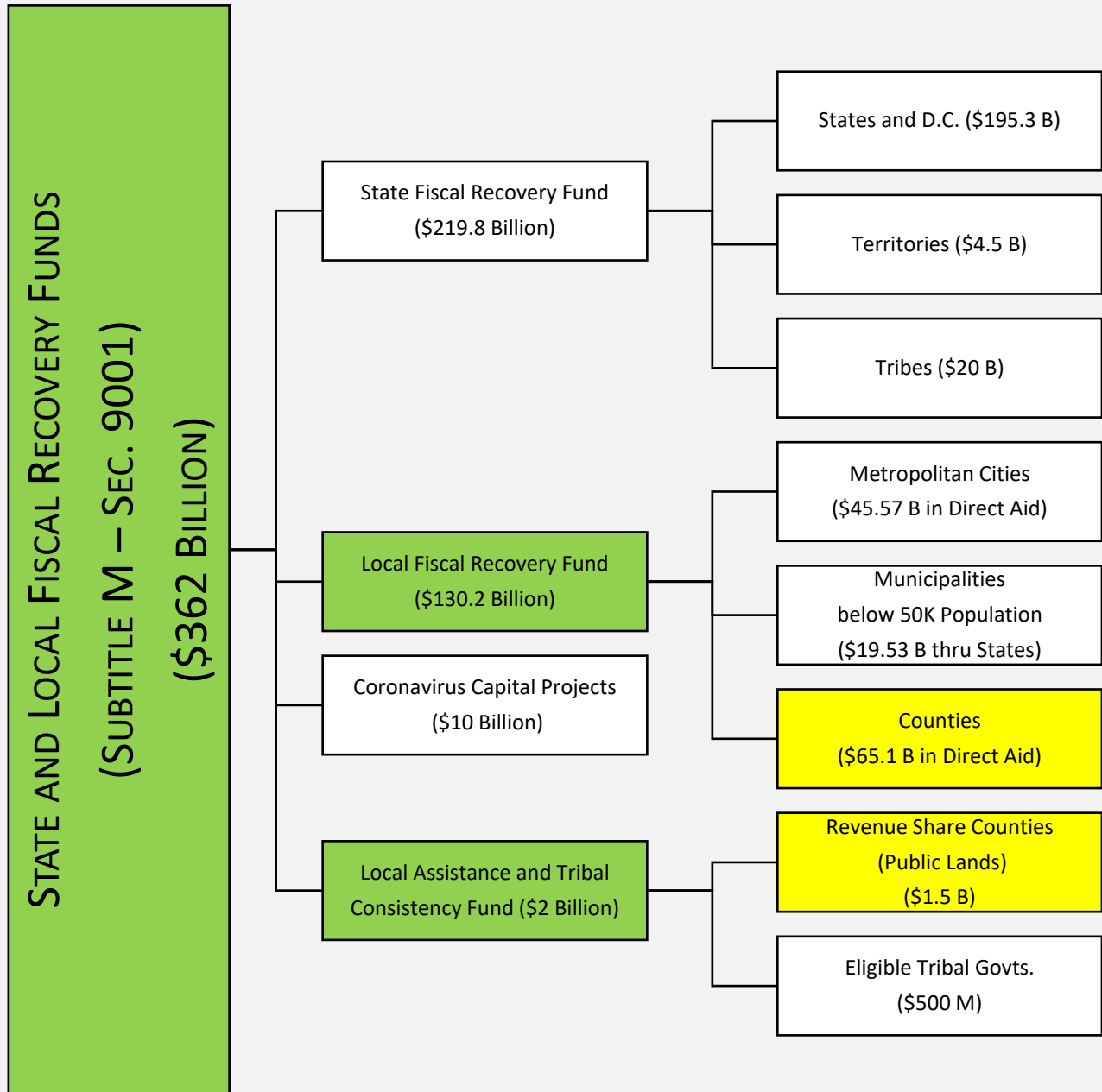
Explore key considerations for counties in COVID-19 vaccine distribution plans.

[LEARN MORE](#)

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# DIRECT ASSISTANCE FOR STATE AND LOCAL GOVERNMENTS



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## CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND

**Provides approximately \$362 billion to help states, territories, counties, cities, and tribal governments cover** increased expenditures, replenish lost revenue and mitigate economic harm from the COVID-19 pandemic.

*Visit the [NACo COVID-19 Recovery Clearinghouse](#) for timely resources, including county allocation estimations, updates on Treasury guidance, examples of county programs using federal coronavirus relief funds and other timely news.*

**Distribution Formula:** A total of \$362 billion is allocated as follows:

- **States and District of Columbia: \$195.3 billion**
  - \$25.5 billion equally divided.
  - \$169 billion allocated based on the states' share of unemployed workers over a three-month period from Oct.-Dec. 2020.
  - \$1.25 billion in additional aid for the District of Columbia.
- **Local governments: \$130.2 billion divided evenly between non-county municipalities and counties**
  - **\$65.1 billion in direct federal aid to all counties** based on the county share of the U.S. population (including parishes in Louisiana, boroughs in Alaska and consolidated city-county entities). Counties that are Community Development Block Grant (CDBG) recipients (urban entitlement counties) will receive the larger of the population-based share or the share under a modified CDBG allocation formula. Treasury shall allocate the first tranche of payments within 60 days of enactment.
  - **\$65.1 billion to cities and other non-county municipalities.**
    - *With populations of at least 50,000:* \$45.57 billion in direct federal aid using a modified CDBG formula.
    - *With populations below 50,000:* \$19.53 billion based on each jurisdiction's percentage of the state's population, not exceeding 75 percent of its most recent budget as of January 27, 2020. Aid is distributed through the states.
- **U.S. Territories: \$4.5 billion**
- **Tribal governments: \$20 billion**

[Click here  
to view  
your  
county's  
estimated  
funding  
allocation.](#)

### Allowable Uses for Recovery Funds:

- **Respond to or mitigate the public health emergency with respect to the COVID-19 emergency or its negative economic impacts**, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality. *These examples are intended to clarify congressional intent that these activities are eligible. However, state and local activities are NOT limited only to these activities.*
- **Provide government services to the extent of the reduction in revenue** (i.e. online, property or income tax) due to the public health emergency.
- **Make necessary investments in water, sewer, or broadband infrastructure.**
- State and local governments can transfer the funds to a private nonprofit organization, a public benefit corporation involved in the transportation of passengers or cargo **or a special-purpose unit of State or local government.**
- **Respond to workers performing essential work** during the COVID-19 public health emergency by providing premium pay to eligible workers of the county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
  - **“Premium pay” means** an additional amount up to \$13 per hour that is paid to an eligible worker for work during the COVID-19 pandemic. The law imposes a cap of \$25,000 for any single eligible worker.

### Guardrails for Recovery Funds:

- **States are not allowed to use the funds to either directly or indirectly offset a reduction in the net tax revenue** that results from a change in law, regulation or administrative interpretation during the covered period that reduces any tax. If a state violates this provision, it will be required to repay the amount of the applicable reduction to net tax revenue.
- **No funds shall be deposited into any pension fund.**
- Any local government, including counties, that **fail to comply with the federal law and related guidelines shall be required to repay** the federal Treasury.



#### Program Administration:

- **Funds will be distributed** by the U.S. Department of Treasury.
- **The deadline to spend funds is December 31, 2024.**
- The U.S. Treasury is required to **pay the first tranche to counties not later than 60-days after enactment**, and second payment no earlier than 12 months after the first payment.
- The law provides an additional \$77 million for the Government Accountability Office and \$40 million for the Pandemic Response and Accountability Committee **for oversight and to promote transparency and accountability.**

#### Reporting Requirements for State and Local Governments:

- **States are required to report how funds are used and how their tax revenue was modified** during the time that funds were spent during the covered period (covered period begins on March 3, 2021 and ends on the last day of the fiscal year a state or local government has expended or returned all funds to the U.S. Treasury).
- **Local governments, including counties, are required to provide “periodic reports”** providing a detailed accounting of the use of funds.
- If a state, county or municipality **does not comply with any provision of this bill, they are required to repay the U.S. Treasury** an equal amount to the funds used in violation.

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#### CORONAVIRUS CAPITAL PROJECTS FUND (SEC. 604)

- **Provides \$10 billion for states, territories, and tribal governments to carry out critical capital projects**, specifically related to enabling work, education, and health monitoring, including remote options, in response to the COVID-19 public health emergency. *This funding includes broadband infrastructure.*
- Each **state, the District of Columbia and Puerto Rico will receive a minimum allocation of \$100 million**, plus another \$100 million is divided among other U.S. territories and another \$100 million is designated for tribal governments and Native Hawaiian use.
- **Of the remaining funds, states receive an additional allocation** based on population (50 percent), number of individuals living in rural areas as a percentage of the U.S. rural population (25 percent), and proportion of the state’s population of households living in poverty.

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LOCAL ASSISTANCE  
AND TRIBAL  
CONSISTENCY  
FUND (SEC. 605)

**Provides an additional \$1.5 billion, split evenly over FY 2022 and 2023, for eligible revenue share counties (i.e., public land counties) as well as \$500 million over both fiscal years for Tribal governments:**

- U.S. Treasury is responsible for determining the funding formula, taking into account the economic conditions of each eligible revenue sharing county, using measurements of poverty rates, household income, land values, and unemployment rates as well as other economic indicators, over the 20-year period ending with Sept. 30, 2021.
- **Eligible counties may use these funds for any governmental purpose other than a lobbying activity.**
- **Counties shall be required to provide periodic reports** with a detailed accounting of the use of funds.
- **Failure to submit required reports or misuse of funds will result in the recoup of funds** by the federal government.

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According to a statement for the record by U.S. Senate Finance Chairman Ron Wyden (D-Ore.), “[The Senator] fully expect[s] Treasury to consult with others in government who have history in this arena on the creation of this new formula such as the Secretaries of Agriculture and Interior, **as well as the National Association of Counties, state county associations, including the Association of O&C Counties Oregon,** and many other groups with a deep understanding of these impacts across the United States.”

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# INVESTMENTS IN VACCINE DISTRIBUTION AND HEALTH

## VACCINE DISTRIBUTION

**Vaccine Distribution Funding:** Provides \$20 billion to establish a National COVID-19 Vaccination Program, of which \$7.5 billion will be allocated to CDC to support state, local, tribal and public health departments and community health centers in the distribution of vaccines through information technology and data enhancements, facility enhancements and public communications.

Another \$7.5 billion of the \$20 billion appropriated is provided to the **Federal Emergency Management Agency (FEMA)** to establish vaccination sites.

*Counties play an integral role in the distribution of COVID-19 vaccines as key administrators of health and human services at the local level, supporting over 900 hospitals, 824 long-term care facilities, and 1,943 local health departments.*

**Vaccine Confidence Education:** Provides \$1 billion for the CDC to strengthen vaccine confidence by furthering the distribution of information and education and improving vaccination rates.

*County officials and local public health agencies are trusted voices, often responsible for messaging vaccine confidence to the public.*

## SUPPORT FOR MEDICAID

**FMAP Enhancements:** Enhances state Federal Medical Assistance Percentages (FMAP), the federal contribution to Medicaid, including:

- A 100 percent FMAP for states that opt to provide coverage to the uninsured for COVID-19 vaccines and treatment without cost sharing.
- An enhanced FMAP for states that wish to expand Medicaid programs to cover mobile crisis intervention services for individuals experiencing mental health or substance use disorders.
- Increasing the state's base FMAP by five percentage points for two years if they expand Medicaid; currently there are 12 states that have yet to expand Medicaid and will be eligible for this increase.
- A temporary FMAP increase of 7.35 percentage points for states to improve Medicaid home and community-based services for one year.

**Disproportionate Share Hospital (DSH) Payments:** Amends the Families First Coronavirus Response Act (P.L.116-127) so states do not have to make higher DSH payments due to the 6.2 percent FMAP increase in the legislation.

*Counties in 26 states contribute up to 60% of the non-federal share of Medicaid, totaling approximately \$7 billion per year.*

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## FUNDING FOR TESTING, PUBLIC HEALTH SUPPORT & RESOURCES

**Testing and Contact Tracing:** Provides \$47.8 billion to the Department of Health and Human Services (HHS) to support state and local health departments in distributing and administering COVID-19 tests, acquiring and distributing PPE and other supplies, expanding contact tracing capabilities, and sustaining the nation's public health workforce.

*Counties support over 1,900 of America's 2,800 local health departments, providing essential public health prevention services like public education, vaccine coordination and logistics, contact tracing, and COVID-19 testing.*

**Public Health Workforce Expansion:** Provides key enhancements for healthcare and public health workforce supports, including:

- **\$7.6 billion for HHS to establish, expand, and sustain a public health workforce** and make awards to state, local, and territorial public health departments.
- **\$7.6 billion for Community Health Centers** for ongoing COVID-19 response efforts.
- **\$800 million to the National Health Service Corps** to enhance and diversify the nation's clinician's workforce.

Federal investments are responsible [for nearly 25 percent of local](#) health departments' revenue. *Over the past decade, the number of local health department jobs has decreased by 25,000, a statistic that is further exacerbated by the COVID-19 pandemic—effectively shrinking the public health workforce when it is needed most.*

---

## FUNDING FOR BEHAVIORAL AND MENTAL HEALTH

**Substance Abuse Prevention and Treatment (SAPT) and Community Mental Health Block Grants:** Provides \$1.5 billion for the Substance Abuse and Mental Health Services Agency's (SAMHSA) Substance Abuse Prevention and Treatment (SAPT) and another \$1.5 billion for Community Mental Health block grant programs.

**Certified Community Behavioral Health Clinics:** Provides \$420 million for Certified Community Behavioral Clinics (CCBHCs) which helps counties and other local entities provide a comprehensive range of mental health and substance use disorder services to vulnerable individuals.

*County-based behavioral health systems exist in 23 states that represent 75% of the population, and counties deliver community-based mental health and substance use disorder services through 750 behavioral health authorities.*

**Overdose Prevention:** Provides \$30 million for SAMHSA to create grants to state, local, tribal and territorial governments to support community-based overdose

prevention programs and other harm reduction services in light of increased pandemic related drug-misuse.

*County leaders across the public health, justice and public safety, and behavioral health sectors are on the front lines of the opioid epidemic and continue to formulate effective responses for this ongoing pandemic.*

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## SUPPORT FOR LONG TERM CARE FACILITIES

**Nursing Home Strike Teams:** Provides \$500 million for HHS to allocate money to states and territories to establish strike teams that will respond to COVID-19 outbreaks in skilled nursing facilities.

*Counties own, operate, and support 758 skilled nursing facilities and nursing homes, facilities that have been disproportionately impacted by the COVID-19 pandemic.*

# EMERGENCY RELIEF FOR INDIVIDUALS AND FAMILIES

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## DIRECT FINANCIAL ASSISTANCE FOR INDIVIDUALS AND FAMILIES

**Temporary Assistance for Needy Families (TANF) Pandemic Emergency Fund:** Provides \$1 billion for states to provide short-term targeted aid (cash assistance or otherwise) to families in crisis. States will receive funds based on their population's share of children and portion of prior TANF expenditures dedicated to cash assistance.

*Nine states representing half of the program's national caseload delegate the administration of TANF (which funds a wide range of anti-poverty programs and family services) to counties.*

### **Earned Income Tax Credit (EITC) and Child Tax Credit (CTC) Expansion:**

- In 2021, expands the CTC to **\$3,000 per child aged 6-17 (\$3,600 for children under age 6)** and makes the credit fully refundable in 2021. Instructs the U.S. Treasury Department to issue the credit in the form of periodic payments or as frequently as is feasible beginning in July, 2021.
- In 2021, increases the EITC for childless workers by **up to \$1,000 and expands the minimum and maximum age** for claiming the credit.

*The proposed CTC expansion is expected to cut child poverty by half in 2021, a key county priority.*

**Individual Assistance Payments:** Provides another round of Economic Impact Payments worth \$1,400 per individual (including child and non-child dependents up to age 17), up to \$75,000 income threshold level for individuals and \$150,000

for households, with an accelerated phase-out for higher-income earners capped at \$80,000 for individuals and \$160,000 for household income.

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## HOUSING AND UTILITY ASSISTANCE

**Emergency Rental Assistance Program:** Provides \$21.6 billion in another round of emergency rental assistance to be distributed by the U.S. Treasury Department to allocate to states, territories, counties and cities.

*County governments with populations greater than 200,000 are eligible to receive another round of direct funding from Treasury to keep families in stable housing and prevent an eviction crisis during the health emergency. Counties below 200,000 may receive funds through their state government.*

**Homeless Assistance:** Provides \$5 billion to HUD for homeless prevention and supportive services through the HOME Investment Partnerships program formula.

*The majority of HOME funds (60 percent) are distributed to 647 local jurisdictions, including urban counties with populations over 200,000 not including their largest metropolitan city, to provide affordable housing to low-income families.*

**Housing Choice Vouchers:** Provides \$5 billion to HUD for emergency Housing Choice Vouchers.

*Counties support increasing the supply of housing choice vouchers to assist with providing affordable housing for families.*

**Rural Housing:** Provides \$100 million for rural housing through the U.S. Department of Agriculture for rental assistance.

*Counties support assistance to families in rural areas struggling with rental payments due to the pandemic.*

**Homeowner Assistance Fund:** Provides \$10 billion for the Homeowner Assistance Fund and allocates funds to states, territories, and tribes to provide homeowners struggling to make mortgage payments due to the pandemic with direct assistance for mortgage payments, property taxes, property insurance, utilities, and other housing related costs.

*Counties support assistance to families to maintain stable housing conditions during the public health crisis and beyond.*

**Low Income Home Energy Assistance Program (LIHEAP):** Provides \$4.5 billion in emergency LIHEAP funds to remain available until September 30, 2022.

*Counties fully or partially administer the LIHEAP program in 13 states.*

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## FOOD AND NUTRITION ASSISTANCE

### Supplemental Nutrition Assistance Program (SNAP):

- Extends the recently enacted 15% SNAP benefit increase **through September 30, 2021** (previously set to expire June 30).
- Provides an **extra \$1.1 billion in funds for state SNAP administration** to be allocated over the next three fiscal years, an amount commensurate with a 100 percent federal administrative match.
- **Extends the Pandemic-EBT program** (which provides SNAP benefits to low-income children who have lost access to meals at school and child care due to the pandemic) through the summer months in both FY 2021 and the summer of FY 2022. *Note: administrative costs for P-EBT are 100 percent reimbursable by the federal government.*

*Ten states representing 32 percent of total participants **delegate the administration of SNAP (which funds monthly grocery benefits for low-income families) to counties. In these states, counties often contribute local dollars to the program's 50 percent non-federal administrative match.***

**Special Supplemental Nutrition Program for Women, Infants and Children (WIC):** Provides \$880 million in emergency funds, \$490 million of which will enhance benefits for four months and \$390 million of which will support outreach innovation and program modernization funding.

*WIC (which provides food assistance, nutrition education and service referrals to nutritionally-at-risk, low-income pregnant/post-partum women, infants and children) operates through 1,900 local agencies in 10,000 clinic sites, many of which are county health departments.*

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## SUPPORTS FOR WORKERS AND EMPLOYERS

**Federal Unemployment Benefits:** Extends enhanced federal unemployment of \$300 weekly through September 6, 2021. Those making less than \$150,000 a year and receiving unemployment benefits are eligible for a \$10,200 tax break. Also extends the Pandemic Unemployment Assistance program through September 6, 2021 and allows emergency unemployment relief for governmental entities and nonprofit organizations.

**Emergency Paid Leave and Paid Leave Tax Credit:** Extends the [Families First Coronavirus Response Act](#) (FFCRA) emergency paid leave program through September 30, 2021 and provides up to 12 weeks of paid sick and family medical leave related to the COVID-19 pandemic.

**Notably, public sector employers, including counties, are now eligible to receive the FFCRA tax credit for wages or compensation paid to an employee who is unable to work due to the pandemic.** Under previous law, counties were not eligible to receive this credit, impacting already strained county budgets.



Additionally, as previously authorized under the FFCRA, a local government employer that provides paid leave wages under the Emergency Paid Sick Leave Act or Expanded Family Medical Leave Act will not be required to pay the employer's share of social security tax on the paid leave wages.

*Counties employ 3.6 million individuals, and without this tax credit, the high costs of funding the enhanced paid leave benefits could harm counties' ability to provide critical services that are necessary for a successful pandemic response.*

## AGING SERVICES

**Older Americans Act (OAA) Programs:** Provides \$1.4 billion in emergency OAA funding, including \$750 million for senior nutrition programs, \$460 million for home-and-community-based support services, \$45 million for disease prevention, \$10 million for the long-term care ombudsman program and \$145 million in assistance for grandparents caring for grandchildren.

***OAA funding is allocated directly to Area Agencies on Aging, more than half of which are fully or partially operated by county governments.***

**Elder Justice Act Programs:** Provides at least \$188 million for the Elder Justice Act in both FY 2021 and FY 2022.

***The Elder Justice Act program is the only dedicated federal funding source available to states and counties to prevent elder fraud and abuse.***

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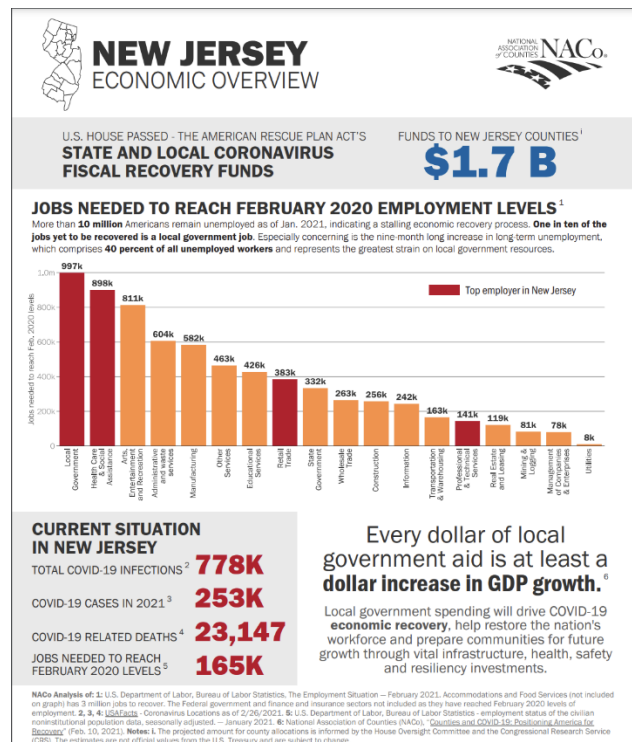
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# ECONOMIC ASSISTANCE FOR BUSINESSES AND COMMUNITIES

## EDUCATION AND CHILD CARE STABILIZATION

**Education Stabilization Fund:** Provides \$123 billion in emergency funds to support K-12 schools in safely reopening, of which 20 percent must address learning loss. Other set-asides include:

- \$1.25 billion for **summer enrichment**.
- \$1.25 billion for **afterschool programs**.
- \$3 billion for **education technology**.
- \$800 million for wraparound services to **homeless students**.

**In addition to the ESERF, provides:**

- \$3 billion for the **Individuals with Disabilities in Education Act (IDEA)**.
- \$2.75 billion for **private K-12 schools**.
- \$40 billion for **higher education, including community colleges**.

*Along with sharing a tax base with local school boards and providing complementary services to local students, **counties play a role in supporting and funding K-12 schools in five states: Alaska, Md., N.C., Va. and Tenn. Certain counties also contribute funding to community colleges.***

**Distance Learning:** Provides nearly \$7.2 billion for the Emergency Connectivity Fund within the Federal Communications Commission's (FCC) E-Rate program, helping schools and libraries obtain affordable broadband to support virtual learning.

*During the pandemic, counties have contributed local dollars and federal relief funds to help students without at-home internet attend virtual school.*

**Head Start:** Provides \$1 billion in emergency funding to be distributed across existing Head Start agencies according to their share of total enrolled children.

*Head Start (which funds early childhood education for low-income children) delivers services through 1,600 local agencies, **many of which are sponsored by county governments.***

**Child Care and Development Fund (CCDF):** Provides \$39 billion in emergency funds for the discretionary portion, the Child Care Development Block Grant program (CCDBG), \$15 billion of which will be distributed according to the regular formula and available through FY 2024. The remaining \$24 billion will go to states to make subgrants directly to child care providers. The mandatory Child Care Entitlement to States (CCES) will also receive a permanent annual increase of \$600 million, with the state match waived in FY 2021 and FY 2022.

*Eight states delegate the administration of CCDF (which supports child care subsidies for low-income families) to counties.*

**Child and Dependent Care Tax Credit (CDCTC):** In 2021, expands the CDCTC, making it refundable (therefore available to lower-income employees) and increasing the maximum rate by 50 percent.

*County employees may be able to claim this credit, making it easier for them to afford the necessary child/dependent care to continue working.*

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## SUPPORTS FOR SMALL BUSINESSES AND ECONOMIC DEVELOPMENT

**Paycheck Protection Program (PPP) and Economic Injury Disaster Loan (EIDL):** Provides an additional \$7.25 billion for the PPP and \$15 billion for the EIDL Advance program.

*The PPP and EIDL program help stabilize county economies by keeping small businesses afloat. Many counties also provided small business loans and other support with CRF dollars authorized under the CARES Act.*

**Economic Development Administration:** Provides \$3 billion for economic adjustment assistance. Of this amount, 25 percent of funding is reserved for assistance to communities that have suffered economic injury as a result of **job losses in the travel, tourism or outdoor recreation sectors.**

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*Of this amount, 25 percent of funding is reserved for assistance to communities that have suffered economic injury as a result of job losses in the travel, tourism or outdoor recreation sectors.*

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*EDA is a critical resource, particularly for rural counties, in providing essential competitive grants for job creation, economic recovery and planning.*

## TRANSPORTATION, ENVIRONMENT & EMERGENCY RESPONSE

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### FUNDING FOR TRANSPORTATION

**Public Transit:** Provides \$30.46 billion available through FY 2024 at a 100 percent federal share for eligible recipients of urban, rural, senior citizens and individuals with disabilities, and intercity bus transit formula grants for operating expenses incurred beginning on January 20, 2020, including payroll, operating and maintenance costs due to lost revenue, and the payment of leave for personnel laid off due to service reductions.

*Counties directly support 78 percent of the nation's public transit systems.*

**Airports:** Provides \$8 billion available through FY 2024 through Airport Improvement Program (AIP) formulas at a 100 percent federal share, including:

- **Funding for operations, personnel and sanitation to combat the spread of COVID-19:** \$6.5 billion for primary and certain cargo airports and \$100 million for general aviation and commercial service airports.
- \$800 million for **primary airport** sponsors to meet rent and other obligations to airport concessionaires.
- \$608 million to cover the **full federal share of these projects**, including retroactively for FY 2020.

*Counties own or support 34 percent of America's public airports.*

**Amtrak:** Provides \$1.7 billion available through FY 2024, including \$970.39 million for the Northeast Corridor and \$729.61 for the National Network.

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## FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) RESOURCES

**Disaster Relief Fund:** Provides \$50 billion for FEMA's Disaster Relief Fund to meet the immediate needs of state, local, tribal and territorial governments. [\(NOTE that the Biden administration issued an Executive Order on February 2, 2021 that waives the non-federal match of 25 percent from January 20, 2020 through September 31, 2021 for COVID-related eligible reimbursements.\)](#)

*FEMA's Disaster Relief Fund provides funding for key FEMA programs important to counties, including the [Public Assistance \(PA\) Program](#).*

**Funeral Assistance:** Extends the **100 percent federal cost share increase for funeral assistance** provided by FEMA, which had previously only been for costs incurred before December 30, 2020.

*Funds will reimburse county residents for funeral costs associated with the COVID-19 pandemic.*

**Additional Funding for FEMA Programs:** Provides funding for a wide variety of FEMA programs that support local agencies in FY 2021 to remain available through FY 2025, including:

- Emergency **Food and Shelter** Program (\$400 million)
- Assistance to **Firefighters Grants** (\$100 million)
- **Emergency Management** Performance Grants (\$100 million)
- Staffing for Adequate Fire and Emergency Response (**SAFER**) Grants (\$200 million)

*Counties rely on these critical federal grant programs to provide much-needed funding and other resources to local firefighters, first responders and other frontline workers.*

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ENVIRONMENTAL  
PROTECTION  
AGENCY (EPA)  
GRANTS

**Funding for Pollution and Disparate Impacts of the COVID-19 Pandemic:**

Provides \$100 million to the EPA to address health outcome disparities from pollution and the COVID-19 pandemic.

- Of this amount, \$50 million will support activities that identify and address **disproportionate environmental or public health harms and risks in minority populations or low-income population.**

*Counties support an increase in federal technical and financial assistance to states and local governments for the development and administration of pollution control programs.*



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**EXTRACT OF MINUTES OF A MEETING OF THE  
FILLMORE COUNTY BOARD OF COMMISSIONERS  
FILLMORE COUNTY, MINNESOTA**

HELD: July 13, 2021

Pursuant to due call and notice thereof, a regular meeting of the County Board of Commissioners of Fillmore County, Minnesota was duly held at the Boardroom of the Fillmore County Courthouse in the City of Preston, Minnesota on the 13<sup>th</sup> day of July, 2021 at 9:00 o'clock a.m. for the purpose, in part, of calling for a public hearing on the approval of a property tax abatement.

The following Board Members were present:

and the following were absent:

Commissioner \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION CALLING A PUBLIC HEARING  
ON THE APPROVAL OF TAX ABATEMENT  
FOR G-CUBED DEVELOPMENT, INC. HOUSING PROJECT**

WHEREAS:

1. The County of Fillmore has determined it necessary and feasible to help fund costs associated with site and public improvements for a new housing development to be developed by G-Cubed Development, Inc. ("the Project"); and
2. The County Board intends to abate 75% of its share of all new county taxes generated by the development, under the authority of Minnesota Statutes 469.1812 to 469.1815 (the "Abatement Law"); and
3. Prior to approving an abatement resolution and the use of tax abatement the County must hold a public hearing.

BE IT RESOLVED by the County Board as follows:

1. Public Hearing. The County Board shall hold a public hearing on the use of tax abatement to reimburse the developer for site and public improvement expenses at 9:00 a.m. on Tuesday, August 10, 2021 at the Fillmore County Courthouse. Staff is directed to publish notice of this hearing as required by Abatement Law.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same.

Whereupon said resolution was declared duly passed and adopted.

**APPENDIX A**

**COUNTY OF FILLMORE  
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING  
on  
APPROVAL OF PROPERTY TAX ABATEMENT**

NOTICE IS HEREBY GIVEN that the County Board of Fillmore County, Minnesota, will hold a public hearing on Tuesday, August 10, 2021 at 9:00 a.m., at the Boardroom in the Fillmore County Courthouse, located at 101 Fillmore Street East, in the City of Preston, Minnesota, relating to the use of property tax abatement for site and public improvements costs associated with a new housing development (approximately 80 potential single family lots) to be developed over multiple phases by G-Cubed Development, Inc., pursuant to Minnesota Statutes, Section 469.1812 to 469.1815, inclusive, as amended. The County hereby authorizes a Tax Abatement for each Development Phase platted on the Development Property for a period of 15 years commencing on the second year after each Plat is approved.

The Tax Abatement is limited to 75% of the new County taxes generated by increased value due to the development on platted property only. In no instance shall the Tax Abatement for any Development Phase extend taxes payable year 2045. The amount of total Tax Abatement will not exceed the maximum reimbursement amount of \$250,000 plus 4% simple interest (not to exceed \$170,000). The following tax parcels are to be included in the proposed tax abatement:

R11.0151.000  
R11.0156.000\*

*\* These parcels will be subdivided over multiple phases and new parcel numbers will be assigned.*

Copies of the Abatement Resolution as proposed to be adopted will be on file and available for public inspection at the office of the County Administrator.

All interested persons may appear at the hearings and present their view orally or in writing.

Dated: July 13, 2021

BY ORDER OF THE CITY COUNCIL  
/s/ Bobbie Hillery  
County Administrator

STATE OF MINNESOTA       )  
COUNTY OF FILLMORE       ) SS.

I, the undersigned, being the duly qualified and acting Administrator of Fillmore County, Minnesota, DO  
HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a  
meeting of the County Board of Commissioners duly called and held, as such minutes relate to calling for a  
public hearing on the use of property tax abatement.

Dated: July 13, 2021

---

Bobbie Hillery, County Administrator



## PROJECT SCHEDULE OF EVENTS

City of Lanesboro, Minnesota

2021 Tax Abatement (G-Cubed Development, Inc. Housing Project))

| <b>Task</b>                                                                                         | <b>Completion Date</b>               |
|-----------------------------------------------------------------------------------------------------|--------------------------------------|
| City Council authorizes preparation of Abatement Plan and calls for Public Hearing                  | July 6, 2021                         |
| County Board calls for Public Hearing                                                               | July 13                              |
| Deadline for hearing notices to Official Newspaper                                                  | July 14                              |
| Hearing Notices published in Official Newspaper (for City Public Hearing AND County Public Hearing) | Monday, July 19                      |
| <b>Public Hearing – City of Lanesboro</b>                                                           | <b>Monday, 6:00 P.M., August 2</b>   |
| City Council resolution creating Abatement                                                          | August 2                             |
| <b>Public Hearing – Fillmore County</b>                                                             | <b>Tuesday, 9:00 A.M., August 10</b> |
| County Board resolution approving Abatement                                                         | August 10                            |

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**Public Notice Requirement:** Notice of the hearing must be published in a newspaper of general circulation in the political subdivision at least once more than ten days but less than 30 days before the hearing. The newspaper must be one of general interest and readership in the community, and not one of limited subject matter.

**City Council Meets:** 1<sup>st</sup> Monday of each month at 6:00 p.m. at the Lanesboro Community Center Council Chambers. However, they will meet on Tuesday, July 6, 2021 due to July 4<sup>th</sup> Holiday (Observing on Monday, July 5<sup>th</sup>).

**Fillmore County Board Meets:** 2<sup>nd</sup> Tuesday in July and August at 9:00 a.m.

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City of Lanesboro, Minnesota

### 2021 Tax Abatement (G-Cubed Development, Inc. Housing Project)

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Newspaper: **Fillmore County Journal**  
136 St. Anthony Street South  
PO Box 496  
Preston, MN 55965  
507-765-2151  
[news@fillmorecountyjournal.com](mailto:news@fillmorecountyjournal.com)  
Published weekly on Mondays

Developer: **Geoff Griffin, President**  
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